



Alcott School



Willard School



Thoreau School

2015-2016

Parent and Student Elementary School Handbook

Concord Public Schools
Concord, Massachusetts

CONCORD PUBLIC SCHOOLS

CONCORD PUBLIC SCHOOLS

If you are unable to read English well enough to understand school documents or information, please contact the Director of Teaching and Learning, 978-341-2490 x 8131

French

Si vous êtes incapable de bien lire l'anglais ou de bien comprendre les documents de l'école, s'il vous plaît contactez Director of Teaching and Learning, at 978-341-2490 x8131. Ils vous aideront.

Italian

Se lei sono incapace per leggere il pozzo Inglese abbastanza per capire i documenti scolastici o le informazioni, contatta per favore Director of Teaching and Learning, 978-341-2490 x 8131. L'assisteranno.

German

Translation Results by SDL International:

Wenn Sie unfähig zu lesen Englisch ziemlich gut zu verstehen Schule Dokumente oder information sind, bitte scontact das Büro Director of Teaching and Learning, 978-341-2490 x 8131. Sie werden Ihnen helfen.

Korean

영어가 충분하지않아 학교에서 나온 문서나 정보를 이해하기 어려울 경우에, Director of Teaching and Learning, (드렉터 어브 티칭 앤드 런링) 사무실로 전화해 주십시오. 978-341-2190 x 8131

Spanish

Si usted es incapaz de leer inglés bien suficiente en entender documentos de escuela o información, avisan por favor Director of Teaching and Learning, 978-341-2490 x 8131. Ellos lo ayudarán.

Portuguese

Se são incapaz de ler suficientemente bem de inglês entender documentos de escola ou informação, por favor entra em contato com o Escritório para Director of Teaching and Learning. 978-341-2490 x 8131. Eles o ajudarão.

Traditional Chinese

Translation Results by SDL International:

如果你不能讀英語還不錯理解學校文件或資訊，請連絡辦公室 Director of Teaching and Learning, 978-341-2490, x-8131.

TABLE OF CONTENTS

Introduction	Page
Mission	3
Core Values & Beliefs	3
School Committee / School Administration	4
School Councils	4
Policies & Procedures	
Non-Discriminatory Policies – Title IX, Section 504	5
Discrimination	5
Procedure for Filing Complaints Related to Discrimination	5
Harassment	6
CORI	7
Attendance	8
Student Absences and Excuses	8
School Hours	8
Early Dismissal	9
Cancellation or Delayed Opening of School	9
Home/Hospital Instruction	9
English Language Learners Program	9
PAC	10
Special Education	10
504 Accommodation Plan	11
Student Rights and Responsibilities	11
Student Conduct	12
Tobacco Use Policy	13
Substance Abuse	14
Disciplinary Process	14
Discipline Procedures for Students w/Special Needs	15
Discipline of Students Subject to Section 504	16
Discipline of Students Not Yet Determined Eligible	16
Bullying Prevention and Intervention	17
School Bus Safety	29
Transportation Questions	31
METCO	31
School Visitors	31
Clothing	32
Footwear	32
Lunches	32
Peanut Free Tables	33
Playground Rules	34
Class 3 Laser Pointers	35
Student Activities Involving Photos/Videos	35

Telephone/Electronics Policy	35
Homework Guidelines	35
Progress Reports/Parent Conference	36
Network Usage Guidelines	37

Health Services

Immunization Requirements	40
Physical Exams	41
Medication Policies	41
Health Screening	42
School Attendance Dismissals	42
Communicable Diseases	43
Student Allergy Procedures	43

Student Records

State Pupil Records Policy	45
Confidentiality of Records	46
Amendment or Deletion of Records	46
Notification of Rights under FERPA	46
Notification of Rights under PPRA	47
Physical Restraint Policy & Procedure	48
Declaration of Compliance	51

INTERFACE

School Calendar

- MISSION -

Educate all students to become independent lifelong learners, creative thinkers, caring citizens and responsible contributors in our increasingly diverse global society.

- CORE VALUES & BELIEFS -

- **Academic Excellence**
- **Continuous Improvement**
- **Education Equity**
- **Empathic and Respectful Community**
- **Professional Collaboration**

CONCORD SCHOOL COMMITTEE

2015-2016

HEATHER BOUT
33 Alden Road
Concord, MA 01742
(978) 254-5451

WALLACE JOHNSTON
1479 Main Street
Concord, MA 01742
(978) 369-1844

JOHANNA BOYNTON
72 Chestnut Street
Concord, MA 01742
(978) 369-6614

DANIEL CONTI
22 Tarbell Springs Rd.
Concord, MA 01742
(978) 371-7924

KATHLEEN G. SNOOK
542 Old Road to 9 Acre Corner
Concord, MA 01742
(978) 369-7908

Regular meetings are held on the 2nd and 4th Tuesday of each month in the Ripley Building, 120 Meriam Road. Meetings begin at 6:30 pm. Community members are encouraged to attend.

Concord School Administration
Ripley Building
120 Meriam Road
Concord, MA 01742
978-341-2490 ext. 8100
www.concordpublicschools.net

Diana F. Rigby, Superintendent
John Flaherty, Deputy Superintendent of Finance & Operations
Kristen Herbert, Director of Teaching and Learning

School Councils

The Massachusetts Education Reform Act of 1993 requires that each public school form a school council consisting of the principal, teachers elected by the professional staff, an equal number of parents elected by the parent community, and community members who do not have children in the school. The purposes of the council are to assist and advise the principal in adopting educational goals, identifying the educational needs of the students, reviewing the annual school budget, and formulating a school improvement plan.

Non-Discriminatory Policies – Title IX, Section 504

Concord Public Schools is an equal opportunity employer and does not unlawfully discriminate because of race, color, sex, religion, national origin, disability, homelessness, sexual orientation or age in its employment policies or in the enrollment or participation of students in its educational and school-sponsored programs and activities, all in compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments 1972 Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act and G.L. c76, §5.

Discrimination

State and federal laws prohibit discrimination in education. Concord Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, disability, homelessness, or sexual orientation with regard to admission, access to programs or activities or employment opportunities. In the Concord Public Schools:

1. No student shall be excluded from participation in, denied the benefit of, or subjected to discrimination in any academic, extracurricular, research, vocational or other school-sponsored activity because of such student's race, color, sex, religion, national origin, disability, homelessness, or sexual orientation.
2. No student shall be excluded from any school program or school-sponsored activity because of pregnancy except where required by health considerations, or because of marital or parental status, where the educational process would be disrupted.

Procedure for Filing Complaints Related to Discrimination

If a student feels he or she has been discriminated against on the basis of race, color, sex, religion, national origin, disability, homelessness, or sexual orientation, he or she may complain to the principal of his or her school or to the Assistant Superintendent. It is the policy of the Concord Public Schools to deal with discrimination complaints at the individual school level whenever possible. However, if a satisfactory resolution cannot be achieved, a student may file a written complaint with the Assistant Superintendent of Schools. The Assistant Superintendent shall respond in writing within 30 days. If the individual is not satisfied with the response, he/she may take the complaint to Massachusetts Department of Education, Program Quality Assurance, 350 Main Street, Malden, MA 02148-5023 or other appropriate federal or state agency. The Section 504, Title VI and Title IX Coordinator for Concord Public Schools is the Director of Teaching and Learning, Kristen Herbert, Concord Public Schools, 120 Meriam Road, Concord, MA, 978-341-2490, x 8131.

