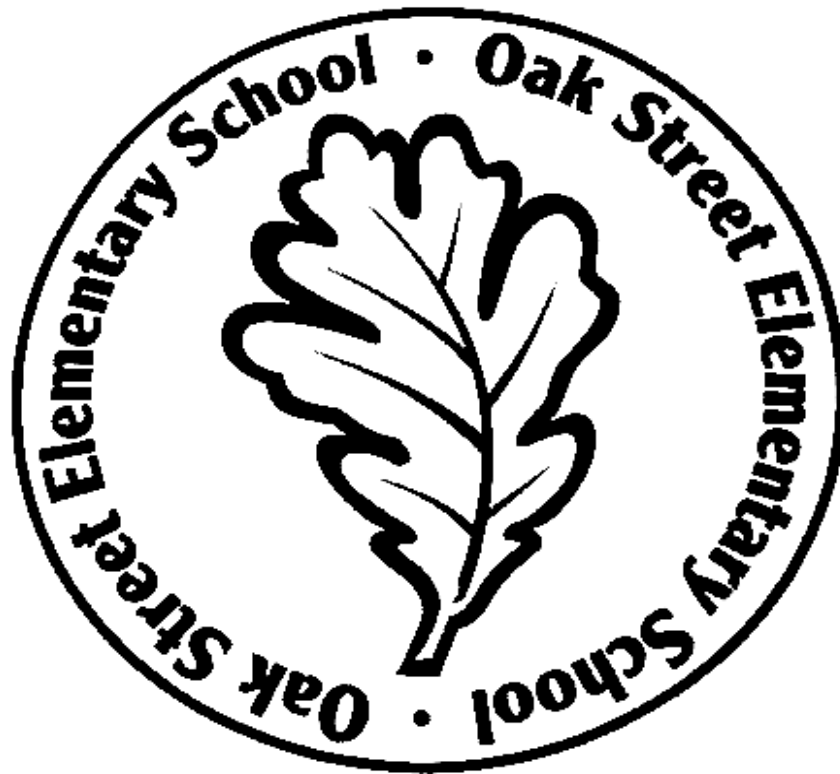


**Oak Street Elementary School
Family/Student
Handbook**



2013-2014

www.franklin.k12.ma.us/oak

Corine Minkle, Principal

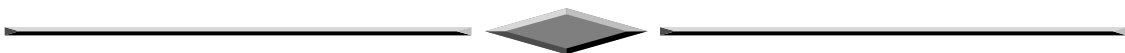
Kathleen Gerber, Assistant Principal

224 Oak Street

Franklin, Massachusetts 02038

Telephone: (508) 551-7890

Fax: (508) 541- 8047



If you need to receive a copy of this handbook translated in your spoken language, please contact the Principal's office by calling 508-541-7890.

Si usted necesita recibir una copia de este manual en su lengua hablada, los españoles, entran en contacto con por favor la oficina del principal.

Se você precisa de receber uma cópia deste manual em sua língua falada, o português, contate por favor o escritório do principal.

如果您需要接受这本手册的拷贝在您的讲话的语言的，汉语，请与校长的办公室联系。

Nếu bạn cần phải nhận được một bản sao của cuốn cẩm nang này trong ngôn ngữ nói của bạn, Việt Nam, dịch, xin vui lòng liên hệ với văn phòng của hiệu trưởng.

यदि आप इस अपने बोली जाने वाली भाषा, हिंदी, में अनुवाद कृपया प्राचार्य के कार्यालय से संपर्क पुस्तिका की एक प्रति प्राप्त करने की आवश्यकता है.

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A MESSAGE FROM THE PRINCIPAL

September 2013

Dear Students and Parents:

It is our pleasure to welcome you to the Oak Street Elementary School. The teachers and staff join me in saying how happy we are to have you as part of the Oak Street family. We are looking forward to a successful and satisfying year for both you and your child.

We are using this handbook as one means of communicating between the home and school. There are many practices, policies, regulations, and services discussed in these pages. Please read and keep this handbook available throughout the year. Many of your questions have been anticipated and are discussed in some detail; however, we are always available to clarify any school matter.

Close cooperation between the home and school is essential to promote the best interests of your child. Parents are encouraged to visit the school and to attend the scheduled parent-teacher conferences. Should you or your child have any questions or concerns, please do not hesitate to contact your child's teacher immediately. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

Our message for students is to encourage you to make the most of your school year. Your teachers are here to guide you and assist in your studies, but you must want to learn. You must be willing to cooperate and make the necessary effort to help your teachers help you.

Our message for parents/guardians is to state that our purpose is to assist your children in developing self-realization, responsibility skills, and knowledge that will enable them to be useful, contributing members of the school community today and the community at large tomorrow. Success depends to a great extent upon parents and teachers working together. Please become familiar with the contents of these pages for the best interests of your children.

It is our hope that this handbook will be helpful to you and that it will promote that understanding.

Sincerely,

Corine Minkle
Principal

FRANKLIN PUBLIC SCHOOLS

SCHOOL COMMITTEE *(Elections will be held November, 2013)*

Ms. Paula Mullen, Chairman
Ms. Susan Rohrbach, Vice Chairman
Mr. Sean Donahue
Ms. Cynthia Douglas
Mr. John Jewel
Ms. Pamela McIntyre
Ms. Roberta Trahan

CENTRAL OFFICE ADMINISTRATORS

Ms. Maureen Sabolinski, Superintendent	(508) 553-4819
Ms. Sally Winslow, Assistant Superintendent	(508) 553-4819
Ms. Joyce Edwards, Director of Instructional Services	(508) 553-4824
Ms. Beth Fitzmaurice, Director of Special Education	(508) 553-4833

OAK STREET OFFICE DIRECTORY

(508) 541-7890

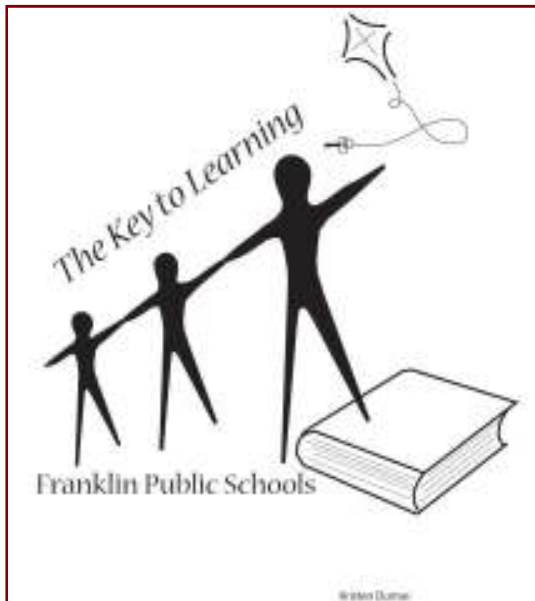
The telephone lines are open from 7:30 a.m. to 4:00 p.m. Monday - Friday.

Absentee Line: (508- 541-7253)

Mrs. Corine Minkle, Principal
Mrs. Kathleen Gerber, Assistant Principal

Mrs. Julie Rainville, Administrative Assistant
Mrs. Laura Flanagan, Administrative Assistant
TBD, Nurse
Ms. Diane Petit, School Psychologist

FRANKLIN PUBLIC SCHOOLS VISION, MISSION & CORE VALUES



VISION STATEMENT

The Franklin Public Schools will foster within its students the knowledge and skills to find and achieve satisfaction in life as productive global citizens.

MISSION STATEMENT

The Franklin Public Schools, in collaboration with the community, will cultivate each student's intellectual, social, emotional and physical potential through rigorous academic inquiry and informed problem solving skills within a safe, nurturing and respectful environment.

CORE VALUES

Student Achievement

All students are entitled to academic excellence, appropriate facilities and quality materials and instruction.

Social / Civic Expectations

Students will become engaged, responsible citizens who respect the dignity and diversity of all individuals and cultures.

School Climate

Through our words and our actions, we create a culture of civility, thoughtfulness, appreciation and approachability.

School / Community Relationships

An active commitment among family, community and schools is vital to student learning.

Community Resources for Learning

We partner with all members of the community to exchange ideas, solve problems and build a comprehensive educational experience.

*Franklin Public School's **EARLY CHILDHOOD SCHOOL READINESS** involves the
Schools, Child, Family and Community*

SCHOOLS

Franklin Public Schools welcomes and respects the multi-cultural and diverse families in our community. We strive to provide a smooth transition through open communication between parents/guardians and educators. Franklin Public Schools' early childhood programs value and utilize developmentally appropriate practice to raise student achievement, while at the same time fostering their curiosity and enthusiasm for learning.

CHILD

Readiness is an ongoing process that includes social-emotional development. A ready child feels good about one self, gets along with others and engages in social conversation and play. They are able to regulate their emotions, follow directions and begin to think of appropriate solutions to conflicts.

FAMILY

The family is the child's first educator. The family is responsible for providing for the child's basic needs as well as guiding their social and emotional development. The home environment should nurture the child's curiosity and enthusiasm. Families are active partners with the Franklin community and schools.

COMMUNITY

The Franklin Community has a responsibility to partner with the schools. This partnership will invest in education by exchanging ideas, solving problems and building a comprehensive educational experience.

Through the collaborative effort of the schools, families and community, each child will be provided a supportive, healthy and safe learning environment where they will be ready for school and can become successful lifelong learners.

OAK STREET SCHOOL VISION

- To foster critical thinking
- To strive for academic excellence
- To promote lifelong learners

OAK STREET MISSION

Oak Street School creates a safe, nurturing, child-centered environment that promotes a variety of effective teaching and learning strategies while fostering a positive self-image for all learners. Students will achieve their maximum potential towards lifelong learning and physical potential based on their abilities, learning styles, and developmental stages. Our educational programs will meet students' needs and develop critical thinking skills as well as emphasize academic excellence. Such excellence depends on diversity of perspective, a spirit of independence, and a community of trust. Oak Street School aims to create cooperative partnerships linking our school to the home and community.

PART I. SCHOOL SPECIFIC PROCEDURES

SCHOOL HOURS:

Grades K- 5 8:30 AM – 2:40 PM

School officially starts at 8:30 AM. Teachers are on duty at 8:15 AM and children may enter the building at that time. Children are to arrive at the school between 8:15 AM and 8:30 AM. Please do not send your child to school earlier, as there is no supervision planned before 8:15 AM.

ABSENTEE CALL- IN PROCEDURE: (508- 541-7253)

Provide the following information when calling **school personnel** when your child is absent from school due to illness

- Student's name
- Classroom number or teacher's name
- Date(s) of absences

Do **NOT** leave the following information on the absence line:

- Confidential medical information-please speak to the nurse directly
- Requests for homework
- Messages for classroom teacher or for Solutions Personnel

ADDRESS and TELEPHONE NUMBERS:

Please advise the school immediately when an address change occurs. In case of an emergency, it is of the utmost importance that the school be informed of current information. In addition, if contact persons' addresses and/or phone numbers listed on the emergency cards change, please notify the school as soon as possible.

ARRIVALS and DISMISSALS:

Buses start arriving at school at **8:10 AM** and dismissal begins at **2:35 PM**. It is essential that no vehicles enter the bus loop at any time. This is an extremely important safety measure that must be followed. Parents/Guardians are asked to leave the students in the foyer of the school and not bring them to their classrooms.

IMPORTANT We will not dismiss students to anyone unless we have authorization directly from the parent/guardian or the adult is listed on the emergency card.

SAFETY CONSIDERATIONS:

Please provide the school with any relevant documents concerning custody, restraining orders, etc. Thank you for your cooperation in this matter.

SAFE ARRIVAL:

To ensure all children arrive at school safely, the Oak Street Elementary School has a "Safe Arrival Program." The "Safe Arrival Program" will be in place to verify any unreported student absence as quickly as possible. **The school attendance number is 508- 541-7253. If your child will not be attending school, please call this automated number at any time prior to 8:00 AM.**

SCHOOL SAFETY:

To help ensure the safety of all our students, all outside doors will be locked during the school day. Staff members on bus and recess duty will have a radio and access to the building at all times. Parents and/or visitors should enter through the Oak Street main door during the day. This door is equipped with a camera, buzzer and a monitor. All visitors to the school are required to sign in at the office, wear a school badge, and sign out before leaving.

ARRIVAL FOR WALKERS AND STUDENTS DRIVEN TO AND/OR PICKED UP FROM SCHOOL:

There are 2 driveways. The one closest to the school is for parking in the parking lot and for entering the drop off and pick up lane.

The adjacent driveway closest to the high school is for buses only.

Morning Drop Off by Car

- There are three driveways. The first driveway is an exit driveway. The second driveway is for parking in the parking lot and for entering the drop off and pick up lane. The third driveway is the bus loop.
- Follow all of the arrows in the parking lot. This will prevent traffic from backing up onto Oak Street.
- If you need to assist students, you **MUST** park in a legal parking space.
- All cars will enter the driveway leading to the main parking lot in single file and continue past the parking lot (now on your left) all the way to the front of the school. Follow the arrows in the parking lot.
- Students should exit the vehicles only on the right side onto the sidewalk and proceed to the school. (Park your car and walk if you are not able to do this.) Vehicles should remain in line until the vehicles in front depart.
- Adults should not get out of the car.
- Do not attempt to pass while in the drop off lane. (unless you are directed to do so by a staff member).
- Please be vigilant of pedestrian traffic crossing at the crosswalk. People crossing at the cross walk have the right of way.
- Cars will stop at the crosswalk and wait for the staff member to signal them to proceed out to Oak Street.
- If a staff member is not present, pedestrian traffic in the crosswalk always has the right of way.
- Do not pull into the handicap spaces or in the parking lot to drop off your students. You need to park in a legal parking space and walk your students to the crosswalk. The rules we have in place are for all to be safe.
- Do not drop off students in the parking lot without walking them to the crosswalk.

Morning Walkers

- Students will stay on the sidewalk as they enter the Oak Street School property.
- Students will stop at the driveway to the parking lot and wait for the crossing guard to cross them and then proceed along the sidewalk to the Oak Street School door.
- Walkers should not arrive before 8:15 AM.

Afternoon Walkers and Parent Pick ups

- Walkers and students (**K-5**) being picked up by parents (called **parent pickups**) will be called first over the intercom. If you are picking your children up at this time, you must **park in the parking lot and not the car pick up lane**.
- Parents/guardians may enter through the **Oak Street** main doors starting at 2:30 PM and proceed to the cafeteria. Parents and/guardians should line up along the walls in the cafeteria.
- As soon as your child meets you, proceed to the doors and a staff member will check you out.
- Walkers will line up with the Crossing Guard on the grassy area adjacent to the entrance to the school. Once attendance is taken, walkers will proceed to Oak Street under the direction of the Crossing Guard.
- Students being picked up by car (called **car pickups**) will be called last over the intercom and will line up along the sidewalk in front of the school. Once we identify the car in the car lane and attendance is taken, the child will be brought to the car.

BIKE RIDERS: Children may ride their bikes to school with written permission from both the parents. All bike riders must wear a helmet. If a child rides to school without a helmet, he/she will not be allowed to ride home until a helmet is brought from home. Parents will receive bike safety rules to review with their child along with a permission slip to ride. These slips are available in the office. Bikers must cross with crossing guards.

BUSES:

Bus Passes/Pay to Ride: The Franklin School Committee transportation policy is as follows:

- All students grades K-6 who reside more than 2 miles from their assigned school are eligible for free bus transportation.
- Students in grades 7-12 are not eligible for free bus transportation.
- Students in grades K-12, who do not qualify for bus transportation, may access pay to ride seats at a cost. There is a provision for free and reduced transportation fees for parents who meet federal income guidelines. This provision is explained in greater detail on the pay to ride application.
- Pay to ride options are available on a space available basis only. Pay to ride options are at the discretion of the school committee and will be reviewed annually. Pay to ride applications are available at the school office, online, or at central office. Questions regarding pay to ride may be directed to Ms. Denise Johnson at (508) 553-4815.
- Bus passes are issued to each student who is eligible to ride. Students are expected to have their bus passes every day. In the event it's lost, the child will be given a day's grace period and a temporary pass. For a replacement there is a \$5.00 fee.

** A complete transportation policy is available in the school office.

Bus Rules: The bus is an extension of the school and, therefore, all school rules apply. Parents should review bus safety procedures with their children.

- Hands and feet are to be kept to yourself. No hands out the window or feet in the aisle.
- Sit down and face front. Do not stand until the bus reaches a stop.
- Cross the street in front of the bus with the bus driver's signal.
- Behavior on the bus is the same as is expected at school.
- Use quiet voices so as not to distract the driver.
- Kindergarteners have front seats.
- The bus driver is in complete charge. He/she may assign seats if necessary.

Bus slips will be issued to students causing a disruption on the bus. The Principal or Assistant Principal may revoke bus privileges for repeated violation of the bus rules. Upon suspension of this privilege it then becomes the responsibility of the parents to transport their child to and from school.

Because of the crowded conditions of the buses, students are not allowed to ride on a different bus. If a child is to visit a friend, he/she will have to make other transportation arrangements.

CHANGE IN DISMISSAL ROUTINES: Students are expected to follow their usual routine for dismissal every day. If you plan to change your child's dismissal routine, a written note to the teacher indicating the change is required. If your child attends a regularly scheduled program, please send a note each week to ensure the safe dismissal of your child.

Do not leave voice mail or send an email as teachers do not always have time to check email during the school day. Calling the school to change a dismissal routine is strongly discouraged as a written note to the teacher is the safest method. In the event of a last minute change to the routine and a call is required, this must be done prior to 2:00.

DISMISSAL: We will not dismiss students to anyone unless we have written authorization from the parent or guardian or the adult is listed on the emergency card. Identification will be asked for if the person picking the child up is unknown to school staff.

WALKERS: Walkers are encouraged to travel with at least one other student and should proceed directly to school in the morning and directly home at the close of the school day. Students are reminded not to loiter about the travel area. Families should teach children to be aware of strangers and never to respond to drivers attempting to entice them toward their vehicle.

The crossing guard on Oak Street is in place to secure the safety of our walkers. Children must cross with the crossing guard and are not permitted to cross at any other location. They may enter the schoolyard on the sidewalk.

Oak Street School Unscheduled Early Dismissal Procedure

In the event that it becomes necessary to dismiss early at the Oak Elementary School, the *Black Board Connect-Ed* emergency automated notification system will be available for use during the school year. If you sent in your information and that information has not changed, you should be all set. If you need to update information or you are new to the school, a new *Black Board Connect-Ed* form will be sent home.

ATTENDANCE: The Franklin Public Schools expects parents and students to make every reasonable effort to have their children attend school every day. The continuity of day-to-day instruction is a critical dynamic to the overall success of each student.

If a pattern of absences develops, the administration, along with the School Resource Officer from the Franklin Police Department will consider filing a Child Requiring Assistance complaint with the Norfolk County Court for truancy.

If a student is out of school due to illness, the parent may request work assignments through the teacher. The parent will be responsible for retrieving this material at the close of the school day in the Office and will be responsible for overseeing their son's/daughter's completion of the assignment. If a student is to be absent for an extended period of time due to illness, (fourteen or more consecutive days), the family may be eligible to receive some tutorial services. If you believe your child will have an extended absence, please contact the principal's office.

TARDINESS:

Students arriving after the commencement of the student day are considered TARDY. Tardiness will be noted on report cards. Students arriving late need to sign in at the office **with an adult** for a late slip. Although, we realize that emergencies occur on occasion, **we expect students to arrive at school on time.** The administration, along with the School Resource Officer from the Franklin Police Department will consider filing a Child Requiring Assistance complaint with the Norfolk County Court for truancy.

REQUIRED WRITTEN NOTES:

If your child is absent more than 5 days (note from doctor)
When requesting a student be excused from PE or recess (**note from doctor**)
When your child is to be dismissed before the end of the day
When requesting alternate transportation after school

LOST OR DAMAGED:

The Oak Street Elementary School takes pride in its resources. It is the responsibility of each student to use school materials in an appropriate manner. A parent may be asked to reimburse the school for the loss or abuse of school property including library books and text books.