Any employee, student, or other member of the school community found to have engaged in discrimination shall be subject to sanctions, including but not limited to, warning, suspension, expulsion/termination, subject to applicable procedural requirements.

Harassment

The Concord Public Schools and the Concord-Carlisle Regional District are committed to equal employment and educational opportunity for all employees and applicants, students, and members of the school community without regard to race, color, religion, sex, national origin, age, sexual orientation, or handicap in all aspects of employment and education. The members of the school community include the School Committee, administration, staff, students, and volunteers working in the schools, while they work and study subject to school authorities.

The Concord Public Schools and the Concord-Carlisle District are also committed to maintaining environments free of harassment based on race, color, religion, national origin, age, sex, sexual orientation, or handicap. The Concord Public Schools and the Concord-Carlisle Regional District expect all employees, students and other members of the school community to conduct themselves in an appropriate and professional manner.

Harassment on the basis of race, color, religion, national origin, age, sex, sexual orientation, or handicap in any form will not be tolerated. Such harassment includes unwelcome remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, and religious, age, sexual orientation or handicapped individuals or groups.

Sexual Harassment

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment, academic achievement, athletic opportunities, educational development or other opportunities, or
2. submission to or rejection of such conduct by an individual (employee, student or other) is used as the basis for employment or education decisions affecting such individual, or
3. Such conduct or communications has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or educational environment.

Any violation of this policy should be brought to the attention of the grievance officer, Kelly McCausland, Director of Human Resources, 120 Meriam Road, Concord, MA 01742, 978-341-2490, who will conduct an investigation and take appropriate action.

Any employee, student or other member of the school community found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, expulsion/termination subject to applicable procedural requirements.

Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts law, G.L.c. 119,51A. The Concord Public Schools and the Concord-Carlisle Regional District shall comply with Massachusetts laws in reporting suspected cases of child abuse.

Criminal Offender Record Information (CORI)

On November 27, 2002, as part of the continuing effort to protect children in Massachusetts, Chapter 385 of the Acts of 2002, "An Act Further Protecting Children," was signed into Massachusetts law. This Act imposes among other things, several new and significant obligations on public schools, accredited private schools and operators of camps and other child-service programs with respect to criminal background checks of prospective and current employees and volunteers. Specifically, the Act imposes the following obligations:

The school committee and superintendent of any city, town or regional school district and the principal, by whatever title the position be known, of a public or accredited private school of any city, town or regional school district shall have access to and shall obtain all available criminal offender record information from the department of criminal justice information services of any current or prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children. Such school committee, superintendent or principal shall periodically, but not less than every 3 years, obtain all available criminal offender record information from the department of criminal justice information services on all such employees and volunteers during their term of employment or volunteer service. Said school committee, superintendent or principal shall also have access to all criminal offender record information of any subcontractor or laborer commissioned by the school committee of any city, town or regional school district to perform work on school grounds, and who may have direct and unmonitored contact with children.

Access to such information shall be obtained in accordance with sections 167 to 168, inclusive, of chapter 6. A school committee, superintendent or principal obtaining information under this section shall prohibit the dissemination of such information for any purpose other than to further the protection of school children.

Attendance

Regular and punctual school attendance is essential for success in school. Concord elementary schools begin at 8:55 am and end at 3:15pm. We need your assistance in ensuring that your student attends school regularly in accordance with state law. Under state law, necessary absences by a student may not exceed seven (7) day sessions or fourteen (14) half-day sessions in any six month period. As an educational community, we have developed procedures and strategies to support your efforts in improving punctual daily attendance.

If your student is tardy, dismissed, or absent for more than five days we will request a physician's statement certifying such absences to be justifiable. (School committee policy JH) You will also receive a phone call from the classroom teacher to discuss the irregular attendance.

If the tardies, dismissals, or absences increase to ten or more, the school will schedule a parent conference with the classroom teacher, social worker, and school principal. At that time, a school attendance improvement plan will be developed.

If the irregular attendance continues, the principal, social worker, and School Resource Officer will meet with parents to identify local resources and organizations such as the Department of Children and Families that can assist with ensuring that students have the best possible attendance at school.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

Whenever your child will be absent or tardy we need to hear from you. Please call the direct voice mail number for your child's school. To report an absence, you may call on or before the day of the absence stating the date, the child's name, the teacher's name and the reason for absence. A child will be considered absent if they miss more than one half of the school day. To ensure the safety of each child, we will contact you at home or at work to verify your child's absence if we do not hear from you by 9:30 AM. We will also be able to monitor illnesses that may be causing absences through this system.

Absentee Lines: Alcott – 978-318-0679 Option #2
Thoreau – 978-341-2490 x 3690
Willard – 978-341-2490 x4690

School Hours

Kindergarten	M-W-F 8:55 – 3:15	T-Th 8:55 – 12:25	Nov. 27/June 23 8:55 – 12:25
Grades 1-5	M-T-W-Th-F 8:55 – 3:15	Tuesday (½) 8:55 – 12:25	Nov. 27/June 23 8:55 – 12:25

Early Dismissal

If you wish to have your child dismissed early, please send a note to your child's teacher requesting early dismissal. In the note please designate the person who will pick up your child. When you arrive at the school, please go to the Administrative Office to meet your child. As a safety precaution, we are requiring that adults "sign out" children by signing an **Early Dismissal Log**, which is kept in the office. If early dismissal is due to illness, a similar sign out log is in the Health Office. Children must always be picked up at the Administrative Office or the Health Office, if they leave the school early. Playground aides are not permitted to release students from the playground.

Cancellation or Delayed Opening of School

ConnectEd is the communication system that will be used when school is canceled or delayed. An automated telephone call will go out to all students with a message that school is canceled or that there will be a delayed opening.

Announcements will also be made on local radio and TV stations for news of delayed openings and school cancellations. Announcements will be made on television stations WCVB TV5, WHDH TV7, WBZ TV4, radio station WBZ, and posted on website www.concordpublicschools.net.

On days when school is cancelled or delayed, there will be no Before School programs (Recreation Department, Language classes, etc.).

Home or Hospital Instruction

Parents of students who, in the judgment of the child's physician, will have to be absent from school or in the hospital for health or safety reasons for a period of not less than fourteen school days, may request home or hospital instruction. These services may also be provided for students who are chronically ill for recurrent periods of less than 14 days each, with written documentation from the child's physician. To obtain home or hospital instruction, contact your child's principal or school counselor and provide the requested written documentation from the physician.

English Language Learners Program (ELL)

Students for whom English is not their primary language have equal rights of access to all courses of study in regular, special, technical and vocational school programs. They also have the right to participate in all school-sponsored activities.

All students entering the Concord Public Schools who speak a language other than English at home are evaluated for English language proficiency. If services are recommended, parents are advised of their choices. They have the right to accept or reject the services available.

Instruction for English Language Learners (ELL) is provided for all students who have a limited proficiency in English. Services are tailored to the individual language and educational needs of the student. Concord Public Schools currently offers an ELL program at all of its elementary schools and secondary schools.

For further information, contact the office of the Director of Teaching and Learning at 978-341-2490.

Parents Advisory Council for Special Education (PAC)

The Parents Advisory Council for Special Education is an organization of parents of children with special educational needs, parents of typical children, special education staff and interested members of the community. Chapter 766 requires that every school district establish a PAC “to advise the School Committee on matters that pertain to education, health and safety of children with special needs.” The role of the PAC is to ensure that the local school department is responsive to the needs of children receiving special education services. PAC members also offer parent-to-parent support, advice and information about obtaining quality special education and related services. Ask your principal for the name and number of your school’s PAC resource parent.