NEWSLETTERS:

Monthly curriculum calendars and important dates will be sent home at the beginning of each month. Newsletters will be sent home by the teachers at their discretion. The PCC sends a monthly newsletter. Please check your child's bag daily for notices.

STUDENT DISCIPLINE PROCEDURES:

To ensure a good social and educational climate, it is important that each student understands that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of a teacher to teach and the right of a student to learn.

A student is reminded that any teacher or staff member in our school has the right to correct any unruly individual at any place and at any time.

Teachers will have the rules and their consequences posted in their classrooms. They will explain the rules and consequences to their students. If a student is sent to the Principal's office, we may take one or more of the following actions:

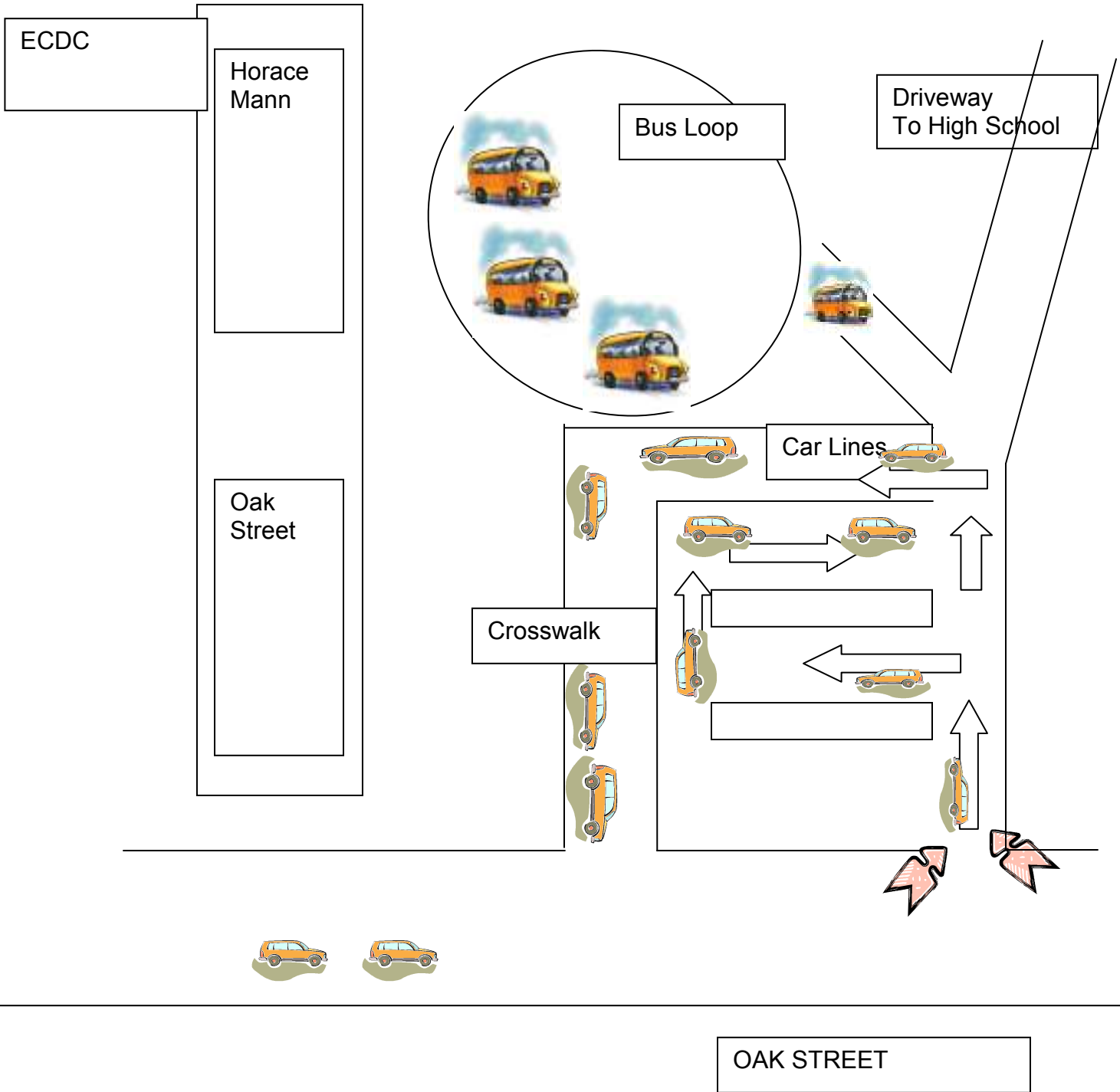
1. Hold a discussion with the student and /or teacher
2. Request the teacher to contact parent by telephone or letter
3. After school detention
4. Require a written assignment from the student
5. Personally contact the parent by telephone or letter
6. Hold an in-school conference with the parent, teacher and student
7. Require that the student be suspended in-school
8. Require that the student be suspended from school
9. Other

Expected Behavior: Be the best student that you can be
Be safe
Be respectful

RELEASE OF SIBLING TO ATTEND EVENTS:

During the course of the school year, there are certain special events that pertain to students in a particular grade level (i.e. 5th grade Celebration). These events are meant to be special events for the child and parents. We request that parents do not ask that siblings in other grades attend these events.

OAK STREET ELEMENTARY
DROP OFF and PICK UP PROCEDURE
8:15-2:40



PART II. FRANKLIN PUBLIC SCHOOLS ELEMENTARY HANDBOOK

The Student & Family Handbook is one means of communication between home and school. There are numerous procedures, policies, regulations and services discussed on the following pages. In our handbook we try to anticipate all of the questions you may have pertaining to elementary education in the Franklin Public Schools.

The policies and procedures in this handbook are not inclusive. There are many policies that are not located in our handbook, but are available in the School Committee and Franklin Public Schools Policy Manual. These complete policies can be obtained from the School Committee web site. (<http://franklinschool.vt-s.net>)

Thank you for reading our handbook and familiarizing yourself and your child with its contents. This portion of the handbook is common to all elementary schools in Franklin. School specific procedures can be found on page 11-17. Other reminders and policy and procedure changes will be amended in the handbook as necessary and/or presented in communications from the Office.

FRANKLIN PUBLIC SCHOOLS CURRICULUM & STUDENT SERVICES

The goal of the elementary schools is to provide all students with equal opportunities to grow to their maximum potential academically and socially. While each elementary school in Franklin has its own culture, the curriculum offered K-5 is the same. Detailed classroom curriculum information will be presented at the parent Curriculum Night in September.

The Massachusetts Curriculum Frameworks are continually revised. Copies may be found on the Department of Elementary and Secondary Education website <http://www.doe.mass.edu>. Copies of the Franklin Public School's Curriculum Guides may be found on the district website.

ATTENDANCE AND PARTICIPATION IN SCHOOL-SPONSORED EVENTS: In order to participate and attend any school-sponsored event or activity, a student must be enrolled and attending the school and be in good standing on the date of the activity or event. This rule applies to all curricular and co-curricular activities and events. Children who are not enrolled in the school may attend certain events that are open to members of the community-at-large if they are accompanied by an adult.

CONFERENCES: Parents are welcomed and encouraged to confer, by appointment, with the teachers and the Principal. Either the parents or the school can initiate these conferences. Please call immediately with any concerns. Each teacher has a voice mailbox and will return your call in a timely manner.

The office staff will be pleased to help with problems or answer questions concerning school. You may call the office any time between 7:30 a.m. and 4:00 p.m. during school days for assistance.

DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP):

- As part of the Principal's role as instructional leader the administrator must annually consult with the School Council to develop a menu of instructional supports to meet the needs of learners
- These instructional supports are articulated in a Building Curriculum Accommodation Plan (BCAP) that is required by MGL c. 71-38Q effective January 2001
- The Building Curriculum Accommodation Plan must be updated annually and the supports must be implemented as part of the regular education program.

FIELD TRIPS: Students are invited on field trips throughout the year. In order to participate on a field trip, students are expected to demonstrate appropriate behavior and citizenship during school and at school-sponsored events. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. Under such circumstances, the school will provide an alternate learning experience at school on the day of the field trip.

All field trips will be staffed by school personnel and by invited parent chaperones who have satisfied school volunteer requirements, including CORI. Classroom teachers will notify those parents who will be accompanying the trip as chaperones. For safety reasons, as well as space needs on some trips, we will not be able to accommodate additional adults on field trips.

HOMEWORK: Homework is a valuable opportunity to reinforce skills learned in the classroom. Students generally have homework four nights a week (Monday through Thursday). Homework assignments will be one of four kinds:

Preparation – An assignment that will prepare the student for an upcoming lesson

Practice – Something already taught in class that is reinforced with more practice at home

Enrichment – This type of assignment is an extension of something already learned

Creative – This is more of a project-based type of assignment where children let their creative juices flow

Homework assignments should follow the time guidelines outlined below. These guidelines are exclusive of independent reading, which your child should be doing daily.

- Kindergarten – special projects and being read to daily
- Grade 1 – five to ten minutes
- Grade 2 – fifteen to twenty minutes
- Grade 3 – fifteen to thirty minutes
- Grade 4 – thirty to forty-five minutes
- Grade 5 – thirty to forty-five minutes

If your child's homework takes much longer, please contact the teacher so that adjustments can be made. Long term assignments such as book reports, research projects, etc. may be given. It is vital that we work as a team to help children learn to budget their time so that the project is not being done in one night or over a weekend.

It is not uncommon to see students with different assignments for the same teacher. This is done because students do not all have the same needs at the same time. One student may have a practice assignment when another has an enrichment assignment. This depends on the individual's needs and his/her level of understanding of the material. If you find your child is spending significantly longer than the recommended guidelines, or is having a very difficult time with homework, please do not hesitate to call the teacher right away.

Homework may be assigned when a child returns from an absence or when a teacher feels that additional reinforcement may overcome a particular difficulty or strengthen a specific skill.

Long term assignments such as book reports, research projects etc. may be given. It is vital that we work as a team to help the students learn to budget their time so that the project is not being done in one night or over one weekend.

INSTRUCTIONAL SUPPORTS: Each building will have an Instructional Support Team (IST) to provide a resource to teachers who express a concern about a child's difficulty in mastering the general education curriculum. The team may suggest adjustments and strategies to enable the teacher to work with a student in a more effective manner.

The team may consist of the following personnel:
School Psychologist/School Adjustment Counselor
Regular Education Teachers
Administrator
Special Education Teachers
Related Service Providers/Speech/Language

A referral to the IST is not an automatic pathway to a referral for a special education evaluation or 504 evaluation. The team in consultation with parents/guardians may make a referral at any time; however, the IST should focus on providing instructional supports and strategies to teachers.

LIAISONS/COMPLAINT OFFICERS

INDIVIDUALS WITH DISABILITIES/SPECIAL EDUCATION DIRECTOR

MS. ELIZABETH FITZMAURICE
DIRECTOR OF SPECIAL EDUCATION
355 EAST CENTRAL STREET
FRANKLIN, MA 02038

HOMELESS LIAISON

MS. SALLY WINSLOW
ASSISTANT SUPERINTENDENT OF SCHOOLS
355 EAST CENTRAL STREET
FRANKLIN, MA 02038

ENGLISH LANGUAGE LEARNER / TITLE 1 COORDINATOR

MS. MICHELE KINGSLAND-SMITH
PARMENTER ELEMENTARY SCHOOL
235 WACHUSETT STREET
FRANKLIN, MA 02038

SECTION 504 COORDINATOR

MS. ELIZABETH FITZMAURICE
DIRECTOR OF SPECIAL EDUCATION
355 EAST CENTRAL STREET
FRANKLIN, MA 02038

TITLE II LIAISON

MS. SALLY WINSLOW
ASSISTANT SUPERINTENDENT OF SCHOOLS
355 EAST CENTRAL STREET
FRANKLIN, MA 02038

TITLE VI OFFICER CIVIL RIGHTS OFFICER HARASSMENT/GRIEVANCE

MS. SALLY WINSLOW
ASSISTANT SUPERINTENDENT OF SCHOOLS
355 EAST CENTRAL STREET
FRANKLIN, MA 02038

TITLE IX OFFICER

MS. SALLY WINSLOW
ASSISTANT SUPERINTENDENT OF SCHOOLS
355 EAST CENTRAL STREET
FRANKLIN, MA 02038

EDUCATOR LICENSURE

MS. LISA TRAINOR
DIRECTOR HUMAN RESOURCES
355 EAST CENTRAL STREET

FRANKLIN, MA 02038

MOVIES: At times teachers will use movies to supplement the curriculum. When using movies, the school will adhere to the following guidelines:

- Parents will be informed prior to the showing if the movie is rated PG.
- PG-13 or R rated movies will not be shown.
- The movie will be part of a lesson and reflect sound social/emotional and educational objectives.
- All videos will be previewed by staff before they are shown.

PHYSICAL EDUCATION: All elementary students are required to attend Physical Education unless there is a date-specific note signed by their physician excusing them. The note must inform the school of the nature of the problem and the date the doctor anticipates the child return to class.

REPORT CARDS: Report cards will be issued three times a year - December, March, and June

SCHOOL COUNSELING PROGRAM DESCRIPTION: School counselors address the academic and developmental needs of all students, not just those at risk, by collaborating with students, parents, school staff and the community. The school counselors' role is a helping role. Counseling, consultation, prevention-oriented education, program management, career and post graduate exploration, case management and crisis intervention are all designed to help students function more effectively at school, develop their potential and become responsible and productive citizens. School counselors are Guidance Counselors, School Adjustment Counselors and School Psychologists.

School counseling is provided for students to support skill building in the area of social emotional needs for the purpose of promoting access to the curriculum. School counselors support students in career and post graduate educational decision making. Counselors are available to consult with school based teams to provide consultation around social emotional needs of students. They are able to meet with students, individually or in groups, to discuss difficult situations, strategize solutions and set goals for skill development. School counselors are available to provide counseling and social pragmatic/social skill services to students who access their curriculum with the support of special education services or who may otherwise benefit from this service.

School counselors will work together to create SMART goals to inform practice that supports student achievement. Counselors will work under the national counseling professions' Code of Ethics (ASCA, ACA, NCBB). They respect the privacy of information, avoid dual relationships, and always consider action in terms of the rights, integrity, and welfare of students. School counselors need to be available to respond to referrals, request for conferences, and crises. They must follow legal mandates for making reports to the Department of Children and Families (DCF) and ethical mandates for follow-up and after care. School counselors operate under FERPA (*see Joint Guidance of the Application of FERPA and HIPAA, November 2008*) and are obligated to inform the school-based educational team and administration, as well as parents of any situations that are of concern or may present a disruption to the learning environment. While counselors are obligated to maintain confidentiality, information should be shared with school staff and parents who have a legitimate, recognized, educational need to have the information. Counselors will handle information about students in an ethical manner. School counselors join all faculty at the school as Mandated Reporters. (*see G.L. c. 119, §51A*) A disciplinary role must be avoided as it places them in a conflict of roles and violates their code of ethics. It is crucial that school counselors and administrators support one another and are seen as supporting social emotional learning.

School-based counseling is not therapy and should not be a substitute for therapeutic interventions for long term social emotional needs. School counselors are able to communicate with families and provide information about community resources. School counselors follow curricula to work with students in individual, small group and classroom settings. The school counselors are committed to respecting individual uniqueness and to assist in the maximum development of human potential. The school counselor is an integral part of the school's total educational program.

SCHOOL COUNSELING CONFIDENTIALITY GUIDELINES: Your confidentiality as a student is important to us. Confidentiality within a school setting has certain limits.

In our school counseling office, what is said here stays here with the following exceptions:

1. **Harm to Self or Others:** This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. Anything that puts your health or safety, or someone else's health and safety, at risk needs to be reported.
2. **Abuse or Neglect:** If you talk with one of us about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, we are required to report it to The Department of Children and Families (DCF).
3. **Court and other Legal Proceedings:** By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as required in a legal setting, but we must cooperate with the police, DCF and the courts.
4. **Other Issues deemed related to school struggles:** The building principal is responsible for ensuring a safe and disruption-free learning environment. Anything shared in counseling that gives the impression that the environment may be compromised may be reported to the principal. In accordance with Federal Child Find obligations the district is required to explore any issues that might indicate an existence of an educational disability. Relying on professional judgment, issues surrounding an academic or social challenge that impacts your ability to be successful at school may be disclosed to necessary school personnel.

If there is a need to reveal information, we will try to let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

I have read and understand these School Counseling Confidentiality Guidelines and exceptions.

Counselor Signature

Date

Student Signature

Date

Sent to parent: _____ Counselor initials _____ Date _____

SECTION 504: The Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a nondiscrimination statute enacted by the United States Congress. The Act was amended in January 2009. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Section 504 describes an individual with a disability as a person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment” [34 C.F.R. §104.3(j)(1)]
Dual Eligibility: Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Act (IDEA). Students who are eligible under the IDEA have specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this Notice form to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA, 2004.

Evaluation to determine eligibility for a 504 Accommodation Plan must be of sufficient depth to determine eligibility and appropriate, reasonable accommodations to support access. The district may ask families to provide medical information from private medical providers for the purpose of more effective planning and decision making. No accommodations will be held contingent upon receiving such documentation. The provided Assessment Report will be completed annually and the provided Education History Report will be completed, at least at the initial assessment stage and thereafter if deemed necessary by the Team. If it is determined that standardized assessments, beyond those given as part of standard school or district wide assessment (i.e. DIBELS, DRA, G-MADE, MCAS etc.), are necessary, they will be identified on the Consent for Evaluation Form. For impairments that are medical in nature, the school nurse must be involved in the assessment, collaboration with family practitioners and eligibility/accommodations decision making process.

A Section 504 Accommodation plan will outline all accommodations necessary to provide students with an opportunity to access education in a manner commensurate with non-disabled peers.

If a parent or person in a parental relationship disagrees with the determination made by the professional staff to the school district, he/she has a right to follow the grievance procedures of the District. These procedures are outlined in the’ Notice of Parent and Student Rights under Section 504.

Any questions concerning the implementation of policy and procedures may be directed to the 504 coordinator in each school or:

Section 504 Coordinator
Pupil Personnel Services Office
355 East Central St
Franklin, MA 02038

SPECIAL EDUCATION: Education Laws and Regulations specific to special education are covered under 603 CMR 28.00. 603 CMR 28.00 is promulgated pursuant to the authority of the Board of Elementary and Secondary Education under M.G.L. c. 69, §1B, and c. 71B. 603 CMR 28.00 governs the provision by Massachusetts public schools of special education and related services to eligible students and the approval of public or private day and residential schools seeking to provide special education services to publicly funded eligible students. The

requirements set forth in 603 CMR 28.00 are in addition to, or in some instances to clarify or further elaborate, the special education rights and responsibilities set forth in state statute (M.G.L. c. 71B), federal statute (20 U.S.C. §1400 et seq. as amended), and federal regulations (34 CFR §300 et seq. as amended). The purpose of 603 CMR 28.00 is to ensure that eligible Massachusetts students receive special education services designed to develop the student's individual educational potential in the least restrictive environment in accordance with applicable state and federal laws.

Students suspected of having a disability are referred for evaluation and assessment to determine eligibility. A student may be referred for an evaluation by a parent or any person in a care giving or professional position concerned with the student's development. Assessment in the area of academic achievement as well as any area of suspected disability is required for the eligibility determination process. As part of the assessment process; skill deficits, consistent with an educational disability category, are identified. Eligibility decisions are made by a Team; consisting of a teacher, parents, a school based decision maker and all personnel conducting assessments. Once eligibility is determined, the Team identifies services and supports necessary to build skills in the deficit areas for the purposes of access to the curriculum. Consistent with federal and state laws and regulations, service and placement decisions are made with consideration to supports in the least restrictive environment. For students determined to be eligible for special education services, a full continuum of services are available within The Franklin Public Schools for consideration by the Team.

Our schools have services for children who require specialized instruction as written in each of their Individual Education Plans. Specialists in speech and language therapy, occupational therapy, physical therapy, learning disabilities, assistive technology, vision disabilities and/or behavioral/emotional concerns service designated children.

The Franklin Public Schools will conduct screening for three and four year olds suspected of having a disability and for all children who are of age to enter kindergarten. Such screening shall be designed to review a child's development and to assist in identification of those children who should be referred for an evaluation to determine eligibility for special education services.