Special Education

CHAPTER 71B – CHILDREN WITH SPECIAL NEEDS is a state law that requires schools to provide a free and appropriate education in the *least restrictive environment* to students who, because of a disability, are unable to progress effectively. The disability may be a developmental delay, autism, or an intellectual, sensory, neurological, emotional, communication, physical or health impairment, a specific learning disability or a combination of the foregoing impairments that requires specifically designed instruction or related services in order to successfully address the child’s individual education needs.

A student can be referred for evaluation for special education by a parent or a member of the school staff. The purpose of an evaluation is to gather comprehensive information to explain why the student is not progressing effectively. Based on the results of the evaluation, a multi-disciplinary TEAM consisting of the student’s parents and school staff determines eligibility for services and, if appropriate, develops an Individualized Education Plan (IEP).

The IEP identifies goals and objectives for the student and the modifications and related services that are necessary to address the student's educational needs.

Under Chapter 71B, the Massachusetts Comprehensive Special Education Law, every student must be given an adequate and appropriate education with special services and special programs when needed. A student is entitled to special education services if he or she meets all three of the following requirements:

1. He or she is between the ages of 3 and 21;
2. He or she has not obtained a high school diploma or its equivalent; and
3. He or she has a physical, emotional or educational disability which keeps him or her from progressing effectively in a regular classroom.

Parents have the right to initiate, monitor or terminate the Special Education process for students under the age of 18. However, the following rights are the student's regardless of his or her age:

1. A student has the right to stay in his or her program until an evaluation, the writing of the educational plan, and any appeal of the educational plan have been completed.
2. A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of his or her disability.

State regulations governing the Special Education process are available in all schools for review.

Section 504 Accommodation Plan

Section 504 and the ADA (Americans with Disabilities Act) are federal statutes which prohibit discrimination against disabled individuals on the basis of their handicap. 34 C.F.R. 104.11. A disabled person is defined, under Sec. 504, as any person who (i) has a physical or mental impairment, which substantially limits one or more major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment. 34 C.F.R. 104.3. A Section 504 Accommodation Plan is designed to identify classroom and instructional accommodations to assist students with impairments in the regular education setting.

Student Rights and Responsibilities

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. *The right to due process with respect to suspension, expulsion and decisions the student believes injures his rights. Due process means that the student is notified of the charge and is given an opportunity to share his/her side.*
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distribute annually.

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

Student Conduct

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.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

3. Any student who is charged with a violation of either (1) or (2) above 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 the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above while on school property or taking part in a school activity off school grounds.

LEGAL REF: M.G.L. 71:37H

Tobacco Use by Students

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings and grounds. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even when this use does not take place on school grounds.

Substance Abuse

A goal of the Concord Public Schools is to promote and maintain a safe and drug-free learning environment for all students. The use of alcohol and/or other drugs interferes with the learning, growth and well being of students, families and the entire school community. Alcohol and other drugs do not have a place in an educational environment and will not be tolerated during school hours, on school property or at any school-sponsored event.

Drugs include:

- Alcohol
- Controlled substances as defined in M.G.L., Ch.94C (e.g. cocaine, marijuana, LSD, steroids)
- The misuse of prescription or over-the-counter drugs
- Products misused for the purpose of mind-altering effects (aerosols, solvents, etc.)

Students are strictly prohibited from actions involving drugs/alcohol during school hours, on school property, or at any school-sponsored event. Prohibited activities include, but are not limited to:

- Using or having used
- Possession
- Attempting to purchase
- Intending or attempting to sell/distribute
- Selling or distributing
- Possession of drug paraphernalia

Students who violate the substance abuse policy will be subject to disciplinary action up to and including expulsion. Also, the schools will fully cooperate with the Police Department to deal with violations of the law as outlined in the Memorandum of Understanding between Concord Public Schools and the Concord Police Department. In addition to the disciplinary response, prevention and intervention services will be offered to students and families to support the system-wide goal of a safe and drug free environment.

In a case where a student self-discloses or seeks help regarding an alcohol or other drug use problem which is not in current violation of school policy, no disciplinary action will be taken. However, because the use of alcohol/drugs by students at any time creates potential problems, a range of supportive services will be offered based on the best interest of the student and school community.

Disciplinary Process

Every student is responsible for knowing and complying with school rules. A student who violates school rules is subject to immediate corrective responses from school staff. Depending on the nature and severity of the violation,

classroom teacher and school principal will determine the appropriate intervention and parent notification. Before a student is suspended, parents and student will meet with the principal to discuss the serious violation, and student and parent will be able to respond to the allegations. If a parent wishes to appeal the decision of the school principal in regards to the suspension, s/he may appeal in writing to the Director of Teaching and Learning, 120 Meriam Rd., Concord, MA, 01742, 978-341-2490, within 10 school days of the decision.

Discipline Procedures for Students with Special Needs (Students with IEP's and Students with Section 504 Accommodation Plans)

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible CPS students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

In general, CPS special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's special education Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new Individualized Educational Program. The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student.

In the event a student possesses uses, sells or solicits a substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

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

Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Education who can be reached at 978-318-8142.

Discipline of Students Subject to Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act provides eligible students some of the same procedural rights and protections as does IDEA. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Teaching and Learning who can be reached at 978-318-8131.

Discipline of Students Not Yet Determined Eligible for Special Education

The IDEA protections summarized under the Discipline of Special Needs Students also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred.

The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Education who can be reached at 978-318-8142

Bullying Prevention and Intervention

All members of the Concord Public Schools and Concord-Carlisle Regional School District school's community will treat each other in a civil manner and with respect for differences.

The district is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We recognize that students are more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by associations with other people who may have one or more of these characteristics. The district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Bullying Prevention and Intervention Plan ([include link to website](#)) is a comprehensive approach to addressing bullying and cyberbullying. The School Districts are committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Bullying Prevention and Intervention Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

The principal is responsible for the implementation and oversight of the Plan at his/her school.

POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

Reporting Incidents of Hurtful Behavior and Bullying or Retaliation

Hurtful Behavior – Any and all verbal, written, physical or electronic attempt to harm another person or their property must be reported to the principal or his/her designee immediately. Reports may be verbally or in writing. Electronic communication used to report an incident should not include students' full names.

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. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report; however, the person receiving the report will be required to document the incident.

The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policy for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

Faculty, staff, parents and students will be required to sign a statement indicating that they have received and read the districts' policy and procedures. The districts will keep a record of these signed statements.

Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be hurtful, bullying or retaliation. It is the responsibility of the staff member to intervene to the behavioral incidents consistent with districts' policy and procedures for behavior management and discipline first and then report it to the principal or designee as previously indicated. Our districts regard faculty and staff's obligation to report as analogous to the mandate to report child abuse or neglect (51A).

Reporting by Students

Students, who believe themselves to be a target of bullying, who observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are encouraged to report incidents to a member of the school staff. The target or witness shall not, however, be subject to discipline for failing to report bullying.

Students may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Reporting by Parents or Guardians, and Others

The district expects parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report.

Reporters need to understand that any report of bullying and retaliation requires the school to conduct an initial investigation. If you call to make a report, it will be documented and investigated if appropriate. Because of the schools' responsibility to prevent bullying and intervene when incidents of hurtful behavior, bullying or retaliation occur, it is advisable to file a report even if it isn't a complaint.

Students, parents or guardians, and others who want to report an instance of bullying or retaliation involving a student will be able to access a PDF version of our Reporting Form on our website. A hard copy of our Reporting Form will be included in our back to school packets and will be available in school and district offices. The districts will consider establishing a telephone "tip line."