STUDENT ASSESSMENT: In addition to formative and summative assessments in the classroom, students participate in the Massachusetts Comprehensive Assessment System (MCAS) designed by the Massachusetts Department of Elementary and Secondary Education (DESE). At the elementary level MCAS assessments are administered in grades three, four and five. Parents will receive individual results and town wide results are published. The school also gives other diagnostic instruments to students as needed to inform instruction, set goals, and guide curriculum planning.

FRANKLIN PUBLIC SCHOOLS ELEMENTARY BULLYING PREVENTION PLAN

In accordance with the Massachusetts General Laws Chapter 92 of the Acts of 2010, Franklin Elementary Schools will not tolerate or accept bullying, cyberbullying and/or bullying behaviors in any form. We will respond to any reported incidences of bullying in a timely manner, and investigate and take action as needed and in keeping with the Elementary discipline code and procedures.

DEFINITIONS: This past spring the Massachusetts Legislature passed Chapter 92 of the Acts of 2010 on bullying and cyberbullying. Although the elementary schools have been proactive in bullying prevention strategies, such as the Open Circle program, the new law calls for specific policies and procedures. The law defines bullying and related behaviors as follows:

Bullying – The repeated use by one or more students of a written, verbal or electronic expression or physical act or gesture or any combination thereof, directed at a victim that:

- (i) causes physical or emotional harm to the victim or damage to the victim's property;
- (ii) places the victim in reasonable fear of harm to himself or his property;
- (iii) creates a hostile environment at school for the victim;
- (iv) infringes on the rights of the victim at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school. For purposes of this section, bullying shall include cyberbullying.

Cyberbullying—Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, email, internet communications, instant messages or facsimile communications. Cyberbullying shall also include:

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

Hostile environment-A situation in which bullying causes feelings of intimidation, ridicule, or insult which are significant enough to interfere with the conditions of the child's education.

Perpetrator- A student who engages in bullying or retaliation.

School grounds - property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

Victim- A student who has been bullied or retaliated against.

Retaliation- To harm or do wrong to a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying will not be tolerated.

GUIDELINES FOR STUDENTS:

What is bullying? Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Bullying usually happens over and over again. Bullying may include some of the following behaviors:

- Punching, shoving, and other acts that hurt people physically
- Spreading bad rumors about people
- Keeping certain people out of a “group”
- Teasing people in a mean way
- Getting certain people to “gang up” on others
- Blocking another student from using a computer, playground equipment, etc.
- Making mean nonverbal hand gestures or expressions

Bullying can also happen online or electronically. Cyberbullying is when children bully each other using the Internet, cell phones, or other cyber technology. This can include:

- Sending mean text, email, or instant messages
- Posting nasty pictures or messages about others in blogs or on Web sites
- Using someone else’s user name to spread rumors or lies about someone

Although one-time incidents may be deliberately mean or cruel, they may not be bullying. Actions are considered bullying when they happen over and over.

What should you do if you are bullied or you have information about someone being bullied?

- Tell your parents or other trusted adults. They can help stop the bullying.
- If you are bullied at school, tell your teacher, school counselor, or principal. Telling is not tattling.
- Don’t fight back. Don’t try to bully those who bully you.
- Try not to show anger or fear.
- Calmly tell the student to stop—or say nothing and then walk away
- Use humor, if this is easy for you to do.
- Try to avoid situation in which bullying is likely to happen

GUIDELINES FOR PARENTS:

Is this bullying? *One time incidents may be deliberately mean, cruel, or developmentally inappropriate but they may not be bullying. However, some other behaviors may violate other school rules so it should be reported to an adult as soon as possible. For behavior to be deemed bullying, it needs to include all of the following elements (MGL Chapter 92, Acts of 2010).*

- Must be repeated action(s) by one or more students
- Must be a written, verbal or electronic expression or a physical act or gesture
- Must be directed at a victim so that it causes one or more of the following:
 - Physical or emotional harm to the victim;

- Damage to the victim's property;
- Places the victim in reasonable fear of harm to him/herself or of damage to his/her property;
- Creates a hostile environment at school for the victim;
- Infringes on the rights of the victim at school; or
- Disrupts the education process or the orderly operation of a school.

When should you report? *In the event that a bullying incident has occurred get as much information as possible from your child and report it to a counselor, administrator, and/or teacher.*

You should contact the school to inform them of a situation when:

The Situation	What the School Can Do	What the School Cannot Do
Your child is afraid to see another child at school, or generally afraid to go to school because of an incident	The school may create a safety and comfort plan for your child and take other responsive measures	The school cannot share any discussions or actions taken with other children
Your child reports to you an incident that occurred at school	The school may take steps to ensure the safety of the children involved (see steps on page 7)	The school cannot discuss the steps taken that involve any other child
Your child reports to you that he/she heard a rumor about a future incident that may occur at school	The school may investigate the plausibility of the future incident and take appropriate action	The school cannot share with you their discussions with other children
Your child reports to you that another child is being bullied at school	The school may investigate and respond to the situation	The school cannot report back to you any outcome of the investigation
You hear about a school bullying incident from another credible source	The school may investigate and respond to the situation	The school cannot report back to you any outcome of the investigation, except for your child's part, if any

If you have a question or concern about a disciplinary action taken by the school:

- Begin by having a private conversation with the school administration
- It is important that our children know that the adults are working collaboratively to solve problems
- Educators are bound by policy - they may not be able to change an action if doing so violates the policy set by the School Committee

SCHOOL RESPONSE TO REPORTED BULLYING/CYBERBULLYING

Administrative Steps:

- Take a complete statement from the student or parent/guardian reporting the incident
- Speak to other students involved
- Speak to other relevant adults – teachers, counselors, and/or bus drivers who may have information regarding the incident
- Make a determination regarding the incident

- Identify bully/cyberbully and bully/cyberbully-bystanders as appropriate
- Identify victim(s) as appropriate
- Include the School Resource Officer(SRO) as appropriate
- Notify Superintendent, Assistant Superintendent and/or Director of Special Education as appropriate

Administrative Actions: *If it is determined to be a bullying incident the following administrative actions may take place but not necessarily in the order listed below.*

Bully/Cyberbully and Bully/Cyberbully-bystanders:

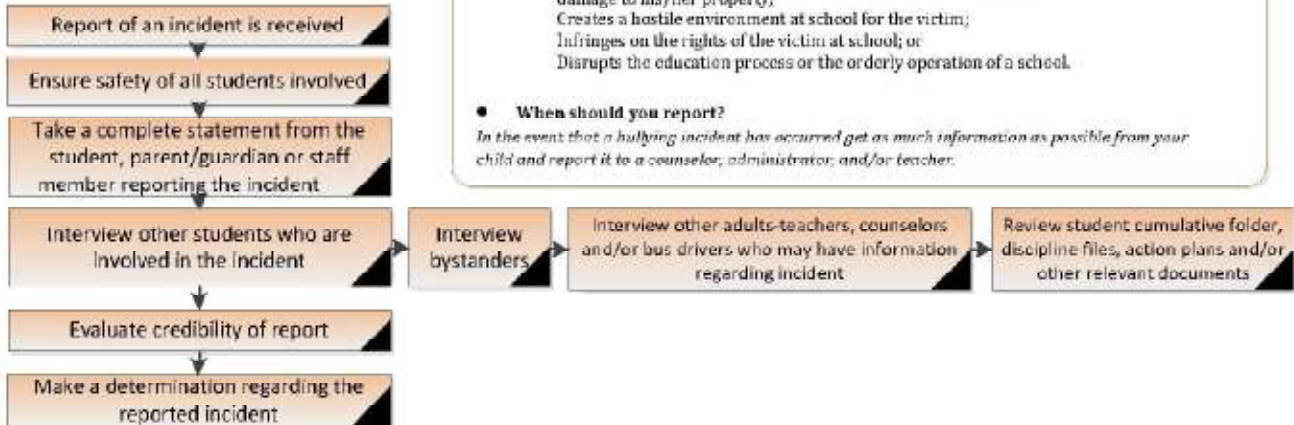
- Inform student(s) about the consequences for bullying or cyberbullying in school
- Have an educational discussion with the student(s) and parents/guardians
- Inform all relevant adults – teachers, counselors, and/or bus drivers
- Student(s) may be required to engage in educational activities such as readings, written reflection and/or research about bullying/cyberbullying
- Students may be asked to give back to the community by being asked to participate in a community service project or activity
- Student(s) are informed about further consequences if any form of retaliation were to occur
- Student(s) may be asked to have no further contact with the victim
- Student(s) may be referred to School Counselor or School Psychologist
- Student(s) may be assigned a disciplinary consequence but not limited to:
 - Lunch/recess detention
 - Bus suspension
 - Exclusion from extra-curricular activities and/or special events, including field trips
 - After school detention
 - Suspension or long term exclusion

Victim(s):

- Have an educational discussion with the student(s) and parents/guardians
- Establish a safety and comfort plan with the student(s) and parents/guardians
- Arrange for the victim to meet with the school counselor
- Inform all relevant adults – teachers, counselors, and bus drivers
- Future follow-up with student(s) and parents/guardians



Response to Bullying/ Cyberbullying Flow Chart



Is this bullying?

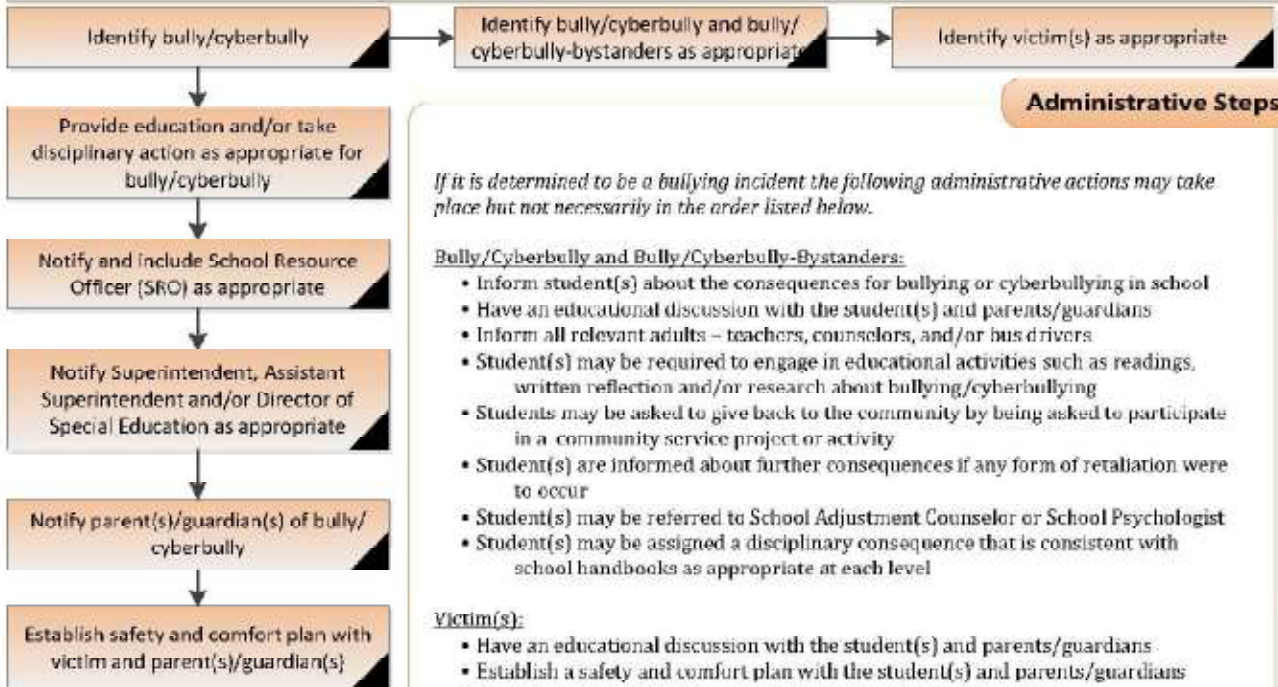
One time incidents may be deliberately mean, cruel or developmentally inappropriate but they may not be bullying. However, some other behaviors may violate other school rules so it should be reported to an adult as soon as possible. For behavior to be deemed bullying, it needs to include all of the following elements (MGL Chapter 92, Acts of 2010).

- Must be repeated action(s) by one or more students
- Must be a written, verbal or electronic expression or a physical act or gesture
- Must be directed at a victim so that it causes one or more of the following:
 - Physical or emotional harm to the victim;
 - Damage to the victim's property;
 - Places the victim in reasonable fear of harm to him/herself or of damage to his/her property;
 - Creates a hostile environment at school for the victim;
 - Infringes on the rights of the victim at school; or
 - Disrupts the education process or the orderly operation of a school.

When should you report?

In the event that a bullying incident has occurred get as much information as possible from your child and report it to a counselor, administrator, and/or teacher.

If it is determined that a bullying incident has occurred...



Administrative Steps

If it is determined to be a bullying incident the following administrative actions may take place but not necessarily in the order listed below.

Bully/Cyberbully and Bully/Cyberbully-Bystanders:

- Inform student(s) about the consequences for bullying or cyberbullying in school
- Have an educational discussion with the student(s) and parents/guardians
- Inform all relevant adults – teachers, counselors, and/or bus drivers
- Student(s) may be required to engage in educational activities such as readings, written reflection and/or research about bullying/cyberbullying
- Students may be asked to give back to the community by being asked to participate in a community service project or activity
- Student(s) are informed about further consequences if any form of retaliation were to occur
- Student(s) may be referred to School Adjustment Counselor or School Psychologist
- Student(s) may be assigned a disciplinary consequence that is consistent with school handbooks as appropriate at each level

Victim(s):

- Have an educational discussion with the student(s) and parents/guardians
- Establish a safety and comfort plan with the student(s) and parents/guardians
- Inform all relevant adults – teachers, counselors, and bus drivers
- Future follow-up with student(s) and parents/guardians

BULLYING WEB RESOURCES

Why does my child get bullied/bully others? What can I do to help?

http://www.nasponline.org/resources/handouts/bullying_template_9_04.pdf
<http://www.bullyonline.org/schoolbully/school.htm>
<http://www.nmsa.org/Research/ResearchSummaries/Bullying/tabid/709/Default.aspx>
<http://www.byparents-forparents.com/parenting/what-to-do-if-your-child-is-a-bully.htm>
<http://www.education.com/topic/school-bullying-teasing/>

Cyberbullying: What is it? What can be done?

<http://webhost.bridgew.edu/marc/>
<http://www.stopcyberbullying.org/index2.html>
<http://www.cyberbullying.us>

Bullying/Cyberbullying Facts and FAQ's:

<http://nomorebullies.wordpress.com>
<http://www.wiredsafety.org/>
<http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp>

Social Networking Safety Tips for Teens and Parents:

<http://www.nsteens.org/>
<http://www.onguardonline.gov/topics/safety-tips-tweens-teens.aspx>
<http://www.safefamilies.org/socialnetworking.php>

MA State Law Chapter 92 of the Acts of 2010:

<http://www.mass.gov/legis/laws/seslaw10/sl100092.htm>

Articles on Bullying in Schools:

<http://www.nmsa.org/Publications/MiddleSchoolJournal/Articles/January2006/Article2/tabid/693/Default.aspx>
<http://kidshealth.org/parent/emotions/behavior/bullies.html>
<http://www.tolerance.org/print/magazine/number-10-fall-1996/bully-trap>

FRANKLIN PUBLIC SCHOOLS GENERAL POLICIES

ABSENTEE CALL IN: To ensure all children arrive at school safely, all Franklin elementary schools have a Safe Arrival Program in which we work to verify all unreported absences as quickly as possible.

Please call the school office before 8:00 a.m. Provide the following information when calling in a student absence:

- Student's name
- Grade and teacher's name
- Date(s) of absence

Do not leave the following information on the call in line:

- Confidential medical information – speak to the nurse directly
- Requests for homework
- Messages for classroom teachers or for Solutions

When should you call the nurse regarding a student illness?

- A new medical diagnosis or change in health or emotional status
- A newly prescribed medication
- Any change in current medication
- A serious injury, illness, or hospitalization
- An injury that will require a wheelchair or elevator use
- A contagious disease (e.g. chicken pox, flu, strep throat, pertussis)
- Extended period of absence with atypical symptom
- Recent changes in family history that may affect your child

APPROPRIATE DRESS: Students are expected to attend school appropriately dressed and properly groomed. Low-cut pants, low necklines, shirts exposing midriffs, short skirts or short shorts are not appropriate for school. Hats may be worn to school but will be removed upon entering the building. In addition, clothing cannot discriminate, demean or be derogatory towards any group or individual. Apparel that contains statements or symbols that make negative statements about race, religion, ethnicity, gender, sexual orientation, stereotypes or that has sexual connotations or sexual innuendo is not permitted at school. We will call parents if a change of clothing is needed.

Student clothing should also present a healthy, clean and safe atmosphere for students. Flip-flops, beach shoes and slippers are not permitted as they pose a safety risk on stairs, at recess and in the event of an emergency. Shoes with wheels are not to be worn to school.

ATTENDANCE: The Franklin Public Schools expects parents and students to make every reasonable effort to have their children attend school every day. The continuity of day-to-day instruction is a critical dynamic to the overall success of each student.

If a pattern of absences develops, the administration, along with the School Resource Officer from the Franklin Police Department will consider filing a Child Requiring Assistance complaint with the Norfolk County Court for truancy.

If a student is out of school due to illness, the parent may request work assignments through the teacher. The parent will be responsible for retrieving this material at the close of the school day in the Office and will be responsible for overseeing their son's/daughter's completion of the assignment. If a student is to be absent for an extended period of time due to illness, (fourteen or more consecutive days), the family may be eligible to receive some tutorial services. If you believe your child will have an extended absence, please contact the principal's office.

Family Vacations: Sometimes families plan vacations that occur during regularly scheduled school time. The Franklin Public School department does not encourage or condone such action. Instead, the schools uphold Massachusetts General Law, Chapter 75, Sections 1-47 entitled "School Attendance". This section of the law requires parents to "cause" their children to regularly attend school. Individuals who induce student absenteeism are liable for fines up to \$200. With this in mind, we reaffirm the position that parents are responsible for their children to attend school every day that classes are in session.

Absences due to family vacation are unexcused. A child who is absent from school due to a family vacation taken during the school year is of particular concern. It is important for children to receive continuous instruction; every day missed sets a child back and creates added pressure on the child and on the school. The school calendar is published in advance of the school year to help parents plan family trips so that they coincide with school vacations. Parents are urged to comply with the school calendar.

The practice of the school department is not to provide advance and/or make up work when the student is absent from school due to vacation. Since assignments are based upon material previously taught, work must be made up after the child returns. Parental cooperation in this matter is appreciated.

Students who are absent at the time when state or national standardized tests are administered will be allowed to make up missed tests to the extent that scheduled make up time is available and consistent with state law and regulations.

Religious Observations: Students may be granted excused absences when the school's schedule conflicts with religious holidays. A student may be required to submit written notification. A student should not suffer adverse or prejudicial consequences from an excused absence, should be allowed a reasonable opportunity to make up school work missed during the absence, and will not be subject to penalty scholastically or to attendance records due to absences incurred due to religious observances. A sincere attempt will be made to avoid assemblies, assessments, and special school events on religious holidays.

Returning After an Absence: When your child is absent, call the office before 8:00 a.m. Absences of five (5) days or longer require a note from a physician's office prior to the school readmitting your child to class.

Tardiness: Students arriving after 8:30 are considered tardy and need to sign in at the office with an adult. Tardiness is noted on report cards. Although, we realize that emergencies occur on occasion, we expect students to arrive at school on time.

Excused Dismissal: Please try to schedule appointments after school hours. In the event that you have to dismiss your child, send a note to your child's teacher including

the day, time, and who will pick up your child. In cases where we are not familiar with the adult, identification will be required. No child will be released without an adult escort.

If you dismiss your child from his/her classroom for any reason that does not pertain to a function designated for that child, he/she will be marked dismissed on the school attendance.