Responding to a report of bullying or retaliation.

Safety

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

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

Obligations to Notify Others

- a. 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.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents will comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target’s parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident

will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

Investigation

The Principal or designee, upon receipt of a viable report, will promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying will be discussed.

The school principal or a designee will promptly investigate the report of bullying, using the Incident Investigation Form designed to document either hurtful behavior, bullying or retaliation. The investigation may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

The Principal or designee will assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality will be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred, he/she will take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal will consult with the school's resource officer and the Superintendent to determine if criminal

charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The Principal or designee will contact the parents or guardians as to the status of the investigation. Upon completion of the investigation, the parents or guardians will be contacted and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. Disciplinary actions for students who have committed an act of bullying or retaliation will be in accordance with district disciplinary policy.

Each school will document any incident of bullying that is reported per this plan and a file will be maintained by the Principal or designee.

Confidentiality will be maintained to the extent consistent with the school's obligations under law.

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1)

determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation. If bullying or retaliation is found, the action being taken to prevent further acts of bullying or retaliation will be communicated to the parents of the aggressor. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations. If bullying or retaliation is found, the parents of the target will be informed of the school's plan to monitor the situation and to help ensure the safety of their child.

Responses to Bullying

Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school use a range of responses that balance the need for accountability with the need to teach appropriate behavior to the aggressor. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:

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

Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with this Plan and with the schools' or districts' code of conduct.

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

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

Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Possible strategies may include but are not limited to

- Increasing adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur,
- Adjust transportation arrangements
- Change schedule
- Teaching skills that will increase the child's resiliency
- Notify relevant faculty and staff to alert them to the need for increased vigilance

Follow-up

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

COLLABORATION WITH FAMILIES

Parent education and resources.

The district offers education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs are offered

through our

- Center for Teachers and Parents
- Open Circle Program
- Concord-Carlisle Parent Initiative Organization
- Parent Teacher Groups
- Special Education Parent Advisory

We also benefit from partnerships with community organization such as The Massachusetts Department of Mental Health

- The Elliot Center
- The Concord Clergy Laity Group
- Project Interface
- The Concord-Carlisle Community Chest
- The Concord Youth Services Coordinator
- Social Worker for the Town of Concord
- Concord Police Department – School Resource Officer

Notification requirements

Each year the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The school or district will post this Plan and related information on its website.

PROHIBITION AGAINST BULLYING AND RETALIATION

The law requires each Plan to include a statement prohibiting bullying, cyberbullying, and retaliation. The statement must be included in the Plan and included in the student code of conduct, the student handbook, and the staff handbook. The following statement is incorporated directly from M.G.L. c. 71, § 37O(b), and describes the law's requirements for the prohibition of bullying. It may be tailored to meet the specific priorities of the school or district. Alternative language is included in the draft priority statements in Part I.D above.

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

DEFINITIONS

Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below. Schools or districts may add specific language to these definitions to clarify them, but may not alter their meaning or scope. Plans may also include additional definitions that are aligned with local policies and procedures.

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

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

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

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

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

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

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

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

Bullying Prevention and Intervention INCIDENT REPORTING FORM

Name(s) of Student(s) Involved:	Reporter:
	Date/Time of Incident:

Please describe the incident to the best of your ability. Note as many details as possible, including the exact location, any quotes that were used, and the names of actual or possible witnesses. Attach additional information as needed. Then, answer the questions below.

Details of Incident:

Witnesses (if any):

In your opinion, was this an incident of bullying? (repeated and intimidating in nature)	In your opinion, was this incident provoked by race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability?	Prior to this incident, have you witnessed and had to address similar behavior with any student(s) involved in the incident? If so, note any action that you have taken. Please attach additional information as needed.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> Verbal Reminder(s) <input type="checkbox"/> Call to Parent/Guardian <input type="checkbox"/> Detention <input type="checkbox"/> Conference w/Parent/Guardian <input type="checkbox"/> Student Conference <input type="checkbox"/> Other

Please sign and return this from to the Main Office as soon as possible after the incident. After being reviewed by the principal (or designee), you will receive the pink carbon copy. Upon completion of the investigation, you will receive an additional follow-up notice from the Main Office.

Reporter's Printed Name/Signature: _____	Date: _____
Principal (or designee) Signature of Review: _____	Date: _____

White - Principal's Copy

Yellow - Processing Copy

Pink - Reporter's Copy

rev. 2/11/2011

School Bus Safety

The school bus is an extension of the school and, as such, expectations for behavior on the bus are consistent with CPS' expectations for respectful and responsible behavior at school.

Conduct on Buses

Expectations for school bus behavior apply to all students. The rules are intended to ensure the safety of everyone on the bus. All rules and regulations of conduct that are enforced in school also apply to students traveling in school buses. The school system is responsible for the conduct of its students while using the transportation system as much as when they are in a school building.

All students are expected to behave in a manner that demonstrates respect for themselves, their schoolmates and the adults with whom they come into contact. Student's misconduct while riding the bus will result in disciplinary action that may range from temporary loss of student bus privileges to suspension from school.

For the safety of all, students must adhere to the following Rules and Regulations:

- Be courteous, use no disrespectful language or yelling.
- Do not eat or drink on the bus.
- Cooperate with the driver and monitor.
- Remain in your seat; no standing while the bus is in motion.
- Keep all body parts inside of the bus (including head, hands and feet).
- Do not throw objects within or outside of the bus.
- Do not bring flammable materials on the bus.
- Do not bring pets on the bus.
- Cell phones must remain in school bags at all times.

The bus driver or monitor are authorized to assign seats if they deem it necessary. Cell phone use by students is not allowed in school or on the bus, except in the case of emergency, and with the approval of the bus monitor or bus driver.

Students who do not follow these rules will receive one verbal warning from the monitor or driver. The bus monitor or driver will inform the Principal of the warning. If inappropriate behavior continues, the bus monitor or bus driver will fill out a bus conduct slip and give it to the Principal who will then contact the student's parent. Parents will sign the conduct slip and return it to the Principal via the bus monitor. Persistent misbehavior on the school bus will require a meeting between parents and the principal.

The following offenses result in **an automatic bus suspension**:

- Fighting
- Hazing
- Harassment
- Use of profane, obscene, or abusive language
- Carrying a weapon
- Possessing or consuming alcoholic beverages
- Possessing or using illegal drugs
- Inappropriate physical contact
- Possessing or smoking cigarettes
- Possessing stolen goods on the bus
- Tampering with bus equipment
- Damaging or defacing the bus
- Insubordination or refusal to cooperate with the bus driver or monitor

Only the school principal can suspend a student from the bus. Parents are responsible for transporting their children to and from school during bus suspensions. Students who have been suspended from the bus are still responsible for coming to school and/or making up any work they may miss.

Three (3) bus suspensions in a school year may jeopardize a student's right to ride the school bus

In addition to helping children understand the rules for appropriate bus conduct, parents can help reinforce bus safety by stressing the following rules:

1. All rules and regulations of conduct, which are reinforced in school, apply to students traveling in school buses. The school system is responsible for the conduct of its students while they are using the transportation system as well as when they are in a school building.
2. The waiting area is not within the jurisdiction of the school department, but any discipline problems, which arise, can be reported to the school principal who will refer them to the proper authority.
3. Students should board their bus one at a time and be seated promptly. Everyone must be sitting down before the bus moves away.
4. Students should remain seated until the bus comes to a full stop.
5. Students who are crossing the street are to move to a position approximately ten feet in front of the bus so they can be seen by the driver and then cross all the way over so that they are out of the street.
6. Students who are staying on the same side of the street are to exit straight out from the school bus door to the sidewalk or other point several feet away from the bus and stand there until the bus pulls away. Students should never walk alongside the bus or attempt to retrieve objects from the ground near the bus. If they drop something, they should wait until the bus has left the area before picking it up.

7. No smoking is permitted at any time, No fighting, horseplay or loud conversation, No arms or objects placed outside the bus.
8. Bus switches are not allowed to facilitate after school events or childcare needs, other than those pre-established by the Transportation Department on a regular basis. Any child may get off their regular bus at a different stop than usual with a note from a parent/guardian. Bus routes are tightly scheduled and some are just about at maximum capacity. Under extraordinary conditions or in an emergency, exceptions can be made through the Transportation Department, but not for social reasons.

Transportation

Please call (978) 318-1433 and ask for Wayne Busa, the manager/dispatcher of transportation, if you have any questions or concerns.

METCO

All Concord elementary schools participate in the METCO program. “The Metropolitan Council for Educational Opportunity believe(s) that educational experiences which are racially and culturally integrated have strong influences on student personality development and academic achievement. “An integrated education provides the best testing ground for preparing students for a multi-ethnic society....”. For information concerning METCO, please call the METCO office at CCHS, 978-341-2490 ext. 7117.

School Visitors

Parents are always welcome to visit your child’s elementary school. The principal is available to show you the school and answer any questions about the total school program; however, such visits need to be scheduled in advance. The principal or a member of the school staff will accompany parents/visitors who wish to tour or observe. Please feel free to call us.

All visitors to the building and volunteers helping in classrooms should check in and out through the office. When signing in at the office, the visitor or volunteer must take a badge to identify that you have previously checked into the office. All badges need to be returned upon signing out.

When parents drop off and pick up children during the school day, they must do so from the office only. Any parent escorting a child to a classroom or reporting to a classroom for any reason is also required to sign in and out and wear a visitor badge.

Clothing

Each child is provided with a locker or cubby where outside clothing and personal items are kept. All clothing should be marked with the child's name for easy identification. Lost and Found items are displayed in a designated area at each school. Children will go outside for recess if the playground is in a safe condition, even if it is cold. Please make sure your child is dressed appropriately, including hat and gloves/mittens.

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Footwear

There are many children who are injured with twisted ankles, abrasions and lacerations because of the type of shoes or sandals they wear. All clothing should enable children to use their gross and fine motor skills without impairment. Please note the following recommendations for appropriate footwear in school:

- Clogs and slip-on sandals are not safe for school activities.
- Tied shoes and sneakers provide the best support and stability for physical education class and playground activities.
- Socks and shoes are recommended to prevent twisted ankles, stubbed toes, slivers from wood chips, and insect stings to the feet.
- "Heelies" are not permitted at school.

Lunches

Lunches are available Monday through Friday and on full-day Tuesdays. Lunch costs \$3.35 and includes milk. Milk may be purchased separately for \$.65. Student may bring a lunch from home.

For students who purchase lunch, we use a prepayment system for all school meals, milk, and a la carte purchases. There are two options to participate in the prepayment system.

One option is to pay by check. Checks should be payable to the Food Service Department. Checks can be mailed to the Ripley Building, 120 Meriam Road, Concord, MA 01742 Attention: Food Service Dept. or delivered to your child's school office.

The other option is to pay online at **MySchoolBucks.com**; however, the **MySchoolBucks.com option will not be available for new students until September 23, 2015.**

It is recommended that you place funds into the lunch account for your child by mailing a check to the Food Service Department by **August 19, 2015**, to allow us time to process your payment prior to the beginning of school. We suggest a \$50 minimum. The funds will be available to your child when school begins. Having the money ready will provide your child funds should he/she decides to purchase a lunch or milk. Children often purchase food and milk, even when a lunch is brought from home.

Free and Reduced Lunch Applications are available through **Food Service Department, 120 Meriam Road, Concord, MA 01742**, and at your child's school.

For assistance, please call Maria Barker, Director of Food and Nutrition, at 978-202-1165 or email at mbarker@colonial.net, or call Patty Siekman at 978-202-1124 or email at psiekman@colonial.net.

Peanut and Nut-free Table Information

Some children within our school have a serious allergy to peanuts and/or nuts. A life-threatening allergic reaction called anaphylaxis can develop from ingestion or, in some cases, from these foods coming in contact with the child's skin, or even the inhalation of the vapors of peanut or nut products. **Complete avoidance of peanuts, nuts and products made with peanuts and nuts is the only way to prevent a serious allergic reaction.**

In an effort to prevent a severe allergic reaction in the cafeteria, we have instituted a permanent peanut and nut-free table at lunch for all grade levels.

The peanut and nut-free table is available to any child who has no peanuts, nuts, or anything made with nuts or peanuts or their products, as part of their lunch. The following information will help to ensure the table is kept peanut and nut free:

1. The table is permanently designated by labeling and location in the cafeteria.
2. The table is cleaned with a cloth and labeled bucket to be used only on the peanut/nut free table. The labeled gloves should be worn by the person who wipes this table. The gloves are for this table only. All these precautions are taken to prevent cross contamination.
3. The noon aides supervise the children to maintain the table peanut and nut free. This includes the omitting of peanut butter, granola bars, chocolate bars, and cookies or brownies with peanuts or nuts in them. If in any doubt about whether a product contains peanuts, nuts or their products, the child will be directed to sit elsewhere in the cafeteria.

Thank you for your assistance in providing a safe environment for those children who have peanut or nut allergies. If you have any questions, please see the school nurse.

Children using the cafeteria are expected to:

- Behave in an orderly manner at all times.
- Use good table manners.
- Talk to their neighbors in normal conversational tones.
- Tidy their areas before leaving the table, and use the proper disposal containers.
- Leave the cafeteria quietly as soon as they have received permission to do so from the noon aides.
- No food is to be taken from the cafeteria to be eaten outside.

Playground Rules

All children must stay within the bounds of the playground. Activities on the playground must be such that they are not dangerous to any person. The following activities are **not** permitted unless otherwise directed by the principal:

1. Fighting or hurting anyone
2. Snowball throwing
3. Tackle football
4. Using hard rubber coated or hard balls
5. Rock throwing
6. Frisbee throwing
7. Tree climbing
8. In-line skating/skateboarding/scooters
9. Using lacrosse/hockey sticks
10. Leaving school grounds

Winter Guidelines

1. Students need to be appropriately dressed when they go outdoors (including snow pants and boots to go on the snow).
2. Students must stay off the ice.
3. Students must stay on the hardtop when the field is muddy.
4. Students are to be in areas visible to supervisors.

Class 3 Laser Pointers

Class 3 laser pointers are pen-sized lights, which are used during presentations to direct a small red dot at a viewing screen or object across a room. If they are momentarily flashed into someone's eye it almost always causes the person to blink and avert the light, thereby preventing damage. If, however, there is exposure for more than 10 seconds it is possible to cause retinal damage. Class 3 lasers are not to be used by children at school.

Student Activities Involving Photographs, Videotapes and Audiotapes

Students may be photographed, videotaped or audiotaped by other students or by school staff as part of the educational activities of a class or in connection with student activities such as the production of class or school yearbooks, school newspapers, drama productions, etc. If you do not want your child to be photographed, videotaped or audiotaped when participating in school activities, please indicate on the parent permission form sent home at the beginning of the year or ask the office for a form.