Dismissal notes are mandatory. Calling the school or sending an email to dismiss your child may result in someone not getting the message in a timely manner. We require written authorization for dismissals.

CELL PHONES: Cell phones, if needed for after school communication with parents, are permitted but must remain turned off and in the child's backpack during the school day. If used during the day they will be confiscated and will remain in the Office until a parent/guardian retrieves it.

CLASSROOM CELEBRATIONS: From time to time throughout the school year classes hold special celebrations. Teachers will inform parents at the beginning of the school year about procedures for events such as holidays, special celebrations, and birthdays. In keeping with the spirit of the District policies on wellness and food allergies, no food items can be brought into the classroom for distribution to the class. This includes birthday celebrations. Some alternatives to food may include: stickers, pencils, a favorite game, etc.

CLASSROOM CONCERNS: It is important to address any questions or concerns with your child's teacher as soon as they arise. This can be done via a note, through an email or by calling the school and leaving a message. If concerns remain after a discussion with the teacher, the Principal should then be contacted.

CLASSROOM OBSERVATION AND VISITATION PROCEDURES: Parents (or individuals authorized by parents), accompanied by school personnel, are welcome to visit the school to observe classes and tour the building as long as the reason is educationally sound and does not disrupt the educational process. To ensure the safety of the children and to avoid disrupting the educational process, these visits are arranged through the Principal.

Our goal is to make the visit as productive as possible. To do this, the following guidelines are in place:

SETTING UP A CLASSROOM OBSERVATION: Call the Principal to schedule a date and time when activities/instruction you are most interested in will be occurring. You will be asked to provide him/her with the following information:

1. Names and roles of the observers.
2. What are you interested in observing in regard to your child's performance and progress? Please specify if you are interested in observing a current classroom or a proposed classroom.
3. Are there any related services you are interested in observing, e.g. occupational therapy, speech/language, physical therapy?

4. In order for us to best coordinate the visit, please be able to supply convenient dates and times for you.

5. The length of time of the visit will be predetermined through conversation between you and the building principal/designee. Please understand that lengthy visits may, at times, interrupt the integrity of the program. Your child's right to quality education is important to us as well the educational rights of other students. You should plan to discuss the length of time you feel is needed to accomplish your observation goal.

6. There may be times during a school day when schedules include activities that may breach another student's right to confidentiality. Classroom visits will not be scheduled during these times. On behalf of *all* students, please respect the school professionals to make that judgment call.

7. In order to maintain confidentiality, please understand that no information will be provided about other students and their educational needs, performance, and programs. There are times when observers may, despite the district's best efforts, receive information that identifies another student. Observers will be asked to sign a statement that information about other students will not be disclosed.

OBSERVING IN THE CLASSROOM: Whenever visitors enter a school building, they must report to the school office to sign in and receive a Visitor's Pass. A member of the school staff will accompany the visitor throughout the visit. Before the visit, a place in the classroom will be designated for the visitor to sit and observe. We ask all observers to be sensitive to the following observation criteria:

1. Students can often be curious and easily distracted by visitors. If there is more than one observer, please do not converse during the observation. We encourage note-taking to facilitate conversation after the observation. Please bring with you something on which you can write notes and/or questions.

2. During the visit, the visitor will not be able to talk with the teacher, service providers or students, including the child. Their job at that time is to provide instruction/therapy. However, if the visitor has questions to discuss, arrangements can be made for a follow up discussion.

COMMUNICATION FOLDER: Please check your child's bag daily for notices. We appreciate your prompt return of items requiring signatures such as emergency cards, insurance forms, field trip permission slips, etc.

COMMUNICATIONS SENT TO NON-CUSTODIAL PARENTS: There are circumstances in which parents share joint custody of their children and live separately. In this case the non-custodial parent may want to receive notices, report cards, etc. from school. These parents may choose one of three options.

1. Provide the school secretary with self-addressed stamped envelopes and he/she will mail notices as the teacher provides them.
2. The school secretary will collect notices and the parent may come in periodically to receive them.
3. Duplicate notices will be sent home with the child.

You must notify the school secretary if you wish to receive duplicate notices and how you would like to collect them.

ELECTRONIC DEVICES: For educational purposes, some teachers may permit the use of electronic devices. In these instances, students and parents/guardians will have to sign a permission slip.

In all other cases, electronic devices should be kept at home. This includes, but is not limited to headphones, earbuds, iPods, MP3 players, CD players, iPads, Kindles, Nooks, etc. Items will be collected and parents will be asked to pick them up from the Office.

FORGOTTEN ITEMS: Parents bringing lunches or other forgotten items are to leave these in the office to be distributed.

HAND WASHING: Students should wash their hands regularly during the school day and should follow these guidelines:

- Use liquid soap and running water
- Rub your hands vigorously for at least 10 seconds
- Wash the backs of your hands, wrists, between the fingers and under the fingernails
- Rinse well
- Dry hands with a paper towel
- Turn the water off using the paper towel – not your clean hands

LOST & FOUND: Please label all clothing items and personal items brought to school (e.g. sweaters, coats, hats, mittens, snow pants, lunch boxes, backpacks etc.). Items that are not labeled will be put in lost and found.

LUNCH: The cafeteria is a social time for children. Seating arrangements are up to the classroom teacher or the staff member on duty. The children are expected to follow some basic courtesy guidelines:

- Students may not cut in line.
- Students should use their best table manners.
- Walking is the acceptable mode of getting across the cafeteria.
- Children are responsible for cleaning their area as a team.
- Children are dismissed by an adult on duty.

COST & PAYMENT: Lunch is \$2.20 including milk. Milk alone is .50. You may pay ahead for a week or a month if you choose. Children who forget their lunch may charge a lunch. They will be given a charge slip to take home. Parents are encouraged to pre-pay their student's lunch. This can be done by sending a check in with the student, payable to "Franklin School Lunch Program," for as many lunches as the parent chooses.

Parents may also pay by logging into mynutrikids.com. Students do not have to purchase lunch every day for prepay. The cafeteria manager will track how many lunches have been used and how many remain on prepay. They will notify students shortly before their account is used up, so that the parent or guardian can send in another check.

For eligible families, free or reduced price lunch is available upon completion of necessary documents. If eligible for free or reduced lunch, the forms must be completed annually.

CHARGES & UNCOLLECTED DEBT: Based on guidance issued by the United States Department of Agriculture, the district recognizes that the school food service account cannot be used to cover the cost of charged meals that have not been paid.

Students at the High School and Middle School levels are not permitted to charge a lunch. Elementary students are permitted to charge up to three meals. Charges are tracked through the electronic Point of Sale program used by the Franklin Public Schools.

Students who have reached the charging limit will be provided with an emergency meal. Under no circumstances will students be denied food because they lack the funds to pay. Choices of emergency meals include cheese or peanut butter and jelly sandwiches with a piece of fruit and a choice of milk.

Students provided with an emergency meal will have the cost of the meal added to their balance and parents/guardians will be notified of such balances on a monthly basis. Reimbursable meals served shall be claimed based on the eligibility status of the student. The foodservice department will make every effort to collect unpaid balances and will contact the parents/guardians to identify any extenuating circumstances that might exist within household. Thereafter, the foodservice department will track negative balances and report same to the School Business Administrator prior to the close of the school year (June 30). The School Business Administrator shall cause a journal entry to be made to charge the uncollected debt to the School budget appropriation.

MENUS: Monthly menus are available online at http://franklindistrict.vt-s.net/Pages/FranklinDistrict_Distinfo/SchoolLunch/Lunch.

MONEY: When you send money to school, please put it in an envelope and label it with the name of the child, teacher's name, the amount of money and purpose. Please do not allow your child to bring large sums of money to school, as school personnel cannot be responsible for loss of cash.

NOVELTY ITEMS AND TOYS: Novelty items such as Silly Bandz, Pokemon Cards, Webkinz, etc. can interfere with the educational process. If these items cause problems, the classroom teacher and/or the Principal may not allow these types of items to be brought to school. If items are confiscated, they will be collected and parents will be asked to pick them up from the Office.

The school provides equipment for children to play with during indoor and outdoor recess. Because of this, and to ensure that items are not damaged or lost, toys should not be brought from home. Toy weapons of any kind are not permitted in school. Children need to have the permission of the Principal to bring in athletic equipment.

PARTY INVITATIONS: In order to avoid hurt feelings, party invitations are not allowed to be given out at school.

PETS: Pets are not allowed on school grounds.

PHOTO/VIDEO RELEASE: During the course of the school year there may be occasions when video or photographs will be taken in the school environment. These times might include special school events, field trips, project displays, or particular classroom lessons. These pictures, slides, or videos might be part of a school presentation, school celebration or as a part of a public relations event. Pictures/video may appear on a school or district web page, in a newspaper, or as part of a television/cable broadcast. Please be aware that photographs will not identify children by name. The school may videotape school buildings and property (including occupants) for the safety and security of students.

Please be aware that if the press requests to cover a specific school event or story and they request to use student photographs, the request must be made to the building principal.

PHOTO/VIDEO RELEASE NOTIFICATION FORM

Please sign and return this form regarding the use of your child's picture in any school/district information, presentations, and/ or public relations/publicity opportunities.

____ **I DO** grant consent to have my child photographed or video-taped and also consent to my child's picture/video being used in school or district web pages, press reports and/or television/cable broadcasts.

____ **I DO NOT** grant consent to have my child photographed or video-taped and also do not consent to my child's picture being used in school or district web pages, press reports and/or television/cable broadcasts. ***Please note:*** *If you check off this option, your child's picture will not be in the yearbook, in our newsletter, on a web page, etc.*

We will not be able to separate lists - this will be an all or nothing release.

Child's Name: _____ **Teacher:** _____
Parent/Guardian Name: _____
Parent/Guardian Signature: _____ **Date:** _____

RECESS: Children play outside at recess unless it is raining or dangerously cold. Please see that your child is dressed warmly in the winter. Only students who wear boots and snow pants are allowed to play in the snow. However, even on the blacktop, sneakers often get wet. In winter, an extra pair of socks tucked in your child's backpack is often a welcome relief after a cold recess. If your child does not have appropriate clothing for the weather, he/she may be required to remain inside during recess.

Please do not request that your child stay inside due to cold or illness. If your child is too ill to go outside, chances are likely that he/she should not be in school.

Your child's teacher and the Physical Education teacher will review basic use of playground equipment. The basic rules for the playground are respect and cooperation. Contact sports are not permitted.

To protect against cold, heat, sun injury and insect-borne disease the following is recommended:

- In cold weather make sure clothing is dry and layered for warmth.
- When sunny provide sun protective clothing for your child.

- When sunny, apply sun block with UVB and UVA protection of SPF 15 to exposed skin.
- In warm weather, apply insect repellent.

Please note sunscreen and bug spray need to be applied at home. The staff may not apply them.

RESPECTING SCHOOL PROPERTY: We take pride in the resources the Franklin Public Schools has to offer its students. It is the responsibility of each student to use school materials in an appropriate manner. A parent may be asked to reimburse the school for lost or damaged school property.

SCHOOL CLOSING/DELAY/EARLY DISMISSAL: In the event the weather conditions require changes in the normal school operation, these changes will be disseminated as soon as possible to parents through our automated phone/email system. Notice will also be sent to the following radio and television stations: WMRC (1030), WBZ am 1030, WBZ (4) WCVB (5), WHDH (7).

The following are changes in the school procedures that may occur:

1. **School Cancellation** – In the event that weather conditions dictate school cancellation, these announcements will be made as early as possible.
2. **Delay of Starting Time** – If school sessions are delayed by one hour or more, all preschool classes will be canceled that day.
3. **Unscheduled Early Dismissal**– In the event of an early dismissal, P.M. educational programs, activities, and preschool classes will be canceled.

While it is the parents' responsibility to make provisions for the supervision during an early dismissal, we would like to make the following suggestions:

1. Establish a procedure with your child in the event that you are not home. (Example: They are to go to a particular neighbor's home)
2. Be sure they know their address and phone number.
3. Children should know where at least one parent can be contacted.
4. Always update your emergency card – the school will only release students to those designated on their emergency cards.

SNACK: Each classroom has a snack time built in to the daily schedule. Students are encouraged to bring a healthy snack each day. Some snack suggestions are: crackers, applesauce, vegetables, fruit, pretzels, granola bars, yogurt, cracker and cheese. Children are not permitted to share or to trade snacks.

STUDENT PHOTOGRAPHS: During the year, we often take photographs of students, parents/guardians, teachers, and school activities and may include these pictures on school bulletin boards, in school and PCC publications, in local newspapers, or on our web site. Photographs will not identify a child by name.

If you do not want your child's photo to appear in these public places, please complete the form provided by the school in the opening day packet, sign it, and return it to school by October 1.

This policy shall not limit the right to publish photographs of any student participating in school sports, school plays or concerts or other activities in the public domain. For more information on this School Committee policy, or to obtain a copy of this policy and additional information from the Principal, please contact the school.

TELEPHONE USAGE: Students need to develop responsibility to remember to bring all items needed to school. Unless there is an emergency, students will not be permitted to use the telephone to call parents to bring in homework, sneakers, etc. Students are not permitted to use cell phones during the school day.

VALUABLES: We do not recommend that students bring valuable items to school because we cannot be responsible for loss or damage.

FRANKLIN PUBLIC SCHOOLS RULES & REGULATIONS

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. A student may be disciplined or suspended for any of the following violations:

- Possession, transmission, and/or use of tobacco, drugs or alcohol
- Insolence, disrespect, or insubordination
- Use of inappropriate language
- Fighting
- Rowdy behavior such as pushing or shoving at recess or in the school
- Leaving the classroom, school activity, or school without permission
- Class tardiness or truancy
- Vandalizing, damaging, or stealing school or private property
- Threatening, bullying, or causing bodily harm to any person
- Bringing a dangerous item to school (e.g. knives, facsimilies)
- Any behavior on the school bus and/or school property that endangers the safety of any student or community member.
- If a student received a bus report for misconduct or behavior that endangers the safety of students, the student may be suspended from the bus at the discretion of the Principal or the Assistant Principal.

SUSPENSION: At the discretion of the Principal or Assistant Principal, a student may be assigned to either an in school or out of school suspension. If a student is suspended, parents will be notified in writing and will be required to have a conference with an administrator before the student may reenter school.

Students may be suspended for the following reasons (this is not an inclusive list):

- Striking a teacher or other school personnel
- Fighting or any assault or act of violence committed against another student or adult
- Discrimination or harassment
- Use of obscene, abusive, or profane language or gestures which are disruptive to the education process or school activity
- Any behavior on the school bus and/or school property that endangers the safety of any school member
- Violation of any criminal law of the Commonwealth of Massachusetts not already covered by the school rules
- Any other behavior that endangers the safety or well-being of fellow students
- Smoking on school property before, during or after school and at all school activities
- Hazing as defined by Mass. General Laws, CH269. Sec 17
- Leaving the classroom or activity without permission
- Vandalizing, damaging or stealing school or private property

EXPULSION/EXCLUSION: Under cases involving serious conduct as described below, the District may long-term suspend or expel a student pursuant to state law, Massachusetts General Laws Chapter 71, Section 37H. The grounds for long term suspension or expulsion/exclusion include but are not limited to the following:

- Any student who is found on school premises or at a school-sponsored or school-related activity, including athletic games, in possession of a dangerous weapon, including but not limited to a knife or a gun; or anything used in the commission of assault and battery; or controlled substances as defined in Chapter 94c, including but not limited to marijuana, cocaine, heroin, may be subject to expulsion from the school district by the principal.
- Any student who assaults a Principal, Assistant Principal, or any educational staff on school premises or at school related functions.
- Any student who is charged with a violation of either of the 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 the hearing, the principal may in her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated one of the above.
- Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited to a factual determination of whether the student has violated any provisions of this section.
- When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such a student or provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling such student a written statement of the reasons for said expulsion.

PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES: In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. In accordance with Chapter 71B of the Massachusetts General Laws and with federal law IDEA 2004: Section 615(k), the school may suspend or remove your child from his or her current placement for no more than 10 school days. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP).

Suspension of Students with Disabilities

Procedures for suspension(s) not exceeding 10 school days:

- Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities.

Procedures for suspension of students with a disability when suspension exceeds 10 school days:

- If your child is suspended for more than 10 school days (or less than 10 school days if a pattern exists) in a school year, this removal is considered a "change of placement". A

change of placement invokes certain procedural protections under federal special education law.

- Prior to any removal that constitutes a change of placement, the school will convene a Team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child's problematic behavior.
- Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child's disability. This consideration is called a "manifestation determination". Parents have a right to participate in this process. All relevant information will be considered including the IEP, teacher observations, and evaluations reports.
- At a manifestation determination meeting, the Team will consider:
 - >Did the student's disability *cause* or have a *direct and substantial relationship* to the conduct in question?
 - >Was the conduct a *direct result* of the district's failure to implement the IEP?
- If the manifestation determination decision is that the disciplinary action *was* related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP and any behavioral intervention plans.
- If the manifestation determination decision is that the disciplinary action *was not* related to the disability, then the school may suspend or otherwise discipline your child according the school's code of conduct. During the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress.

Special circumstances for exclusion

- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, your child may be excluded from school for up to forty-five days regardless of whether the conduct is a manifestation of the child's disability. Your child's Team will determine an appropriate interim alternate educational setting (IAES) during the period of exclusion.

School personnel will provide Notice of Procedural Safeguards for students with disabilities prior to any suspension exceeding 10 school days in one school year. The Notice of Procedural Safeguards will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing.

FRANKLIN PUBLIC SCHOOLS SAFETY

ASBESTOS HAZARD: In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Emergency Response Act (AHERA) inspection of the Franklin Public Schools were performed during 2000 for asbestos-containing materials. All inspection findings and the asbestos management plans have been on file with the FPS since the initial inspection. Management plans and all other related information are maintained at the office of the Director of Administrative Services. The EPA requires schools to have asbestos re-inspections every three years. Complete results of the three year re-inspections are on file in the Superintendent's office.

CORPORAL PUNISHMENT: Corporal Punishment is prohibited by the Franklin Public Schools. Corporal punishment includes but is not limited to the use by any staff member of any type of physical force or contact, physical redirection, verbal abuse or demeaning of an individual student or group of students in a classroom or at a school sanctioned event. Corporal punishment also includes damaging or destroying of a student's personal property or school property assigned to a student. Upon receipt of a complaint of corporal punishment, the Superintendent of Schools or his/her designee will conduct an investigation in accordance with Massachusetts General Laws.

CUSTODY DOCUMENTS: The school should be provided with current court documents concerning custody, visitation privileges, etc. We will not dismiss students to anyone unless we have authorization directly from the parent or guardian or the adult is listed on the emergency card. It is important to inform the school regarding any changes in custody status.

EARLY CHILDHOOD CRISIS INTERVENTION: Young children need to be taught pro social behaviors. They do not automatically control their impulses, notice other's feelings or have the language to express their feelings or needs. Pre-school and kindergarten personnel teach children to make caring connections through multi-sensory teaching. Good programming incorporates guiding children's auditory, visual and movement reception and expression. Guiding always involves positive, helpful touch and at times physical redirection by personnel. This is part of teaching. Only on the rare occasions that staff must protect anyone from imminent, physical serious harm, early childhood personnel will use non-violent physical crisis intervention according to regulations 603 CMR 46.0. All restraint procedures set forth above must be followed if there is any injury from holding a child or if the required restraint lasted for longer than 5 minutes. Teachers who are not on the Crisis Response team are assured under the DOE regulations "the training requirements...shall not preclude a teacher or employee... from using reasonable force to protect students."

EMERGENCY CARDS: Please complete and return two copies of the emergency cards. These cards require updating when changes occur during the year. We will not dismiss students to anyone unless we have authorization directly from the parent/guardian or the adult is listed on the emergency card. We will ask for photo identification if the adult is unfamiliar to school staff.

EMERGENCY NOTIFICATION: The Superintendent will notify parents of any early dismissals, school closings, delayed openings, or any other emergency by using our automated phone/email system. Please be sure you fill out the form for this system and provide all the appropriate information. Notify the office immediately of any updates.