Telephone/Electronics Policy

At the elementary school level, students may not use cell phones, iPods, or other electronic devices or games on school grounds and during the school day without permission. Permission will be granted by the principal or principal designee.

Homework Guidelines

What is homework?

Homework is any assigned activity done outside of school which relates to any phase of learning. It should be enrichment and reinforcement of the learning activity. It should not be used to teach something new, to fulfill a time requirement, or to punish. From time to time homework may also be used to

encourage discussion among family members and to provide linkages between home and school.

Purpose of Homework

1. To supplement and reinforce skills and work done in class.
2. To enrich the child’s school experience.
3. To provide opportunities to use skills/knowledge learned in school in creative ways outside of school.
4. To promote individual responsibility.
5. To teach children how to budget time and organize materials.
6. To promote independent study and research skills.
7. To develop leisure interests in learning that will enhance later experiences in life.

Guidelines for Time and Frequency

<u>Grade Level</u>	<u>Time</u>	<u>Frequency</u>
Kindergarten	Discretion of Teacher	
Grade 1	Discretion of Teacher	
Grade 2	Discretion of Teacher	
Grade 3	20 minutes*	Monday through Thursday
Grade 4	30 minutes*	Monday through Thursday
Grade 5	45 minutes*	Monday through Thursday

*A guideline is by its nature an approximate standard meant to convey to parents the average amount of time the teacher anticipates a student will need to spend on homework. Homework time will vary from student to student and from day to day. Teachers may also give additional assignments such as reading independently, writing journals, or keeping up with current events. They may also give long-term assignments such as research reports or book-related projects.

Progress Reports and Parent/Teacher Conferences

Concord’s progress reporting system consists of parent conferences and progress reports. Parents receive feedback four times a year with one fall conference and progress report at the end of the first semester in January; and a second conference in the spring and a June end-of-the year progress report. The progress report informs parents of the student’s academic progress in relation to Concord’s essential grade level standards. These standards are based on Massachusetts Department of Education Frameworks and national standards. The progress report also includes each student’s personal and social growth.

The parent conferences are valuable components of the progress reporting system as parents are provided the opportunity to discuss their child’s strengths

and weaknesses as a learner. Both the conferences and progress reports are designed to promote parent-teacher relationships in supporting your child's academic and social growth.

Network Usage Guidelines

The Concord Public Schools (CPS) system offers Internet Access to its students at all levels. Access to the school computer network and to Internet and e-mail services is a privilege, not a right. The intent of the Internet Safety guidelines is to ensure that students utilize this access in a responsible manner consistent with the purpose of providing these services.

The Internet is a vast, global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. The Concord Public Schools computer network exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The CPS computer network is not a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services. The CPS system reserves the right to place reasonable limits on materials posted or accessed through its computer network.

Because of its enormous size, the Internet's potential is without boundaries. With such great possibilities for education also comes the potential for abuse. Members of the Concord Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or school building. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Concord Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. Through education, supervision and responsible use, the Concord Public Schools believe that the Internet can be used safely and effectively. However, there is no absolute guarantee that this will happen.

The Concord Public Schools believe that the benefits to students from access to information resources and the opportunity for collaboration available through the Internet exceed any potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Concord Public Schools respects each family's right to decide whether or not their child will have access to the Internet and electronic mail at school.

In order for a member of the Concord Public Schools Community to use the computer network, s/he must read the following guidelines and sign the User Contract. For users under the age of 18, a parent or guardian must sign the User Contract.

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Concord Public Schools.
2. Violations of this Internet Safety Policy include, but are not limited to, the following conduct:
3. Revealing personal information such as last names, addresses, telephone numbers, photographs, etc. that could identify the user or other students.
4. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and ID's are provided for each user's personal use only and should not be shared with anyone.)
5. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
6. Violating copyright laws. (Users should assume that all materials available on the Internet are protected by copyright.)
7. Sending "chain letters" or "broadcast" messages to lists or individuals or subscribing to "listserves" or "newsgroups" without prior permission.
8. Seeking, accessing, or downloading material that is not relevant to assignments or course work.
9. Using the computer network for recreational purposes or activities relating to personal hobbies. For example, accessing 'chat rooms' is prohibited, and games must not be played, accessed, or downloaded.
10. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
11. Attempting to harm, modify or destroy data of another user.
12. Distributing or intentionally accessing materials that are obscene, sexually explicit, or without redeeming educational value.
13. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override any firewalls established on the network.
14. Vandalizing school computers by causing physical damage, reconfiguring the computer system or destroying data.
15. Failing to log off the computer network at the request of system administrators.
16. Using the Concord Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
17. Using the Concord Public Schools technology network for commercial purposes. Users may not create web pages or use network services to

advertise or sell products or services and may not offer, provide, or purchase products or services through the Concord Public Schools network.

18. Using the network in a manner that would violate any U.S. or state law or subject the user or the Concord Public Schools to any civil or criminal action. This includes, but is not limited to, the transmission of threatening material, the spreading of computer viruses, participating in software piracy, using the Concord Public Schools technology network for gambling, or arranging for the sale or purchase of drugs or alcohol.
19. Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

The Concord Public Schools assumes no responsibility for:

- Any financial obligations arising out of unauthorized use of the system.
- Any cost, liability or damages caused by a user's violation of these guidelines.
- Any information or materials that are transferred through the network.
- The reliability of the data connection. The Concord Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

If a user finds materials that are inappropriate while using the Concord Public Schools technology network, s/he shall refrain from downloading this material and shall not share the material with other students.

Should a user encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Concord Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.

You must immediately disclose to your teacher any message that you receive that you believe is inappropriate or that makes you feel uncomfortable.

Internet and e-mail messages are public communication and are not private. Electronic mail messages and other use of electronic resources by students are the property of the Concord Public Schools and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files.

While the Concord Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. These purposes include, but are not limited to, ensuring proper use of resources and conducting routine network maintenance. Network storage areas will be treated like school lockers that may be inspected

at anytime. Where appropriate, communication including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

A violation of the terms of the Internet Safety Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Concord Public Schools and could also result in criminal prosecution where applicable.

In the event that there is a claim that a student has violated any of the guidelines in this policy, s/he will be provided with written notice of the suspected violation and an opportunity to be heard.

The Concord Public Schools will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through the Concord Public Schools computer network.

Immunization Requirements

The Massachusetts Department of Public Health requires that all school children be properly immunized. All students who are new to Massachusetts schools must also comply with this requirement. The only exceptions that can be made are for religious or medical reasons and a signed statement by the parent/guardian must be on file in the health record. Exceptions for medical reasons must have a note from the doctor. The School Nurse will notify parents/guardians of students with incomplete records. Immunizations must be completed prior to entry into school. Incomplete immunizations will result in exclusion from school until the requirements are met. The Massachusetts Department of Public Health has established the following immunization requirements for school entry:

1. **Varicella (Chicken Pox)**
Effective September 1, 1999, all students entering Kindergarten must have one dose of the vaccine or physician-certified history of chicken pox disease.
2. **Measles, Mumps, Rubella Vaccine (MMR)**
All students at entrance into kindergarten-second grade and seventh grade are required to have two doses of MMR vaccine or two doses of measles and one of mumps and rubella.
3. **Diphtheria, Tetanus, Pertussis Vaccine (DPT)**
All students at entrance to kindergarten are required to have 5 doses of DPT vaccine unless the fourth dose was given after the 4th birthday, then only 4 doses are required.

4. **Polio Vaccine**

All students at entrance to kindergarten are required to have 4 doses of polio vaccine unless the 3rd dose was given after the 4th birthday, then only 3 doses are required.

5. **Hepatitis B Vaccine**

All students at entrance to kindergarten are required to have 3 doses of hepatitis B vaccine if the child is born on or after January 1, 1992.

6. **Lead Screening**

All students at entrance to kindergarten must present evidence of having been previously screened for lead poisoning.

Physical Examinations

The Massachusetts Department of Public Health requires physical examinations of students during the first year after entrance into the public school system or within six months before entrance. A student transferred from another school system shall be treated as an entering student unless health records are transferred showing that there has been adequate health appraisal in the school of transfer.

Students in the following grades must have a current physical examination on file in the health office:

1. All students at entrance to kindergarten, fourth grade, and seventh grade. It must be dated after January 1st of the entry year.
2. All middle school students who intend to participate in an interscholastic sport. There are no exceptions. This requirement must be met before a student is eligible to try out for a sport. Physicals expire one year after the date that the exam was done.

Medication

All medication to be taken during the school day should be brought to the school nurse by a parent or designated adult. Nurses will accept up to 30 days supply of medicine. Parent/Guardian permission must be in writing. In addition, the following requirements must be met.

1. ***Over the counter medications***

Physician authorization must be in writing for cough/cold remedies, throat lozenges, pain relievers such as Ibuprofen (Advil, Motrin, Aleve, etc.) or Acetaminophen (Tylenol, non-aspirin containing medications except for Acetaminophen if indicated on health card). ***All medication must be in manufacturer labeled bottles.***

2. **Prescription medications**

All medications must be in a pharmacy labeled bottle (ask the pharmacist to dispense a duplicate bottle for use at school). For short-term antibiotics or medications to be given for less than two weeks, the parent signature and properly labeled bottle is sufficient authorization. If the medication is to be administered for a longer time, physician authorization must be in writing.

Health Screening

In compliance with the Massachusetts Department of Public Health, height, weight, vision and hearing screenings are done annually on all Concord Public School students. Postural screening is done annually for all students in grades 5-9. Parents will be notified of any significant findings and appropriate referrals will be made.

School Attendance-Health Dismissal

The following guidelines are used to determine dismissals and may be helpful for parents to determine appropriate attendance. Keep your child home from school if he or she:

1. has been vomiting during the night.
2. has a cold with sneezing and coughing and a persistent runny nose.
3. has diarrhea.
4. has an oral temperature of 100 degrees or higher.
5. has a severe sore throat.
6. does not eat breakfast because of a stomachache.
7. has pink, blood shot eyes with yellow or green drainage.
8. has head lice and/or nits.
9. is on an antibiotic for a contagious disease, i.e. strep throat – keep your child at home for the first 24 hours.

Please report all illnesses to the school office before the start of the school day via the absentee line. Parents will be called if students are absent on the daily attendance without notification.

Any student who becomes ill or is injured during the school day must report to the Health Office. The student will be dismissed, if necessary, by the nurse after examination and communication with the parent or designated emergency contact person.

Communicable Diseases

Management of common communicable diseases shall be in accordance with Massachusetts Department of Public Health guidelines. A student, who is diagnosed with, or exposed to, a disease, as defined by law, that may be harmful to the health and welfare of other students and staff, may be excluded from school attendance. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. Concord Public Schools reserves the right to require a health care provider's statement authorizing the student's return to school.

The educational placement of a student diagnosed with a communicable disease, will be determined on an individual basis in accordance with this policy and administrative procedures. Those involved in the placement determination will include but not be limited to, administration, professional staff, and school nurse. A regular review of the placement determination will be done to maintain an appropriate educational placement for the student.

As a public health measure, any student who exhibits the following, regardless of whether they harbor a known blood-borne infection, should be excluded from school until these conditions are resolved:

- Any weeping or bleeding lesion that cannot be covered or controlled with medication.
- Inappropriate behavior that increases the likelihood of transmission.
- Evidence of infection, and are too ill to be in school.

The school district may request written authorization for school attendance from the student's health care provider once the condition is resolved.

LEGAL REF.: M.G. L. 71:55; 111:6

REF: Massachusetts Department of Public Health, Comprehensive School Health Manual, 1995

Student Allergy Procedures

Concord Public Schools is committed to fostering a sense of inclusiveness for all students. The number of students with life-threatening allergies, especially food allergies, had increased substantially in recent years. As with all students with special needs, it is important that students with allergies be able to access all school activities. Procedures were adapted from the Massachusetts Department of Education publication, *Managing Life Threatening Food Allergies in Schools* (Fall 2002) to provide accommodations in the school environment to minimize the health risk for students with life-threatening allergies. The implementation of these procedures requires a team approach and cooperation among

administrators, school nurses, teachers, and other staff members, parents, and students.

Parent/Guardian Responsibility

1. Notify the school nurse and principal of your child's allergies.
2. Provide current medical documentation of allergy from health care provider to school nurse.
3. Provide school nurse with written authorization to communicate with child's Health Care Provider regarding life threatening allergy management.
4. Provide a list of foods and/or ingredients to the school nurse that would potentially cause a life-threatening reaction.
5. Submit all required medical forms to school nurse prior to the start of school.
6. Deliver prescribed medications in original containers to school nurse on or before the first day of school.
7. Meet with the school nurse to develop an Individual Health Care Plan (IHCP), review Emergency Care Plan, and meet with classroom teacher as needed.
8. Educate student in the self-management of their allergy age appropriately, including safe and unsafe foods, strategies for avoiding the allergen, symptoms of an allergic reaction, how and when to tell an adult a reaction is starting, how to read food labels, and avoidance of sharing food.
9. Purchase a medical alert bracelet/necklace and encourage student to wear at all times.
10. Provide school with safe snacks to be used as stipulated in IHCP.
11. Investigate field trip destinations for potential issues (exhibits, activities) that may pose a risk.
12. Go on field trips with student, if possible. (Preschool-5)
13. Inform the bus or van driver and any substitute driver if possible about student's food allergy.
14. Provide Student's IHCP/Emergency Care Plan and emergency epinephrine / EpiPen to persons responsible for before / after school activities located at the school or sponsored by the school.
15. Contact Food Service Manager with questions / concerns about cafeteria food / ingredients as needed.

Student Responsibility

1. Take as much responsibility as possible for avoiding allergens.
2. Do not trade or share foods.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic reaction.
5. Promptly notify and adult as soon as accidental exposure occurs or symptoms appear.

6. Seek out adults if feeling unsafe or are being teased about allergy.
7. Take more responsibility for allergy management as age/maturity allows.
 - a. Wear a medic alert bracelet/necklace.
 - b. Share information about your allergy with your friends.
 - c. Tell the bus driver about your allergy.
 - d. When age appropriate, carry your EpiPen with you. Keep it readily available at all times.
 - e. Talk to the cafeteria staff about your allergy and review ingredient labels.
 - f. Read ingredient labels before eating any foods / drinking any liquids.
 - g. Notify after school activity advisors/coaches of your allergy and location of EpiPen.
 - h. Provide EpiPen to trained adults supervising after school activities / sports.

State Pupil Records Policy

State law and regulations govern our policies on student records.

The regulations call for the securing of records and the protection of student privacy. Only authorized school personnel such as the principal, counselor or teacher has access to these records. Information cannot be seen by or sent to a third party without the written permission of the parent or in accordance with the School Committee's Policy on the release of certain student record information. A copy of that Policy is included in this section of the booklet. In addition, there is a provision for a process for review and removal of information which the student or parent feels should not be in the record.