MEMORANDUM OF UNDERSTANDING:

Preamble: This Memorandum of Understanding ("MOU") is established between the Franklin Public Schools ("DPS"), Franklin Police Department ("FPD"), and Norfolk County District Attorney's Office ("NCDAO") regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within FPS facilities or at any school related activities. The MOU is intended to foster and ensure an environment in which students, teachers, parents, administrators, employees and members of the school community may participate in the educational process without fear of violence or other illegal activity. Toward the end, there shall be a "Zero Tolerance" policy regarding serious acts of violence, weapons, hate crimes and drug distribution within and on the school grounds of the FPS. A zero tolerance policy means that such incidents will not be tolerated in the FPS and violators will be referred for disciplinary action, evaluation and/or prosecution in an expeditious fashion. Initially, this MOU will establish a protocol to foster and facilitate regular communication and cooperation between the parties in areas of mutual concern.

This MOU is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the MOU will be protected by all laws relating to privacy and confidentiality. This MOU is in addition to, and does not supplant, policies of the FPS with regard to disciplinary procedures and codes of student conduct which are not or may be formulated and published in any student handbook.

The parties hereby agree that in order to provide a "safe educational zone" for the FPS the following policies will be established:

I. Official Response to Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution

1. The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding any "serious act of violence." A serious act of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, employee or member of the school community occurring in a school facility, or on school property and/or in connection with a school function, which results in bodily injury and/or involved the possession or use of a weapon.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any instance where a "weapon" is possessed by or taken from a student within the school, on school grounds or surrounding area, or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws Chapter 269, Section 10, and any other object that FPS, in its discretion, feels warrants further attention by FPD.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school violence.

2. The FPD shall assign an officer to serve as liaison with the FPS. The FPD shall continue to make the liaison officer available to FPS during school hours. The liaison officer shall receive report from the FPS superintendent or his/her designee regarding serious acts of

violence, the possession or use of weapons, incidents of hate crimes or the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school function. The FPD liaison shall investigate such cases and, where appropriate, refer such cases to NCDAAO for prosecution. The FPD shall promptly notify the NCDAAO of any reports of weapons, distribution of drugs, hate crimes or serious acts of violence.

3. The NCDAAO shall coordinate any case involving a child over the age of eleven which involves serious acts of violence, weapons, hate crimes or drug distribution with the FPD liaison and the FPS. Such cases will be evaluated by NCDAAO and prioritized for prosecution where appropriate. **The NCDAAO shall make every effort to consult with the FPS superintendent or his/her designee and FPD liaison regarding appropriate conditions of pretrial recognizance during the pendency of the juvenile or criminal case.** The NCDAAO shall make every effort to consult with the FPD and FPS regarding the disposition recommendation of such cases. In any case involving serious acts of violence, weapons, hate crimes or distribution of drugs, it shall be the policy of the NCDAAO not to recommend a dismissal or pre-trial probation on any such case, except for extraordinary circumstances and only after consultation with liaisons of both the FPS and FPD.

The NCDAAO shall report any felony delinquency complaint or adjudication to the appropriate FPS superintendent.

II. Discretionary Reporting of Any Illegal Activity

1. In addition, the FPS, FPD and NCDAAO shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.

III. Roundtable Meetings

1. The FPS, FPD and NCDAAO shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.

2. Such roundtable meetings shall occur monthly, unless by a suggestion of the parties, it is necessary or appropriate to meet more frequently. The parties may also invite other officials (e.g., DYS, Probation) to participate as appropriate.

To the extent permitted by law, the parties shall share information regarding the implementation of the Agreement. The parties agree that any information acquired during roundtable meetings shall be confidential and subject to privacy restrictions established by law.

NON-VIOLENT PHYSICAL CRISIS INTERVENTION/PHYSICAL RESTRAINT: All schools and programs within the Franklin Public Schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Education Regulations (766 Reg. 603 CMR 46.00). If a student's behavior poses a threat of imminent harm, he/she may be restrained until calm. Qualified, trained staff carries out specific procedures and parents/guardians are notified. For further information, contact your child's school.

SAFETY DRILLS: State law requires that we hold supervised drills (evacuation, fire, lock down, bus evacuation, shelter in place, etc.) each year under the direction of the FFD, FPD, and the bus company. Procedures for these drills are reviewed with the children throughout the school year.

SCHOOL RESOURCE OFFICER: The Franklin Public Schools are very fortunate to have the commitment and dedication of the Franklin Police Department to make our schools safe learning environments for all of our students and families. Each school has an assigned School Resource Officer who is at the school regularly for a variety of reasons such as educating children on bicycle safety, Grade 5 DARE and safety plans. The District has a Memorandum of Understanding with the Franklin Police Department which sets out the collaborative relationship between the school and the local police.

VISITORS TO SCHOOL: To help ensure the safety of all our students, all outside doors will be locked during the school day. Visitors are required to use the front door that is equipped with a camera, buzzer and monitor. All visitors must check in at the front office, sign in and take a visitor's badge. They must then sign out and return their badge prior to leaving. Visitors will be admitted to the building at the sole discretion of school administrators.

FRANKLIN PUBLIC SCHOOLS SCHOOL NURSE & HEALTH INFORMATION

The school nurse is available for parents and children on a daily basis. All children will be screened during the year for vision and hearing concerns. You will receive notification if there is a concern. Starting in the fifth grade, the nurse will check each child for scoliosis.

Parents should keep the nurse informed of any changes in the child's health in order to keep school records current.

COMMUNICABLE DISEASES: A student showing signs of ill health or being infected with a disease shall be sent home as soon as safe and proper conveyance can be arranged and shall remain at home until the communicable condition has been resolved to the satisfaction of the school nurse. The nurse will follow guidance from the Massachusetts Department of Public Health and the CDC.

Parent help and cooperation are essential to prevent the spread of communicable diseases such as conjunctivitis, strep infections, and viruses. Students under treatment for conjunctivitis and strep throat must stay out of school for the first 24 hours of antibiotic treatment. A child who has been ill with a fever or symptoms of vomiting or diarrhea should not return to school until he/she has been symptom free for 24 hours.

Response to Outbreaks of Serious Communicable Diseases: When there is a confirmed case of a serious communicable disease (e.g. salmonella, pertussis, meningitis), the school nurse will immediately contact principal, pupil services office and superintendent of schools. In consultation with administrative personnel, the nurse will determine with the MDPH epidemiologist the guidelines for notification, exclusion and treatment of close contacts. Copies of all letters will be sent to superintendent for review before dissemination.

1. The director of Pupil Personnel Services and school nurse, in consultation with building principal will be responsible for:
 - a. Determining close contacts as defined by MDPH
 - b. Notifying parents of close contacts by letter and/or phone, depending on the urgency of seeking preventative treatment

- c. Assigning additional personnel to assist with notification (i.e. guidance, secretarial staff, ESPs)
 - d. Providing general notification to staff and the school community as indicated
2. School nurse will contact health care professionals in other schools if close contacts and/or siblings are involved.
 3. School nurse shall be responsible for direct communication with family, physicians and all health care agencies.
 4. Students with a significant medical disability requiring a Section 504 Plan and/or and Individual Health Care Plan (IHCP) will be contacted by the school nurse, (as per the health plan), if they may be impacted by the spread of a communicable disease within the school community.

ILLNESS AT SCHOOL: A school nurse is available for parents and children at the school each day. Students who are ill or injured should tell their teacher or another adult immediately. In the event of injury or illness at school, the nurse will provide immediate first-aid. If follow-up care is needed, or if the child cannot remain in school, parents will be notified.

The nurse or administration will determine whether your child should be sent home because of illness. To provide prompt care, the school requires that you fill out an emergency card. It is important that the information on this card is current. Call the school immediately with changes.

IMMUNIZATIONS: The immunization law, Chapter 76, Section 15 of the General Laws states: “no child shall be admitted to school except as hereinafter provided.

The provisions are:

- A physician’s certificate listing immunizations given and/or diseases the child has had
- A physician’s certificate stating immunization is contraindicated for health reasons
- A parent or guardian’s statement that immunization conflicts with religious beliefs

The law requires immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and varicella. All immunizations must be complete before the child has admission to kindergarten. Unimmunized or partially immunized children whose private physicians certify that they are in the process of receiving the required immunizations shall be regarded as not in compliance with the law.

In addition, the Mass. Dept. of Public Health requires HIB immunization for all students in preschool programs as a condition of school attendance. A second dose of measles vaccine will be required for entry into 7th grade until 2002. Effective Sept, 1996, a second measles vaccine will be required for entrance into kindergarten. Hepatitis B vaccine and proof of lead screening are also required for kindergarten entry for all children born on or after January 1, 1992.

INSURANCE: A plan of liability insurance is offered yearly at a nominal fee. A parent may insure a child against any accident while at school, going to or from school, or while engaged in a school activity away from school. In case of a claim, the school office will supply the necessary forms.

PEDICULOSIS: As recommended by the CDC and the American Academy of Pediatrics, Franklin Public Schools have adopted a non-exclusionary policy for pediculosis (head lice).

<http://www.cdc.gov/parasites/lice/head/schools.html>

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

School nurses will screen any student who exhibits signs/symptoms of head lice. Children who are found to have live lice or nits will not be sent home from school.

Parents of affected students will be notified before the end of the school day and advised to contact their healthcare provider for treatment options. An informational fact sheet on head lice will be provided to the parent. Classroom/grade wide notification letters will generally not be sent home unless deemed appropriate.

Children will be allowed to return to school after parents confirm with the school nurse that treatment has begun. Children do not need to be screened by the school nurse prior to returning to school. Parents may request assistance from the school nurse to check their child's head after treatment.

The presence of nits will not prevent a child from returning to school. Parents will be instructed to check their child's head on a regular basis to confirm treatment success or failure.

PHYSICAL EXAMS: The state law requires that all students present evidence of a physical exam on entry into school and every 3-4 years. Franklin Public Schools require subsequent physical exams in grades 4, 7, and 10.

POSTURAL SCREENING: Postural screening will be conducted in the FPS system on all students in grades 5-9, as mandated by law. Every student will be screened and will not be exempt unless a note from a private physician is provided stating that the postural screening has been completed during the academic year starting in June.

FRANKLIN PUBLIC SCHOOLS VOLUNTEER OPPORTUNITIES

Research shows that students do best in schools where parents are involved in their education. Each year we have many parents who volunteer to work in classrooms. There are many jobs such as tutoring, fluency, photocopying, taping books, field trips, class parties, etc. Every year at Curriculum Night our Parent Communication Council (PCC) will post involvement sign-up sheets that detail the volunteer opportunities through the teachers and other staff members. If you are interested, please make the appropriate contact.

CORI Checks: All volunteers are required to complete a CORI background check each year. You must apply in person to the school office and present photo identification. The School Administration has sole discretion to determine whether a volunteer satisfied CORI and other volunteer requirements.

HANDBOOK: A volunteer handbook outlines the expectations and opportunities for the volunteer program at the school. If you have not received this brochure and are volunteering at the school, please request one from the teacher or the school secretary.

PARENT COMMUNICATION COUNCIL (PCC): This is a volunteer organization made up of parents and teachers who work cooperatively to enhance the quality and quantity of activities and resources available at the school. An executive board manages the PCC. Their main function is the coordination of all committees' activities, liaison to the school community, and implementation of directives set by majority vote at monthly meetings. The PCC will produce a newsletter informing members of their activities.

Committee chairs look for help to provide fund raisers, family activities, yearbook preparation, baking, room parents, cultural activities, etc. Parents are encouraged to attend meetings, share their ideas, join in the wonderful activities and enrich our children.

ROOM PARENTS: Each classroom has at least one room parent designated at the beginning of the school year. Responsibilities of the room parent(s) include getting volunteers to come into the classroom to assist with projects/celebrations and for parents to bring in materials. Room parents will be given a list of students and one phone contact in case of an emergency and our phone/email broadcast system is not available.

SCHOOL COUNCIL: School Councils for individual schools are formed in accordance with the Education Reform Act of 1993. The council members are comprised of the principal, a community representative, parents, and teachers. Terms are for two years and elections are usually in September of each year.

The council's responsibility is to advise the principal about school matters, review the budget and help to develop the school improvement plan. If any parent or community member is interested they should contact the building principal. Members' names will be published in the newsletter.

SIGN-IN: Volunteers are required to check in at the front office, sign in and take a visitor's badge.

PART III. FRANKLIN PUBLIC SCHOOLS DISTRICT POLICIES

This section contains School Committee policies that are applicable to students and families. The district's complete Policy Manual is located at http://franklinschool.vt-s.net/Pages/FranklinCom_Emanual/index. If you do not have access to the Internet or would prefer a paper copy of a policy, please contact the school Office.

This section is organized by policy number utilizing the following system:

A policies: Foundations and Basic Commitment Operations

B policies: Board Governance and Operations

C policies: General School Administration

D policies: Fiscal Management

E policies: Support Services

F policies: Facilities Development

G policies: Personnel

H policies: Negotiations

I policies: Instruction

J policies: Students

K policies: Community Relations

L policies: Education Agency Relation

HARASSMENT/DISCRIMINATION

It is the policy of the Franklin Public School District to provide a learning and working environment free from discrimination and harassment. Staff or student complaints of discrimination or harassment based upon sex, race, color, religion, national origin, disability, age, or sexual orientation should be brought to: Discrimination/Harassment Complaint Coordinator, Franklin Public Schools, Franklin, MA 02038. The policy and procedures set forth herein shall apply to complaints pursuant to state and federal laws, including: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans With Disabilities Act; and Massachusetts General Laws, Chapter 151B.

Procedure

All grievances shall be processed in a fair, expeditious and confidential manner. When a complaint of discrimination or harassment is made, the following investigative and appeal procedures will be followed:

Step 1: Discrimination/Harassment Complaint Coordinator

Complaints may be made verbally or in writing to the Coordinator, who has authority to investigate all grievances. Complaints should be made promptly, within a short time after the occurrence giving rise to the complaint, to assure a prompt investigation and fair resolution. All complaints will be thoroughly investigated. Both the complainant and the subject of the complaint will be interviewed and given a full opportunity to state their case. Witnesses, if any, will also be interviewed. A record will be kept of each investigation.

The complaints will be investigated with a reasonable time, usually not to exceed ten (10) school days after the complaint has been received. Both the complainant and the subject of the complaint will be informed of the result of the investigation, in writing. If the complaint is substantiated, the Coordinator will refer the matter to the proper supervisor or administrator for appropriate disciplinary action. For students, discipline may include a warning or reprimand, in school or out of school suspension, or expulsion from school. Discipline of school staff will be consistent with collective bargaining procedures, if applicable, and may include reprimand, suspension from employment, or employment termination.

Step 2: Superintendent

In the event a complainant or subject of a complainant disputes the results of the investigation or resolution, he or she may further appeal to the Superintendent within ten (10) school days of the Coordinator's decision. Any request for appeal shall be made in writing.

The Superintendent shall meet with the parties to hear the appeal, and shall review the records of the investigation. The Superintendent shall issue a decision within ten (10) days of the hearing.

Step 3: School Committee

Further appeal may be taken to the School Committee within ten (10) school days of the Superintendent's decision. Such appeal must be in writing. The School Committee will hear the appeal and make its determination within ten (10) school days of the School Committee hearing.

Nothing in this policy or procedure shall be deemed to affect a grievant's right to other remedies at law, including administrative appeals or lawsuits. Administrative agencies with jurisdiction in these matters include:

The Massachusetts Commission Against Discrimination ("MCAD")

One Ashburton Place, Room 601
Boston, MA 02108
(617) 727-3990

The U.S. Department of Education, Office for Civil Rights

222 J.W. McCormack Post Office & Courthouse, 7th Floor
Boston, MA 02109-4557
(617) 223-9662

Massachusetts Department of Education

350 Main Street
Malden, MA 02148
(781) 388-3300

The U.S. Equal Employment Opportunity Commission ("EEOC")

One Congress Street - 10th Floor
Boston, MA 02114
(617) 565-3200

Reviewed; revised 4/8/2008

File: ACAB

SEXUAL/GENDER HARASSMENT POLICY FOR STUDENTS

I. POLICY

The Franklin Public School System, in accordance with the Massachusetts General Laws, Chapter 76, Section 5, prohibits discrimination on the basis of gender or sexual orientation in educational programs and activities of the public schools.

Franklin is committed to maintaining an educational atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment. Sexual/gender harassment of any kind is a destructive behavior which interferes with the educational process and will not be tolerated.

The Franklin Public School System maintains a neutral position regarding students' interpersonal relationships. However, embraces, intimate touching, and other physical actions showing a personal relationship are inappropriate in an educational setting. Students who engage in such actions on school grounds or during school activities violate school policy.

The purpose of this policy is to define sexual/gender harassment, establish appropriate standards of conduct, and set guidelines for recognizing and dealing with sexual/gender harassment.

II. DEFINITION

Sexual/gender harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school performance or creates an intimidating, hostile, or offensive educational environment.

Sexual/gender harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive or derogatory nature;
2. Continuing to express sexual interest after being informed that the interest is unwelcomed (reciprocal attraction between peers is not considered sexual/gender harassment)
3. Leering or voyeurism;
4. Displaying lewd or sexually explicit photographs or materials;
5. Physical or verbal assault based on a student's sexual orientation. Sexual/gender harassment is described by the victim. The individual's feelings and reactions determine whether behavior such as that described above is inappropriate and sexual/gender harassment has taken place.

III. STANDARDS OF CONDUCT

Sexual/gender harassment is a violation of an individual's right to privacy and personal dignity. Anyone who engages in sexual/gender harassment violates school policy. Students displaying physical actions which reflect a personal relationship on school grounds or during school activities violate school policy.

Student conduct on school grounds and during school activities will be monitored, and violations of school policy will result in disciplinary proceedings.

IV. GENERAL GUIDELINES

1. Problems and complaints regarding sexual/gender discrimination and harassment should be resolved in a prompt and equitable manner. When possible, such problems and complaints should be resolved in an informal manner. Students who need help or wish to talk about harassment should see a school counselor or their Principal immediately. Staff who observe conduct which violates this policy are to report the conduct to their Principal or the school counselor.
2. This complaint procedure is not applicable to situations in which other appeal and adjudication procedures have been provided by state law or other specific Franklin Public School policies and directives.
3. Retaliation in any form for the filing of a complaint or reporting of sexual/gender harassment is prohibited and will result in serious disciplinary action and a report submitted to the appropriate authorities.

V. RESPONSIBILITY

The Director of Pupil Personnel Services shall be responsible for the administration of this

policy. Faculty and staff who need assistance in the interpretation or administration of the policy should contact either their Principal or the Director of Pupil Personnel Services.

VI. PROCEDURE FOR DEALING WITH SEXUAL/GENDER HARASSMENT

1. Any individual subjected to sexual/gender harassment may, if he or she chooses, confront the harasser informally in order to resolve the complaint on a personal level.
2. If the complainant does not want to deal directly with the harasser, or if the matter is not resolved informally, the complainant should immediately report the conduct to a school counselor or Principal. Every report of sexual/gender harassment must be taken seriously. It must be responded to immediately. The school counselor or Principal may choose to meet with the harasser and the complainant together to work out an informal resolution.
3. If the complainant does not agree to meet with the harasser, the complainant should write a letter listing:
 - a. An exact description of the behavior, including when and where it happened;
 - b. A description of how the behavior made the complainant feel (embarrassed, humiliated, angry, etc.)
 - c. The letter should contain a request that the behavior stop because it is sexual/gender harassment and is against the law;
 - d. A promise that if the behavior stops, nothing further will be said and no further action will be taken;
 - e. The school counselor or Principal should assist the complainant in drafting the letter;
 - f. The school counselor or Principal shall notify the parent;
 - g. The letter should be signed and dated by the complainant. The complainants or the school counselor should deliver one copy of the letter to the harasser and retain a copy in the school counselor's office and Principal's office.
 - h. If the behavior does not stop, the writer will request a formal investigation as described in Paragraph (4) Four.
4. In the case of serious or repeated incidents of sexual harassment or other cases requiring a formal investigation, the Principal or Director of Pupil Personnel Services will conduct the investigation. The following shall be implemented:
 - a. Have a supportive faculty member or other person of the same sex as the complainant present with the complainant at all discussions regarding the case;

- b. Keep the investigation group as small as possible to protect the rights of both parties and to prevent the investigation from becoming overly publicized;
- c. Complete the investigation promptly. If the complaint is not supported, that decision will be carefully explained to the complainant and the alleged harasser. If the complaint is supported, the following action will take place:
 - (1) The Principal shall notify the parent.
 - (2) Disciplinary sanctions shall be imposed as described in the Student Handbooks.
 - (3) If the conduct involves a violation of law, the matter will immediately be reported to the appropriate authorities.
- d. The investigation report including action taken by school authorities will be filed in the Principal's office and copy to Director of Pupil Personnel Services.