The student's permanent school record (name, address, phone number, parent information, course titles, grades, transcript, grade level completed and year completed) is to be kept for 60 years. The temporary record (all other information) is to be destroyed no later than seven years after the student leaves or graduates. Parents and students 14 years of age or older, or in grade 9, (whichever is first) have the right to see appropriate records. Parents or eligible students who wish to see a record should contact the school principal and ask for an appointment. Parents and eligible students may obtain a copy of all or any portion of the student's record upon request.

When a student transfers to a new school from the Concord Public Schools, the entire student record will be released to the new school without prior consent of the parent. Notification of this policy is given in accordance with GL 71, § 37L and 603 CMR 23.10(1).

A non-custodial parent's access to student records is governed by G.L. c.71, §34H. Contact your school principal for information about this law.

Confidentiality of Records

No individual or organization other than the parent, guardian, eligible student or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent, guardian or eligible student except in limited instances as specified by federal and state statutes and regulations governing student records.

Amendment or Deletion of Records

The parent, guardian or eligible student has the right to add relevant comments, information or other written material to the student's record. In addition, the parent, guardian or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a team evaluation. The parent, guardian or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such conference, the principal must render a decision in writing on the objection. If the parent, guardian or eligible student is not satisfied with the principal's decision, he or she may appeal such decision to the school Superintendent and ultimately, to the School Committee.

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 years of age ('eligible students') certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official) clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information

- regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except that to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the record request unless it states in its annual notification that it intends to forward such records on request.)
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the *School Districts* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Rights under the Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ('protected information survey') if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information to others.
 - **Inspect**, upon request, before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

Physical Restraint Policy and Procedure

Definitions:

- Physical restraint is the use of bodily force to limit a student's freedom of movement.
- A physical escort is touching or holding a student without the use of force for the purpose of directing the student.
- An extended restraint is a physical restraint the duration of which is more than twenty minutes.

Purpose:

The purpose of the physical restraint policy is to ensure that every student is free from the use of unreasonable physical restraint. Physical restraint shall be used with extreme caution and only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate. The two goals are:

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

Nothing in 603 CMR 46.00 precludes any teacher or employee from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm. In addition, nothing in these regulations should interfere with or prohibit law enforcement, judicial authorities or mandated reporter responsibilities.

Program:

The physical restraint program may only be used when:

- Non-physical interventions would not be effective
- The student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

Physical restraint shall not be used as a means of punishment or as a response to property destruction, disruption of school order, refusal to comply, or verbal threats. A person administering physical restraint shall use the safest method available and shall discontinue the restraint as soon as possible. The student's physical status shall be monitored continuously and the restraint will be terminated immediately if the student demonstrates physical distress. Persons who administer physical restraint shall review and consider any known medical or psychological limitations or behavior intervention plans for individual students. Following the release of a student from a physical restraint, the staff shall implement follow-up procedures, including notification to parents/guardians and completion of the Physical Restraint Reporting form (copy attached). In addition, this shall include reviewing the incident with the student and with the staff who administered the restraint, and may include follow-up with students who witnessed the incident.

Training Requirements:

Within the first month of each school year, the executive director or his designee will provide all staff with policy and procedural information regarding physical restraint. Employees hired after the start of the school year will receive this information within a month of their employment. This presentation will address:

- The School District's physical restraint policy.
- Interventions that may preclude the need for physical restraint, including de-escalation strategies.
- Types of restraints and related safety considerations.
- Administering physical restraint in accordance with known medical or psychological limitations or behavior plans of individual students.
- Identification of staff who have received in-depth training in the use of physical restraint.

The executive director shall identify program staff who are authorized to assist in ensuring proper physical restraint. Initially, these staff members will participate in in-depth physical restraint training. They will then have review sessions to reinforce practices and procedures annually. Whenever possible, these trained staff members will be called upon to administer necessary physical restraint.

Reporting and follow-up Procedures:

All instances of physical restraint will be reported. The staff member who administered the physical restraint shall verbally inform the program administrator as soon as possible, and shall submit a written report no later than the next school working day. (A copy of the written report form is attached to this policy.) The program administrator shall inform the executive director within twenty-four hours of the restraint. The program administrator shall inform the student's liaison within twenty-four hours of the restraint. The executive director or his designee shall maintain an ongoing record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.

The program administrator shall verbally inform the student's parents or guardians of the restraint as soon as possible. A written report, in the native language of the parents or guardians shall be mailed to them, postmarked no later than three school working days following the incident.

When a physical restraint has resulted in a serious injury to a student or staff member, or when an extended restraint (more than 20 minutes) has been administered, the school district shall provide a copy of the written report to the Department of Education within five days of the incident. A copy of the record of physical restraints maintained by the executive director or his designee for the thirty day period prior to the reported restraint shall also be submitted.

Complaint Procedures:

Students, parents or guardians who have a complaint regarding physical restraint procedures may request a meeting with the executive director to discuss their

concerns. If the parents'/guardians' issues are not resolved at this level, they may appeal to the School Committee

Methods for Preventing Student Violence and the De-Escalation of Potentially Dangerous Behavior:

The School Districts' emphasis is on de-escalation, which reduces the risk of injury to both students and program staff. Staffs focus is on what the student is actually saying or doing, rather than their becoming fearful or distraught. Staffs verbal and non-verbal behaviors work to facilitate de-escalation of the situation instead of inadvertently making it worse. The emphasis is always on the care, safety, and welfare of our students and the primary technique used is verbal de-escalation.

As taken from the Crisis Prevention Institute, Brookfield, Wisconsin, the following tips for crisis prevention are used by staff:

1. Be empathic: Staff try not to be judgmental of the student's feelings. Those feelings are real and are attended to.
2. Clarify messages: Staff listen to what is really being said and ask reflective questions.
3. Respect personal space: Staff recognize that encroaching on personal space tends to arouse, and escalate a student's behaviors.
4. Be aware of body position: Staff position their body in such a way (one leg length away and at an angle off to the side so they do not send a challenging message to the student.
5. Permit verbal venting when possible: Staff allow the students to release as much energy as possible by verbal venting.
6. Set and enforce reasonable limits: Staff state limits and directives clearly and concisely.
7. Avoid overreacting: Staff will remain calm, rational, and act in a professional manner at all times.
8. Ignore challenging questions: When the student challenges the staffs position, training, policies, etc., staff will redirect the student's attention to the issue(s) at hand.
9. Keep nonverbal cues non-threatening: Staff will remain aware of their body language, movement, and tone of their voice.

Declaration of Compliance

All Concord Public School operations and procedures comply with applicable state and federal legislation. All programs, activities and employment opportunities are offered without regard to race, color, sex, religion, homelessness, national origin, sexual orientation and disability. Provided below are those statutes that are particularly relevant. Any questions about the legislation, school policies and practices referenced in this section and/or other legislation or school policies and practices may be directed to the Principal or

Kristen Herbert, Director of Teaching and Learning at 120 Meriam Road, Concord, MA 01742, or 978-341-2490.

1. Section 504 of the Rehabilitation Act of 1973 (Federal)

No otherwise qualified, handicapped individual...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving Federal financial assistance.

2. Chapter 282 of the Acts of 1993, General Laws Chapter 76

(§5 amends Chapter 622 discrimination prohibition in the public schools of the Commonwealth of Massachusetts). No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

3. Title I of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.

4. Title II of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.

5. Title VI of the Civil Rights Act of 1964

Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.

6. Title IX of the Educational Amendments of 1972

(Prohibition of discrimination on the basis of sex). No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.