Reviewed; no revisions 4/8/2008

File: ACE

NONDISCRIMINATION ON THE BASIS OF A DISABILITY

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall be excluded from participation in, or be denied the benefits of the services, programs, and activities of the Franklin Public Schools or be subject to discrimination. Nor shall the Franklin Public Schools exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Franklin Public Schools.

Reasonable Modification:The Franklin Public Schools shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the Franklin Public Schools can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The Franklin Public Schools shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the Franklin Public Schools shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the Franklin Public Schools. In determining what type of auxiliary aid or service is necessary, the Franklin Public Schools shall give primary consideration to the requests of the individuals with disabilities.

Limits of Required Modification:The Franklin Public Schools is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the Franklin Public Schools shall be made by the Franklin School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision

Notice: The Franklin Public Schools shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the Franklin Public Schools. The information shall be made available in such a manner as the Franklin School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The Franklin Public Schools shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The Franklin Public Schools shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the Franklin School Committee is of the general view that:

1. Discrimination against a qualified disabled person solely on the basis of disability is unfair; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Franklin School Committee to ensure nondiscrimination on the basis of disability.

LEGAL REFS.: The Individuals with Disabilities Act (IDEA)
 Rehabilitation Act of 1973, Section 504, as amended
 Education for All Handicapped Children Act of 1975
 M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

 Title II, Americans with Disabilities Act of 1992, as amended 2009
 Board of Education Chapter 766 Regulations, adopted 10/74, as
 amended through 3/28/78

CROSS REFS.: IHB, Special Instructional Programs and Accommodations
 IHBA, Programs for Students with Disabilities
Reviewed; Revised; Adopted: 1/26/10

No SMOKING POLICY

The Franklin School Committee specifically prohibits the use of any tobacco products by any individual while they are on School property.

Authority

This policy is intended to be consistent with Massachusetts General Laws, Chapter 71, Section 2A and Section 37H; Massachusetts Board of Fire Prevention Regulations 527 CMR 10:07; Franklin Town Bylaw 97-331 and MA General Law Chapter 148 Section 10B.

Enforcement

The Principals and Assistant Principals within each school will serve, at the pleasure of the local enforcing authority, as deputized enforcement officers of the Franklin School Department and will therefore be authorized to enforce this policy along with other authorized legal enforcement personnel.

Penalties & Fines

In compliance with the penalties prescribed within Massachusetts General Laws, Chapter 71, Section 37H, violators of this policy will be subjected to the actions and fines described herein:

Violator	Offense	Action	Fine
Students	Each	Consequences as described in Parent/Student Handbook	\$100
School Personnel	First	Verbal Warning	\$100
	Second	Written Reprimand and staff member will be required to enter a smoke cessation program as provided by the employer to the employee. Staff member may select another program at his/her own expense.	\$100
	Third	Suspension	\$100
	Fourth	Viewed as insubordination which may result in termination *Should a staff member not repeat a violation of this policy and state law within a three-year period, the slate will be considered clean. The process will then be considered free of previous violations.	\$100
General Public	Each	Removed from School property	\$100

Definitions

Tobacco Products: Tobacco products include but are not limited to cigarettes, cigars, pipe and chewing tobacco or any other substance whose smoke is inhaled.

School Property: School property includes but is not limited to school buildings, facilities, vehicles, busses and grounds.

Reviewed; no revisions 4/8/2008; 3/3/12

ASBESTOS

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) inspections of the Franklin Public Schools were performed during 1989 for asbestos-containing materials.

Asbestos re-inspections are performed on three year and six month intervals, and repairs are made as noted.

Complete results of all inspections as well as the schools' asbestos management plan are on file in the building Principal's office and the Facilities Management Office.

Reviewed, revised: 2/9/10

File: EEA

STUDENT TRANSPORTATION POLICY—SERVICES AND ELIGIBILITY

The purpose of this policy is to delineate the available bus services and the eligibility requirements. This policy applies to the transportation of public school children, grades K-12, to and from schools located within the Town of Franklin, MA. This policy does not apply to special education transportation. Bus transportation is provided under contract with private owners through a competitive bid process in accordance with MGL Chapter 30B regulations. Bus contracts are authorized by the Superintendent of Schools. Pupils are designated as walkers if they do not qualify as bus pupils.

ELIGIBILITY AND MEASUREMENTS

For the purposes of this transportation policy, all distances and walking routes shall be measured and determined in accordance with the geographic software system then in use by the Franklin School System.

All students in grades K to 6 who reside more than 2.0 miles from their assigned school will be bused at no charge to the student.

Students in grades 7 through 12 are not eligible for free bus transportation.

The superintendent of Schools is responsible for execution of the transportation policy and regulations adopted to implement the policy.

The Franklin School Committee reserves the right to authorize a pay to ride option. The Committee will determine whether or not to offer this option on a yearly basis.

LEGAL REF.: M.G.L. 71:68

REF: Transportation Contract
Student Handbooks
Bus Company Handbook/Practices

Reviewed, revised: 1/26/10; 2/24/10

Accepted by the School Committee 3/9/10

FREE AND REDUCED PRICED FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian.

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Reviewed, revised: 2/9/10

ACCEPTABLE USE FOR STUDENTS

The Franklin Public Schools shall provide students access to the technology system/network, including access to external networks, for limited educational purposes. The technology system/network will also be used to provide information to the community, including parents, governmental agencies, and businesses.

The Superintendent or his/her designee shall implement, monitor, and evaluate the district's technology system/network for instructional purposes. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of technology and shall agree in writing to comply with such regulations and procedures.

When utilizing school sanctioned modes of communication, students, staff, teachers and coaches are responsible for following all applicable laws, regulations, district policies, school rules and codes of conduct.

As part of its bullying awareness curriculum, the school district educates all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Noncompliance with applicable regulations and procedures may result in suspension or termination of access and/or other disciplinary actions consistent with policies of the Franklin Public Schools. Violation of law may result in criminal prosecution as well as disciplinary action by the Franklin Public Schools.

The Superintendent or his/her designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Franklin Public Schools as well as with law and policy governing copyright.

The Franklin Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred

by users. The Franklin Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Reviewed; revised – Adopted 9/22/09

Reviewed; revised 8/7/12

File: GBAB-E2

**FRANKLIN PUBLIC SCHOOLS ACCEPTABLE USE STUDENT AGREEMENT
GRADES K-5**

In order for a student to use the Franklin Public Schools technology, parents/guardians must be aware that its use is for educational purposes only; he/she must read these guidelines or have them read and explained by a parent/guardian.

All technology use at the elementary level is under the supervision of a teacher or responsible adult. As part of its bullying curriculum, the school district educates all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response

Unless the statement below is signed and returned, it is assumed that the student does not have permission to use technology in school.

Rules for Technology Use:

- I will use the computer as instructed by my teachers.
- I may use the Internet and World Wide Web only when a teacher or other adult is present and I have permission to do so.
- I will not download any files or software without the permission of a teacher or other adult.
- I will never give out personal information about others or myself over the Internet.
- I will not use my name, only my first initial, if I am doing project work over the internet.
- I will inform my teacher immediately if I find materials or sites that make me uncomfortable.
- I will be polite and only use language that is acceptable in my school.
- I will not harass or bully other students through the use of the computer.
- I understand that I may be subject to school-based discipline if I do not follow the rules.
- I understand that my parent/guardian will be notified if I do not follow rules.

Acceptable Use Student Agreement for Students K-5

Contract for use of Technology

Please return signed page to your classroom or homeroom teacher.

Failure to return this form to school indicates the student does not have permission to use technology at school.

We have reviewed the rules and agree to follow them.

Student Name (Print Name)

Grade

Date

Student Signature

Parent/Guardian Name (Print Name)

Date

Parent/Guardian Signature

Reviewed; Revised; Adopted: 9/22/10

Reviewed; revised 8/7/12

File: IHB

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

The goals of this school system's special education program are to allow each child to grow and achieve at his own level, to gain independence and self reliance, and to return to the mainstream of school society as soon as possible.

The requirements of Chapter 71B and the Massachusetts General Laws (known as Chapter 766 of the Acts of 1972) and state regulations will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three through 21 who have not attained a high school diploma or its equivalent will be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school system's non- academic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive the Committee will make every effort to obtain financial assistance from all sources.

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 94-142 adopted 1/1/91)
 Rehabilitation Act of 1973
 M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
 Board of Education Chapter 766 Regulations, adopted 10/74, as
 amended through 7/1/81 603 CMR 28:00 inclusive

ENGLISH LANGUAGE LEARNERS

Massachusetts General Laws, Chapter 71A defines an English Language Learner as “a child who does not speak English or whose primary language is not English and who is currently not able to perform ordinary classroom work in English.” As required by Chapter 71A, Title VI of the Civil Rights Act of 1964 and related federal statutes, educational services for English Language Learners (ELL) are based on the individual needs of the student. Professional staff assesses student needs and develops strategies and interventions and services which will enable the student to acquire language skills and access the educational curriculum.

Services provided to English Language Learners are designed to minimize barriers to educational services and extracurricular activities and to provide an appropriate education in the least restrictive learning environment.

The Franklin Public Schools is committed to teaching English to students whose primary language is not English. Personnel will provide instructional supports and services to teach language skills to students as rapidly and effectively as possible.

In order to meet the needs of English Language Learners, school personnel shall:

- Seek qualified individuals to conduct evaluations of the student’s skills in their primary language.
- Provide professional and/or paraprofessional services to supplement instruction in the general curriculum, as deemed necessary to acquire English language, or in English, whichever is deemed effective.
- Utilize assessment and evaluative tools deemed to be culturally appropriate and bias free and that are standardized and nationally-normed.
- Utilize a variety of assistive technology to enable student to access curriculum and make progress in achieving mastery of state curriculum frameworks.
- Consult with professionals with expertise in the primary language of the English Language Learner.
- Consult and communicate with parents in making all educational decisions.
- Provide information and communication in the primary language of parent/guardian.

In order to comply with federal and state regulations, the Franklin Public Schools will:

- Annually conduct child find activities and develop a census of English Language Learners
- Annually develop, evaluate and modify methods of assessment and instruction.
- Review annually the services provided to English Language Learners.
- Ensure parents are informed of all services and opportunities under the law.
- Implement all interventions and services and procedures mandated by state and federal regulations and laws.
- The Franklin Public Schools will designate a liaison to coordinate all English Language Learner educational activities.

Legal References: Title VI of the Civil Rights Act of 1964; “No Child Left Behind Act of 2001 (P.L. 107-110); M.G.L. c. 71A, and related regulations

HOME SCHOOLING

The Massachusetts General Law requires the Franklin School Committee to determine that a Home Schooling program meets with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing, on a form provided by the district, the name, age place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The capacity of the parents to teach the children,
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the district may have access to public school activities of an extra-curricular nature (e.g. sports, clubs) with the approval of the Superintendent.

The district reserves the right to allow enrolled students to have precedence or priority over the home-schooled student with regard to placement on sports teams and activities that have limited enrollment. With approval of the Superintendent or designee in consultation with the Principal, a home-schooled student may participate in sports teams and activities that have limited enrollment provided that he or she does not displace an enrolled student.

The home-schooled student who accesses Franklin Public School athletics or extra-curricular activities is subject to the following provisions that are consistent with MIAA guidelines:

- **Signed Franklin Public School handbook release form must be on file with the home school plan, acknowledging compliance with all Franklin Public Schools' rules and policies including MIAA guidelines**
- **A home-schooled student who is determined to be eligible for High School**

athletics shall submit quarterly progress reports for review by the High School Principal on or before the dates established by the high school for report card distribution. Progress reports shall be submitted in a format that indicates clearly whether the home-schooled student has passed or failed each course identified under the approved home-school plan

- The home-schooled student is subject to all Franklin High School eligibility standards as outlined in the student handbook and MIAA guidelines

Home-schooled students are not eligible to attend/participate in social events (e.g. school dances, prom, senior all-night party) that are not open to the public and that are intended for enrolled Franklin Public School students only.

Home-schooled students may not participate in specific classes or courses offered during the school day that are not open to the public and that are intended for enrolled Franklin Public School students only.

A Home Schooled student is not eligible for a Franklin High School diploma.

REFS: MIAA Handbook
LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles
Care and Protections of Charles - MASS. Supreme Judicial Court
399 Mass. 324 (1987)

Reviewed, Revised, Accepted by the School Committee 10-26-10

File: JAB

HANDBOOKS ARE POLICY

The student handbooks, which are approved annually, shall be considered School Committee Policy.

Adopted by School Committee 2/28/12

File: JEA

ENTRANCE AGE

The policy for admission to kindergarten and first grade has been developed so that all children will be successful as they enter school. For the purpose of this policy, the school year is defined as beginning July 1st and ending the following June 30th in accordance with Department of Education regulations.

The Franklin School Committee establishes the age of admission to elementary school at five (5). Pupils shall be five years of age on or before August 31 of the same year to enter kindergarten and shall be six years of age on or before August 31 of the year the student enters first grade.

Kindergarten Enrollment

Students who have completed a full- year of full -day NAEYC accredited kindergarten with another public school district will be eligible to enter grade one. However the Franklin Public Schools reserves the right to a review the placement of any underage child after 30 school days and to change the grade level placement if deemed appropriate by the principals in consultation with parents and the superintendent.

A parent may petition the Superintendent to assess the child for grade acceleration if:

The family moved to Franklin from another community or from out of state and the child attended a full day NAEYC accredited public school program or an NAEYC full day independent private kindergarten program for 90 school days or more.

or

If a parent residing in Franklin enrolls an underage child in a private independent NAEYC accredited kindergarten program in order to circumvent the Age of Admission policy the parent may petition the superintendent and request the child be assessed for grade acceleration.

If the child is not deemed an appropriate candidate for grade acceleration, he/she may be placed in kindergarten for an additional year.

For the purpose of this policy, a student is a resident of Franklin if the student actually resides in Franklin. However, if a student resides temporarily in Franklin, for the special purpose of attending school, and his or her parents'/guardians' legal residence is a city or town other than Franklin, then the School Committee may recover tuition from said student's parents/guardians.

LEGAL REFS. M.G.L. 76:6

CROSS REF.: JHD, Denial of Admission from School Attendance

Reviewed, no revisions 2/7/12

File: JFAA

NEW RESIDENT PROCEDURES

A student will not be admitted into the school system unless he/she is a resident of the Town of Franklin and presents "proof of residency".

Exceptions to the policy are:

- A. The student is placed by the Department of Child and Family Services (DCF). The school district must be provided with documentation from DCF that the student is in DCF custody, the name of the case worker and parent/guardian town of residence or last known residence of parent/guardian.
- B. As per Massachusetts General Law, a student is not permitted to establish residency with the sole intent of attending the Franklin Public Schools. However, if a family accepts guardianship responsibility for making all educational decisions regarding a student then enrollment will be reviewed pending the completion of the Caregiver Authorization Affidavit as required by Massachusetts General Law. The family needs to present all required documentation of "proof of residency" in Franklin.

Legal Reference: MGL, Chapter 76, Section 5; Chapter 201F Section 3

Adopted by School Committee: 10/23/12

SCHOOL ADMISSION/RESIDENCY

The Franklin School Committee adopts the following policy regarding the residency and admissions of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

I. RESIDENCY

In order to attend the Public Schools of Franklin, a student must actually reside in the Town of Franklin, unless one of the exceptions (set forth in Part V below) applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, the Public Schools of Franklin retain the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the Town of Franklin renders the student ineligible to enroll in the Public Schools of Franklin or, if the student is already enrolled in the Public Schools of Franklin, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency may appeal the determination to the Superintendent of Schools, whose decision shall be final.

II. VERIFICATION OF RESIDENCY

Before any student is enrolled in the Public Schools of Franklin, his or her parent or legal guardian must provide:

1. A signed Affidavit of Residency; and
2. Proof of residency in the Town of Franklin (2 documents)

All applicants for enrollment must submit at least one document each from Column A and B and any other documents that may be requested, including but not limited to those from Column A and, B (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

Column A	Column B
<u>Evidence of Residency</u>	<u>Evidence of Identification (Photo ID)</u>
Record of recent mortgage payment and/or property tax bill.	Valid Driver's License
Copy of Lease <i>and</i> record of recent rental payment	Valid MA Photo ID Card
Landlord Affidavit <i>and</i> recent rental payment	Passport
	Other Government issued Photo ID

Section 8 Agreement

Signed HUD Settlement Statement

The Principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student within five days of the change.

III. ENFORCEMENT

Should a question arise concerning any student's residency in the Town of Franklin while attending the Public Schools of Franklin, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the Public Schools of Franklin because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the School Department's Attendance Officer, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent of Schools, who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than the Town of Franklin, the student's enrollment in the Public Schools of Franklin shall be terminated immediately.

IV. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, the Public Schools of Franklin reserve the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

V. EXCEPTIONS

1. The Residency Requirements Shall Not Apply to the Following:

- a. Students enrolled in the High School under special programs approved by the School Committee, such as educational exchange programs;
- b. Tuition paying students, as permitted by law;
- c. School Choice students, as permitted by law; and if the School Committee adopts the School Choice option;
- d. Students who are entitled to attend the Public Schools of Franklin under the McKinney-Vento Homeless Assistance Act.

2. Extraordinary Circumstances:

a. Tuition Basis

Students already enrolled in the Public Schools of Franklin who move out on or after February 1st of a given school year, or in the case of 8th graders and Franklin High School seniors who move out on or after October 1st of a given school year, may complete the current school year.

b. Tuition Waivers

At the discretion of the Superintendent or his designee, tuition may be waived in the following cases:

1. Students in their senior class at Franklin High School who move from Franklin on or after October 1 of their senior year, and who have resided in Franklin during the entire previous school year.
2. Students who move because of the severe or chronic illness of the student or immediate family member; the death of an immediate family member; disaster to the residence; or other circumstances having a significant impact upon the student.
3. Students whose parents divorce or separate and share custody, provided one custodial parent remains a resident of Franklin and the student resides at least 50% of the time with the parent who resides in Franklin.

3. Dwellings that are Intersected by the Town Line:

a. Dwellings that are Intersected by the Town Line prior to the Adoption of this Policy:

1. In the case of a single family dwelling, as distinguished from a plot of land, that is intersected by whatever degree by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of Franklin, persons residing therein may attend the Public Schools of Franklin.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of Franklin, persons residing therein may attend the Public Schools of Franklin.

b. Dwellings that are Built or Altered After the Adoption of this Policy:

1. In the case of a single family dwelling that is intersected by whatever degree by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such dwelling is located within the Town boundary, persons residing therein may attend the Public Schools of Franklin.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than

fifty percent of such apartment, suite or family unit is located within the Town boundary, persons residing therein may attend the Public Schools of Franklin.

VII. NOTIFICATION

The Public Schools of Franklin residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Franklin School Committee Policy Manual, and published in each school handbook.

Legal Reference: M.G.L. Chapter 76, Section
Reviewed, revised 2/7/12

File: JFAB

STUDENT MOVING PROCEDURES

Upon any change of residence, either within or outside of Franklin, the parent/legal guardian immediately informs the principal of the school where the child is currently enrolled, prior to the move. A transition plan is developed for the student to transfer to the new school of residence if remaining within Franklin, or to the new school district, if moving to another town.

- A. Preschool to Grade 11 student moves from one school attendance area to another within Franklin after the school year begins, and requests to remain in the previous school attendance area:
 - 1. Any request for a student to remain in the former school must be made to the Principal, who may consider the request if there are compelling circumstances. Should the Principal approve the request, it is on the condition that the parent/guardian provides transportation to and from school and the placement approval is for the balance of the current school year.
 - 2. If the family moves to a different district within Franklin after the spring vacation, the student may complete the school year provided the parent/guardian provides transportation. Parent will ensure the student arrives and departs school consistent with the school's time schedule.

- B. Preschool to Grade 11 student moves to another town:
 - 1. In the event the family moves prior to the spring vacation, the student transfers to the new town/school.
 - 2. If the family moves after the spring vacation, at the discretion of the Principal, the student may complete the school year provided the parent/guardian provides transportation. Parent will ensure the student arrives and departs school consistent with the school's time schedule.
 - 3. The Parent(s) is/are required to provide transportation during the school day if the student is dismissed from school.

- C. Grade 12 students

In the event the family of a grade 12 student moves, the student may complete Franklin High School provided the parent/guardian provides transportation.

D. Central Office notification

The Principal must notify the Central Office of any change in the student's residence and status.

Reviewed, revised, adopted by School Committee 3/26/13

File: JH

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parent/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.
5. Those excused, documented absences as found in Franklin Public School Handbooks.

A child may also be excused for other exceptional reasons with approval of the school administrator.

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

In instances of chronic irregular, or unlawful absence, the school administration may request a physician's statement certifying such absences to be justifiable and/or may refer the parent to the court system for appropriate action.

The school district does not support student absences for family or personal vacations. The school will not be responsible for providing study material, nor will the staff be responsible for make-up or after-school study sessions.

LEGAL REFS.: M.G.L. 76: 1; 76:16; 76:20
REF.: Franklin Public School Handbooks

File: JICF

HAZING

The Franklin School Committee forbids hazing in any form. Should an alleged instance of hazing occur, the provisions of M.G.L. Chapter 269, Sections 17, 18, and 19 shall be adhered to.

BULLYING

It is the goal of the Franklin School Committee to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by Franklin Public Schools.

Franklin Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Franklin Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, Franklin Public Schools will also not tolerate retaliation against persons who report an incident(s) of bullying and/or harassment.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (a) causes physical or emotional harm to the target or damage to the target's property; (b) places the target in reasonable fear of harm to himself or of damage to his property; (c) creates a hostile environment at school for the target; (d) infringes on the rights of the target at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyber-bullying.

Cyber-bullying is bullying through the use of technology or any 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.

As is required by Massachusetts General Law, curriculum concerning the prevention of bullying and the fostering of a safe and nurturing school climate at each school shall be implemented in the Franklin Public Schools.

All reports of bullying will be promptly investigated and will subject the perpetrator(s) to disciplinary action. Bullying actions will include, when appropriate, referral to law enforcement agencies or other state agencies. Franklin Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

This policy applies to all sites and activities under the supervision and control of the district, or where it has jurisdiction under the law, including school grounds, 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.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the

district, if the act or acts in question create a hostile environment at school for the target, infringe on the rights of the target at school or materially and substantially disrupt the education process or the orderly operation of the school.

The School Committee expects administrators and staff to make clear to students that bullying will not be tolerated and will be grounds for disciplinary action.

All staff members are required to report any bullying or harassment they see or learn about. The district will promptly and reasonably investigate allegations of harassment, including bullying. The Principal or his/her designee will be responsible for handling all complaints by students alleging harassment or bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H or other statutes or regulations, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyberbullying by electronic or other means, occurring in or out of school will be reviewed and, when a connection to school exists, will prompt investigation and disciplinary action.

The Superintendent will develop administrative guidelines and procedures for implementation of this policy, consistent with the requirements of M.G.L. Chapter 71 §37O and related guidelines issued by the Department of Elementary and Secondary Education. The Superintendent in conjunction with principals will publish disciplinary policies in Student Handbooks, which shall prohibit bullying and shall include the bullying prevention and intervention plan required by Chapter 71, §37O of the Laws of the Commonwealth. Student handbooks shall include age-appropriate summaries of the student-related sections of the district's bullying prevention and intervention plan.

LEGAL REFERENCE: MGL General Laws Chapter 71, §37 O

LEGAL REFERENCE: Massachusetts Equal Educational Opportunities Regulations, 603 CMR 26.00.

CROSS REFERENCE: Student Handbooks

School Committee Policy JICFA, JICFA-E, JICFA-E1, JICFA-E2 Hazing

FRANKLIN PUBLIC SCHOOLS Bullying Prevention and Intervention Plan

FRANKLIN PUBLIC SCHOOLS Bullying Flowchart

Adopted: 3/29/11

Reviewed, no revisions 3/3/12

File: JII

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee shall not permanently exclude a pupil from the Franklin Public Schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard.

Students and their parent(s)/guardian(s) who believe that the students have received unfair treatment in the form of disciplinary action in the form of exclusion from school, specifically suspensions of ten (10) days or greater, or expulsion will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by

school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher) whose decision may be appealed to the Superintendent. The Superintendent's decision is final except that when the disciplinary action results in a recommendation for permanent exclusion from school, the Student shall have a right to appeal to the School Committee.

For suspensions or exclusions under M.G.L. Chapter 37H or 37H1/2, the Student may appeal the Principal's decision to the Superintendent and the Superintendent's decision shall be the final decision with no right to appeal to the School Committee

LEGAL REF.: M.G.L. 76:17 and M.G.L. c. 37H and 37H1/2
Reviewed, revised, adopted by School Committee 3/26/13

File: JJN

HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ACTIVITIES

It is the policy of the School Committee to comply with the requirements of MGL 111 Section 222 and all other applicable laws and regulations. Consistent with these requirements, the following rules will apply:

At or before the start of each sport, or marching band season, all students who plan to participate in extracurricular activities shall complete and submit to the coach, athletic director or band director a current permission form, athletic physical examination form and a signed MIAA form. The physical examination form must include a comprehensive medical history with up-to-date information relative to concussion history, any head, face or cervical spine history and any history of co-existent concussive injuries. Any student with a history of concussive, head, face or cervical spine injury must provide a current medical clearance and authorization signed by the treating physician to compete in the extracurricular or athletic activity

Any student, who during a practice or competition sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.

The student shall not return to play unless and until the student provides medical clearance by his/her treating physician that he is symptom-free and medically able to participate in the activity. The District may seek parental permission to speak with the physician in order to clarify the student's medical condition and to gather additional information. The District reserves the right to determine that a student may not safely participate in an athletic activity.

LEGAL REFERENCE: MGL 111 Section 222; 105 CMR 201.000

REFERENCE: FPS Procedures and Protocols on Student Head Injuries and
Concussions in Extra-Curricular Activities

Adopted by the School Committee 7/12/11

Reviewed, Revised 1/25/12

Reviewed, Revised 2/7/12

NON-VIOLENT PHYSICAL CRISIS INTERVENTION/PHYSICAL RESTRAINT

All schools and programs within the Franklin Public Schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures which follow the Department of Education Regulations (766 Reg. 603 C 46.00). If a student's behavior poses a threat of imminent harm, he/she may be restrained until calm. Qualified, trained staff carries out specific procedures and parents are notified. For further information, contact your child's school.

File: JKG

EDUCATIONAL SERVICES IN THE HOME OR HOSPITAL

It is the policy of the School Committee to comply with the requirements of state regulations regarding the obligation of the Franklin Public Schools to provide educational services to a student who is confined to the home or hospital for medical reasons for a period of not less than fourteen school days in a school year. The intent of the regulation is to provide students receiving a publicly-funded education with the opportunity to make educational progress even when a physician determines that the student is physically unable to attend school. Home/hospital educational services are not intended to replicate the total school experience. The number of tutoring hours provided to the student will be based upon the Districts recommendations of what is required to minimize educational loss and taking into account the medical needs of the student. The District determines if credit will be awarded for work completed during tutoring.

If a chronic or acute medical condition that is not temporary in nature appears likely to adversely impact a student's educational progress, the Building Principal and/or his or her designee will initiate a referral to determine eligibility for special education services.

The District requires students who seek home/hospital instruction to provide the Building Principal with a Department of Elementary and Secondary Education Physician's Statement form (form 23R/3) that is completed and signed by the Student's attending physician. The District may seek parental permission to speak with the physician in order to clarify the student's medical availability to receive educational services, to gather additional information and to develop a transition plan to return the student to a school setting. Students who do not provide a fully-completed and signed form will not be provided with tutoring.

LEGAL REFERENCE: 603 CMR 28.03(3)(c)
Adopted by School Committee 7/12/11

File: JLC

STUDENT HEALTH SERVICES AND REQUIREMENTS

Student Health Services may include the identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parent/guardians have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parent/guardians shall supply information indicating the name, address, and phone number of a person to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain an Emergency Procedures Handbook which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

1. Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
2. School district personnel will not be permitted to administer any form of prescription medicine or drugs to students without a doctor's order and written parent/guardian consent.
3. Guidelines will be established for reporting all accidents, injuries, or illnesses to the Principal. Guidelines will be established for immediately reporting to the Superintendent of Schools.

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent/guardians will be contacted and asked to provide transportation. Transportation of an ill or injured student shall not be provided by school personnel.

If the parent/guardians cannot provide transportation and the student is seriously ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the Franklin Public Schools.

LEGAL REF.: M.G.L. 71:53; 54; 54A, 54B; 55; 55A, 55B; 56;57

CROSS REF.: EBB, First Aid

Reviewed, revised 9/27/12

PHYSICAL EXAMINATIONS OF STUDENTS

Pursuant to state law, students will be screened for hearing, vision and scoliosis. A record of the results will be maintained by the school nurse.

Every student must present the results of a general physical examination four times: upon entering school (Kindergarten) and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be maintained by the school nurse while the student attends Franklin Public Schools.

All students participating in an inter-scholastic athletic activity shall obtain a physical examination in accordance with state law. This examination must take place within 13 months of the start of the sport season. The examination must be performed by a physician, physician's assistant, or nurse practitioner. Sports physicals may be scheduled with the school physician as appropriate. Additionally, candidates for school athletic teams must comply with the District's concussion policy by completing necessary forms and training.

Whenever the school nurse finds a child suffering from any medical concern, the school nurse will contact the parent/guardian to discuss actions to be taken and the nurse will document accordingly.

The school nurse will make a monthly report to the Director of Pupil Personnel Services of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

LEGAL REFS.: M.G.L. 71:53;-71:54; 71:56; 71:57

CROSS REF.: JF, School Admissions

Reviewed, revised: 10/16/12

STUDENT IMMUNIZATIONS

No student shall attend preschool through twelfth grade without a certificate of immunization documenting that the child has been immunized according to Department of Health recommended schedules against diphtheria, tetnus, pertusis, polio, measles, mumps, rubella, Haemophilus influenza type B, hepatitis B and varicella.

There are two situations in which children who are not appropriately immunized may be admitted to school:

1. A medical exemption is allowed if a physician submits documentation attesting that an immunization is medically contraindicated.
2. A religious exemption is allowed if a parent submits a written statement that immunizations conflict with their sincere religious beliefs.

In situations where a case of vaccine-preventable or any other communicable disease is present in school, all under-immunized, including those with medical or religious exemptions,

are subject to exclusion as described in the Reportable Diseases and Isolation and Quarantine Requirements pursuant to state regulations.

Established by law

LEGAL REF.: M.G.L. 76:15
CROSS REF.: JHD, Denial of Admission from School Attendance
Adopted by the School Committee: 10/23/12

File: JLCC

COMMUNICABLE DISEASES

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement. Placement decisions are made at the sole discretion of the school administration upon consultation with educational and medical personnel.

In the event a student with a life-threatening communicable disease qualifies for services as a special needs child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy and the student records policy and regulations.

LEGAL REF.: M.G.L. 71:55
Reviewed, Revised 9/27/12

WELLNESS POLICY

The mission of the Franklin Public Schools is to provide the environment and resources to enable all students to achieve success in reaching their emotional, intellectual and physical potential.

The policy of the Franklin Public Schools will:

- Ensure that all students have access to healthy food choices during the school day.
- Provide a pleasant dining environment for students and staff.
- Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria/dining area.
- Endeavor to enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
- In an effort to promote health and wellness, the Franklin Public Schools will review how nutritious food choices can be incorporated into the curriculum.
- Teachers and staff will not use food as a reward or punishment for students. When food is used in the classroom as part of the academic program, all foods shall comply with the competitive food standards listed below.
- Ensure all personnel review School Committee Policy JLCDD **Managing Life Threatening Food Allergies in the Educational Environment** annually.
- Promote and facilitate the practice of making good nutritional choices through a plan that focuses on reducing access to non-nutritional items and educating students about healthy foods.

Competitive Foods:

A la carte offerings to students shall be nutritious and shall comply with Massachusetts State regulations as identified below. These regulations apply to “foods and beverages sold up to 30 minutes before the beginning of the school day or 30 minutes after the school day” All foods and beverages sold through vending machines must comply with these standards at all times. Competitive foods are defined as foods and beverages provided in:

1. School cafeterias, offered as a la carte items
2. School buildings, including classrooms and hallways
3. School stores
4. School snack bars
5. Vending machines
6. Concession stands
7. Booster sales
8. Fundraising activities
9. School-sponsored or school-related events

10. Any other location on school property

Organizations affiliated with the Franklin Public Schools are required to follow these standards when foods/beverages are offered 30 minutes before the beginning of the school day until 30 minutes after the school day ends. They are encouraged to also follow these standards when offering foods/beverages outside of the 30-minute time period. In addition, any other after-school events held on school grounds are encouraged to follow these standards when within the 30-minute time period and are encouraged to follow them when outside of the time period. See the Massachusetts School Nutrition Regulations for Competitive Foods and Beverages Table below for the standards.

MA School Nutrition Regulations for Competitive Foods and Beverages

Beverages	
Juice, milk, milk substitutes, and water are the only beverages to be sold or provided (i.e. no soda, sports drinks, teas, etc.)	
Juice	<ul style="list-style-type: none"> ▪ Must be 100% fruit or vegetable juice with no added sugar ▪ Portion size limited to 4 ounce serving
Milk and Milk Substitutes	<ul style="list-style-type: none"> ▪ Must be low-fat (1% or less) or fat-free ▪ Portion size limited to 8 ounce serving ▪ Flavored milk/milk substitutes shall have no more than 22 grams of sugar per 8 ounces until August 2013. <ul style="list-style-type: none"> ▪ Starting August 2013, flavored milk/milk substitutes containing more than 12 grams sugar will not be allowed.
Water	<ul style="list-style-type: none"> ▪ No added sugar, sweeteners, or artificial sweeteners ▪ May contain natural flavorings and/or carbonation
Food	
Calories	<ul style="list-style-type: none"> ▪ Foods shall not exceed 200 calories per item ▪ A la carte entrées may have more than 200 calories but not exceed the calorie count of entrée items offered as part of the National School Lunch Program that are comparable
Fat	<ul style="list-style-type: none"> ▪ No more than 35% of calories from fat* ▪ No more than 10% of calories from saturated fat* ▪ No trans fat <p>*Exceptions: 1 ounce servings of nuts, nut butters, seeds, and reduced-fat cheese</p>

Sugar	<ul style="list-style-type: none"> No more than 35% of total calories from sugar* <p>*Exceptions: 100% fruit with no added sugar; and low-fat or non-fat yogurt (including drinkable yogurt) that contains no more than 30 grams of total sugar per 8 ounce serving</p>
Sodium	<ul style="list-style-type: none"> Sodium limited to 200 mg per food item except a la carte entrées which may contain up to 480 mg sodium per item
Grains	<ul style="list-style-type: none"> All bread and grain based foods must be whole grain (i.e. whole grain should be listed first in the ingredient statement)
Foods and Beverages	
<ul style="list-style-type: none"> No food or beverage shall contain more than trace amounts of caffeine No food or beverage shall contain artificial sweeteners Packaged items may contain no more than 1 serving per package 	
Additional Regulations	
<ul style="list-style-type: none"> Fresh fruits and non-fried vegetables must be sold at all locations where food is sold, except in non-refrigerated or beverage only vending machines Fryolators cannot be used to prepare competitive foods Food preparation and all foods and beverages sold or provided to students must meet all applicable state and federal food safety requirements Drinking water must be available to all students at no cost during the school day. 	

School Meals Program:

Foods or beverages provided as part of the National School Breakfast Program, or the National School Lunch Program shall be in compliance with Federal Guidelines. Nutrition services policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require. Menus will be planned with input from students, family members and other school personnel and should take into account students' cultural norms and preferences. Food pricing strategies and food marketing programs will be designed and used to encourage students to purchase nutritious meals. Periodically, students may take part in food demonstrations and/or tastings.

Students will be encouraged to start each day with a healthy breakfast. All school meals will feature a variety of age-appropriate healthy choices that are tasty, attractive and of high quality. School meals will be prepared in a way that maximizes nutrient density and reduces fat and sodium. Parents and caregivers are encouraged to support a healthy school environment by providing a variety of nutritious foods if meals or snacks are sent from the home.

National School Lunch Program Meal Pattern	
Food Group	Requirements K-12

Fruit and Vegetables	$\frac{3}{4}$ - 1 cup of vegetables <u>plus</u> $\frac{1}{2}$ - 1 cup of fruit per day Note: Students are allowed to select $\frac{1}{2}$ cup fruit or vegetable under OVS
Vegetables	Weekly requirement for: <ul style="list-style-type: none"> • dark green • red/orange • beans/peas (legumes) • starchy • other (as defined in 2010 Dietary Guidelines)
Meat/Meat Alternate (M/MA)	Daily minimum and weekly ranges: Grades K-5: 1 oz. eq. min. daily (8-10 oz. weekly) Grades 6-8: 1 oz. eq. min. daily (9-10 oz. weekly) Grades 9-12: 2 oz. eq. min. daily (10-12 oz. weekly)
Grains	Daily minimum and weekly ranges: Grades K-5: 1 oz. eq. min. daily (8-9 oz. weekly) Grades 6-8: 1 oz. eq. min. daily (8-10 oz. weekly) Grades 9-12: 2 oz. eq. min. daily (10-12 oz. weekly)
Whole Grains	At least half of the grains must be whole grain-rich beginning July 1, 2012. Beginning July 1, 2014, all grains must be whole grain rich.
Milk	1 cup Must be fat-free (unflavored/flavored) or 1% low fat (unflavored)

National School Breakfast Program Meal Pattern	
Food Group	Requirements K-12
Fruit	1 cup per day (vegetable substitution allowed) Note: Quantity required SY 2014-2015. Students are allowed to select $\frac{1}{2}$ cup fruit under OVS

Grains and Meat/Meat Alternate (M/MA)	Daily minimum and weekly ranges for grains: Grades K-5: 1 oz. eq. min. daily (7-10 oz. weekly) Grades 6-8: 1 oz. eq. min. daily (8-10 oz. weekly) Grades 9-12: 2 oz. eq. min. daily (9-10 oz. weekly) Note: Quantity required SY 2013-2014. Schools may substitute M/MA for grains after the minimum daily grains requirement is met.
Whole Grains	At least half of the grains must be whole grain-rich beginning July 1, 2013. Beginning July 1, 2014, all grains must be whole grain rich.
Milk	1 cup Must be fat-free (unflavored/flavored) or 1% low fat (unflavored)

Nutrition Education:

Students will have the opportunity to participate in a variety of nutrition education learning experiences in their health education courses. Nutrition education lessons are designed using instructional techniques and strategies to promote healthy eating. Nutrition education lessons are based on the most recent dietary guidelines for Americans developed by the USDA My Plate and are age appropriate based on the Massachusetts Health Education Curriculum Framework Standards. In health education, students will gain understanding of the following:

Nutrition knowledge: including but not limited to the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements and safe food preparation, handling and storage.

Nutrition related skills: including but not limited to planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information and commercial food advertising. Students will also assess their personal eating habits, set goals for improvement and develop a plan to achieve those goals.

Health Education:

The Franklin Public Schools will strive to provide Health Education skills and concepts as part of the regular instructional program and will strive to provide the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- In grades K-10 an interdisciplinary, sequential skill-based health education program based upon state standards and benchmarks shall be implemented. All health education lessons are age appropriate and are based on the Massachusetts Comprehensive Health Curriculum Frameworks.
- In grades K-5 units of study include: safety and injury prevention, interpersonal relationships, violence prevention, physical activity and fitness, nutrition, disease control and prevention, mental health, tobacco, alcohol and other drugs, and growth and development.

- In grades 6-8 units of study include: safety and injury prevention, interpersonal relationships, violence prevention, physical activity and fitness, nutrition, disease control and prevention, mental health, tobacco, alcohol and other drugs, growth and development, and reproduction/sexuality.
- In grades 9 & 10 units of study include: safety and injury prevention, interpersonal relationships, violence prevention, physical activity and fitness, nutrition, disease control and prevention, mental health, tobacco, alcohol and other drugs, growth and development, reproduction/sexuality, and community and public health.
- In grades K-12 students shall have access to valid and useful health information and instructional materials.
- In grades K-12 students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.

Physical Education and Activity:

Physical education shall be taught by a certified specialist. Physical activity shall be provided by a qualified staff member. Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

Physical Education Program:

The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

- Participation in such physical activity shall be required for all students in kindergarten through grade five for a minimum of once a week.
- Instruction will be provided for grades 6-8 through formal physical education courses, integration into other courses, regularly scheduled intramural activities, and/or regularly scheduled school wide activities.
- High schools shall require four years of PE/Health for graduation.
- Students shall be supported in setting and striving towards personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.

Healthy and Safe Environment:

A healthy and safe environment for all, before, during and after school supports academic success. Safe communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

- School and district offices shall maintain an environment that is free of tobacco, alcohol and other drugs.
- Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.

- Each work site, school and classroom shall work to create an environment where students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

Social and Emotional Well Being:

Programs and services that support and value the social and emotional well-being of students, families and staff build a healthy school environment.

- Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others through a variety of programs including but not limited to:

Open Circle/Responsive Classroom/Advisor/Advisee

Peer Leadership

Peer Mediation

Peer Mentoring

Best Buddies

Middle School Magic

High School Experience

Wired Up Club

Anti-bullying Club

DARE Program

SADD

- Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.
- Students shall be taught communication, goal setting and decision making skills that enhance the development of interpersonal skills.

School Wellness Advisory Committee:

The Superintendent will establish and maintain a district-wide School Wellness Advisory Committee (SWAC). The purpose of this committee will be to recommend, review and help implement school district policies addressing school nutrition, nutrition education, physical activity and related issues that affect student health. In addition, the SWAC shall encourage development of a program that actively promotes wellness in schools and maximizes the school district's opportunities for grant awards.

The Superintendent shall appoint committee members, including a designee to serve as a liaison between the committee and the Superintendent, and ensure the active functioning of the committee. The composition of the SWAC shall include school nurses, school nutrition and physical activity staff, community agencies serving youth, parents, students, administrators, and school committee members. The SWAC shall meet at least four times a year and minutes shall be kept.

The SWAC shall develop and implement an Annual Improvement Plan that:

- Includes attention to nutrition, physical activity and obesity
- Has measurable, observable goals and objectives for the coming year to promote student wellness

- Explains how the SWAC will work with the district and school personnel to achieve its goals and objectives
- Includes recommendations concerning school-level wellness teams and initiatives
- Includes a process of monitoring and evaluating progress in reaching goals and objectives

The SWAC shall submit an annual report to the Superintendent and School Committee, indicating the progress toward achieving the goals and objectives of that year's annual plan. Such report may then be distributed to other interested parties and groups as the School Committee sees fit.

Implementation:

The Principal or his/her designee will be assigned to ensure compliance with standards of this Local Wellness Policy in his/her school. This individual will report on the school's compliance to the Chairperson of the SWAC.

The Director of School Food Services will ensure compliance with nutrition policies within the school food service areas and will report on this matter to the Chairperson of the SWAC.

To help with the initial assessment of the district's Wellness Policy, the SWAC may conduct a baseline assessment of the schools' existing nutrition and physical activity environments and policies. The results of these school-by-school assessments can be compiled at the district level to identify and prioritize needs.

Assessments can be repeated every three years to help review policy compliance, assess progress, and determine areas of improvement. The district will, as necessary, revise the Local Wellness Policy and develop work plans to facilitate its implementation.

Legal Reference: Healthy Hunger Free Kids Act of 2010

Legal Reference: MGL 223 Ch. 111, 105 CMR 215.00

Legal Reference: 42 U.S.C. 11751 (Pub.L. 108-265, Title II and 204, June 30, 2004 118 Stat. 78.0

Legal Reference: The Healthy Meals for Healthy Americans Act of 1994, P.L. 103-448, Section 9(b)(2)(C) of the National School Lunch Act (NSLA) 42 U.S.C. 1751. CFR Part 210 National School Lunch Program.

Cross Reference: School Committee Policy JLCDD

Reviewed; Revised; Adopted by School Committee: 2/26/2013

File: JLCD

ADMINISTERING MEDICINES TO STUDENTS

The policy of the Franklin Public Schools as mandated by 71 M.G.L. 54B and the Massachusetts Department of Public Health 105 CMR, 210.001, et seq. "Regulations Governing the Administration of Prescription Medications in Public and Private Schools" is that prescription medication is not to be dispensed without a written order from a licensed physician as described in 105 CMR 210.002 and written parent/guardians consent. Over the counter medication and medicinal substitutes such as nutritional supplements will not be dispensed without a physicians order or parental consent, as deemed necessary by the school nurse.

Required orders and consents must be renewed as necessary and at the beginning of each academic year. All medications must be in the original container, properly labeled and delivered to the school nurse by a responsible adult (parent/guardian or designee). No more than a thirty (30) day supply will be accepted at one time.

Medication must be retrieved in person by the parent/guardians. Medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

All medications will be stored in a locked cabinet or when required in a locked box in a refrigerator in the nurse's office. All medications shall be dispensed by an R. N. (including on field trips, if the parent is not present) with the exception of medications that may be self-administered pursuant to M.G.L. Chapter 71 Section 54B. Appropriate school staff shall be notified of medication administration by the school nurse (or student's self-administration of prescription medication) with parent/guardian consent, if not in violation of confidentiality. Administration of epinephrine will follow the procedures set forth by Department of Health Regulations.

Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers under the following rules for Student Self-Administration of Medication.

Students with cystic fibrosis may possess and self-administer prescription enzyme supplements under the following rules for Student Self-Administration of Medication.

Students with diabetes may possess and self-administer glucose monitoring tests and an insulin delivery system under the following rules for Student Self-Administration of Medication.

Rules for Student Self-Administration of Medication:

The school nurse may permit self-medication of prescription medication by a student provided that the following requirements are met:

- The student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which the prescription medication may be self-administered;
- The school nurse develops a medication administration plan which contains elements necessary to ensure a safe self-administration of the prescription medication, including information for the safe storage of the prescription medication and providing for accessibility of the medication for the individual student;
- The school nurse evaluates the student's health status and abilities and deems self-administration safe and appropriate, after observing initial self-administration of the prescription medicine; "Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.
- The school nurse is reasonably assured that the student is able to identify the appropriate prescription medication, knows the frequency and time of day for which the prescription medication is ordered, and follows the school self-administration protocols;

- There is on file a written authorization from the student's parent or guardian that the student may self-medicate;
- There is on file a written order from the licensed prescriber for self-administration;
- The student documents the self-administration of the prescription medicine and must report weekly to the school nurse. The school nurse will monitor the student's self-administration as appropriate;
- The student will keep a backup supply of the prescription medication with the school nurse.

Legal Reference: 105 CMR 210.01, et seq. and 71 M.G.L. 54B.

Adopted: 3/05

Reviewed, no revisions 9/27/12

ANAPHYLAXIS PROCEDURE

Anaphylaxis refers to a potentially fatal, acute allergic reaction to a substance (such as insect sting, foods, chemicals, and medication) that is induced by exposure to the substance.

1. Parents/legal guardians shall notify the school nurse of the student's diagnosis and the need to administer the epinephrine auto-injector (Epi-pen) in case of anaphylaxis.
2. The Franklin Public Schools Medication Policy will be followed. This requires that a physician's written order and a filled prescription be provided to the school nurse for the identified student by the parent/legal guardian.
3. The school nurse will obtain the signature of the parent/legal guardian on PPS-11 and then send a copy of the signed PPS-11 and the Medical Statement for Children with Life-Threatening Allergies form to the student's physician.
4. The school nurse will develop the Emergency Health Care Plan with the information on the Medical Statement from the health care provider and with consultation with the parent/legal guardian. For the safety of the food allergic child, the parent/legal guardian should provide treats to be used in the classroom.
5. The school nurse will communicate the required medical information to the appropriate school personnel such as classroom teacher, principal, specialists, food service staff, CPR trained personnel in the building.
6. In consultation with the school physician, the school nurse will select the unlicensed personnel authorized to administer epinephrine when a life-threatening reaction occurs immediately upon exposure. The school nurse has the final decision making authority about the program, in accordance with the MDPH regulations.
7. The school nurse documents training and testing of competency for the unlicensed school personnel. The school nurse will train the unlicensed school personnel authorized to administer epinephrine to a particular student in accordance with the MDPH standards and curriculum; this procedure relates only to identified students and this medication may only be given to identified students. The school nurse will maintain a record of the staff members trained for each student.
8. M.G.L. c. 71, s. 55A confers the protection of the "Good Samaritan laws to non-nursing personnel (e g. teachers, ESP's, etc.) who provide first aid in good faith to a student in an emergency:

"No public school teacher and no collaborative school teacher, no principal, secretary to the principal, nurse or other public school or collaborative school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school or collaborative school building or on the grounds thereof shall be liable in a suit for damages as a result of his acts or omissions either for such first aid or as a result of providing emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he causes the admission of such injured or incapacitated student, nor shall

such person be subject to any disciplinary action by the school committee, or collaborative board of such collaborative for such emergency first aid or transportation."

9. If administration of epinephrine for a student is delegated to unlicensed school personnel, the parent/legal guardian will provide the school nurse with 2 epinephrine auto-injectors (Epi-pens). One will be kept in a locked medicine cabinet in the health office. The location of the second epi-pen will be determined in each situation, including if the epi-pen will be carried by the student.
10. The school nurse will provide a training review and update information for the unlicensed personnel authorized to administer epinephrine at least twice a year.
11. When epinephrine is administered, 911 will be called immediately followed by notification of the student's parent/legal guardian.
12. The building principal will notify the student's parent/legal guardian of the absence of the trained unlicensed school personnel, in the event there are no other school personnel trained to administer epinephrine to that student.
13. Education about anaphylaxis will be provided yearly for all appropriate staff at the start of school.

Reviewed, no revisions 9/27/12

File: JLCDD

MANAGING LIFE-THREATENING FOOD ALLERGIES IN THE EDUCATIONAL ENVIRONMENT

Franklin Public Schools recognizes that students with life-threatening food allergies require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of Franklin Public Schools that the management of life-threatening food allergies be accomplished in compliance with applicable state and federal regulations. Franklin Public Schools implements this policy and administrative procedures pursuant to the guidelines established by the Massachusetts Department of Education, in a document entitled, "Managing Life-Threatening Food Allergies in Schools" and other reliable resources relating to this issue.

It is the policy of the school committee to establish age-appropriate guidelines for students within the school district in order to minimize the risk of students with life-threatening food allergies (LTA). The guidelines established might include building-based medical emergency plans, the implementation of Individual Health Care Plans (IHCP) that includes an individualized emergency plan, effective training programs for personnel, students, and consultation with appropriate medical specialists.

The Franklin Public Schools maintains the expectation that specific building-based guidelines /activities will be established to insure that the health needs of all students will be met in the least restrictive environment. In order to assist students with developing the skills necessary to participate in all educational programs, building-based teams will communicate with parents and students to allow the student to gradually assume more responsibility for maintaining their safety as they advance from elementary school to secondary school.

The Franklin Public Schools has developed a protocol/guidelines for the management of life threatening food allergies. Building-based teams will consult with parents, and where applicable the student, to develop a safe and effective health plan so that the student will be able to access all educational programs. If appropriate, the school-based team may indicate on the IHCP and/or the 504 Plan that the student will carry the EPI-Pen on his/her person. Where this is a recommendation all necessary training procedures and guidelines articulated in the policy will be adhered to.

Legal Reference: Section 504 of the Rehabilitation Act, 29 U.S.C. §794, the American Disabilities Act, U.S.C. §1201, et seq. and United States Department of Agriculture Regulations, 7 C.F.R §15(b), 105 CMR 210.000.

Reference Policies JLCD, JLCD-1

File: JLCDD

PROTOCOL AND GUIDELINES FOR MANAGEMENT OF LIFE-THREATENING FOOD ALLERGIES IN THE FRANKLIN PUBLIC SCHOOLS

BACKGROUND

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in food allergic individuals after exposure to their specific food allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; dairy products, eggs, fish/shellfish, milk, peanuts/tree nuts, soy, wheat)

Anaphylaxis can occur immediately or up to two hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency

PURPOSE AND GOAL

The Franklin Public Schools cannot guarantee to provide a food allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of the various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the Franklin Public Schools regarding Life-Threatening Food Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life-threatening food based allergic reactions
- Prepare for any allergic reactions to food
- Respond appropriately to any food allergy emergencies that arise

RESPONSIBILITIES OF THE FRANKLIN PUBLIC SCHOOL DEPARTMENT

The Superintendent and his/her staff shall be responsible for the following:

1. Create a system-wide emergency plan for addressing life-threatening food based allergic reactions.
2. Provide annual in-service training and education on reducing food-allergy risks, recognizing food allergy symptoms, and emergency procedures for staff.
3. Training shall include, but not be limited to:
 - a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
 - b. The signs and symptoms of anaphylaxis.
 - c. The correct use of an Epi-pen.
 - d. Specific steps to follow in the event of an emergency.
4. Adopt a **“NO FOOD TRADING/SHARING”** and **“NO UTENSIL SHARING”** procedure in all schools with particular focus at the elementary school level.
5. School Health Professionals in conjunction with the student’s parent(s)/guardian(s) and the primary care provider/allergist prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life-threatening food allergy. The Plans will be reviewed by the school nurse, the student’s parent(s)/guardian(s) and primary care provider and/or the student’s allergist, and signed off by the child’s physician/allergist, indicating that he/she deems it to be adequate.
6. Provide and maintain life-threatening food allergy free tables in each elementary school cafeteria as needed by the Individual Health Care Plan. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized as per district protocol.
7. Lunch Room Attendants/Cafeteria Personnel, who report to principal, will be assigned to clean life-threatening food allergy tables.
8. Make the Individual Health Care Plan available in the nurse’s office and a student’s homeroom at the elementary level and in the nurse’s office at the middle and high school. Recommend that parents/guardians attach a photograph of their student with a Life-Threatening Food Allergy to their Individual Health Care Plan.
9. Submit to school bus drivers a list of students who have life-threatening food allergies.
10. Make Epi-pens (belonging to the school and those prescribed to the students) available in the nurse’s office and in other clearly designated locations as specified in the Individual Health Care Plan. At the secondary level, students are allowed and encouraged to carry their Epi-pens on their person as allowed by the district’s Administration of Medication Policy.
11. Familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.
12. Consult with facilities personnel to develop protocol for cleaning classrooms, cafeteria, and other areas of the building to insure that the threat of allergens is minimized.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

To the extent possible, the principal of each school shall be responsible for the following:

1. School nurse will familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.

2. In conjunction with nurses, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
3. Send letters to all parents of children assigned to a classroom where one of the students has been identified as having a Life-Threatening Food Allergy (K-5)
4. The protocol that explains Life-Threatening Food Allergy and the application of the protocol at the school, concerning Life-Threatening Food Allergy will be discussed at kindergarten orientation.
5. Post the school's emergency protocol on Life-Threatening Food Allergies in appropriate locations.
6. Notify staff the locations of Epi-pens in the school.
7. A contingency plan will be in place and understood by all staff and students in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of any allergic reaction.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS

The school nurse is the primary coordinator of each student's plan.

Each school nurse will have the following responsibilities:

1. Meet with each parent/guardian of a student with a Life-Threatening Allergy and develop an Individual Health Care Plan for the student. During meetings with parents/guardians, nurses shall discuss and encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with Life-Threatening Allergies.
2. Maintain updated Individual Health Care Plans in the nurse's office and in the student's homeroom at each school and in the nurse's office at the middle and high schools.
3. Nurse will assist the principal in providing information about students with Life-Threatening Allergies to staff.
4. In conjunction with the principal, provide in-service training and education for staff regarding Life-Threatening Allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
5. Familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on need-to-know bases.
6. The school nurse will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer Epi-pens.
7. Discuss with parents the appropriate locations for storing the Epi-pen and the possibility of receiving more than one Epi-pen as necessary.
8. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
9. Emergency protocol will be in place in the event the nurse is not in the building.

RESPONSIBILITY OF PEDIATRIC ALLERGY SPECIALIST

Each pediatric allergy specialist will:

- Consult with administration on implementation of best practices.
- Review policies/procedures annually with administration and school health professionals.
- Conduct in-service training to personnel as needed.
- Be available to review Individual Health Care Plans if needed.

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Receive and review the Individual Health Care Plan, in collaboration with the nurse and parent(s) of any student(s) in your classroom with life-threatening allergies.
2. Leave information in an organized, prominent and accessible format for substitute teacher.
3. Participate in in-service training for students with life-threatening allergies
4. Teacher, in collaboration with the nurse and input from the parents of the allergic child, will set a classroom protocol regarding the management of food in the classroom.
5. Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
6. Advise parents of any school related activity that requires the use of food in advance of the project or activity
7. Limit use of food for instructional lessons.
If food is to be used in a lesson, teacher will notify parent of students with LTA before the lesson.
8. Teacher will collaborate with administration and nurse to send out letters to all parents/guardians of students in a class with an individual with a Life Threatening Food Allergy.
9. Whenever reasonable, the teacher will reinforce appropriate hygiene techniques/hand washing before and after eating.

RESPONSIBILITIES OF FOOD SERVICE PERSONNEL

The food service department shall have the following responsibilities:

1. Supply cleaning materials for washing and sanitizing tables as per district protocol.
2. Provide in-service to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
3. Food service employees will wear non-latex gloves.

RESPONSIBILITIES OF FRANKLIN SCHOOLS TRANSPORTATION

All school bus drivers shall be informed that he/she is transporting a child with a Life-Threatening Allergy.

The school bus drivers shall have the following responsibilities:

1. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
2. Maintain and reinforce policy of no food eating on the bus.

RESPONSIBILITIES OF PERSONS IN CHARGE ON CONDUCTING AFTER-SCHOOL ACTIVITIES

Person in charge of extracurricular programs shall have the following responsibilities:

1. The Individual Health Care Plan will be available for parents to copy to give to others who assume responsibility for their child. Examples of this may include:
 - a. Before or after school activity instructors
 - b. Coaches
 - c. Solutions Personnel
 - d. Extracurricular activity advisors

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes (where a child has a Life-Threatening Allergy), the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult.
2. An Epi-pen will be taken outside if specified in the child's Individual Health Care Plan.
3. Develop building-based procedure whereby emergency communication device (walkie-talkie, cell phone) is accessible and functional.

RESPONSIBILITIES FOR FIELD TRIPS

The school shall have the following responsibilities when Life-Threatening Food Allergy students go on field trips:

1. Field trips need to take into consideration the risk for food allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.
2. Lunches should be held in a safe place, so that children cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.
3. A registered nurse will accompany class on field trip and will maintain a Epi-Pen and a copy of the child's ICP.

RESPONSIBILITIES OF PARENTS OF STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES

Each parent of a student with a Life-Threatening Allergy shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis).
2. Parent(s) must arrange to meet with the school nurse to develop an Individual Health Care Plan for the student and provide medical information from the child's treating physician as needed to write the Plans. Parents must arrange for school health professionals to be able to communicate with student's physician.
3. May choose to provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
4. Provide the school nurse with enough up-to-date emergency medications (including Epi-pens) so they can be placed in all required locations for the current school year.
5. Complete and submit all required medication form
6. Provide a MEDIC ALLERT ID for your child.
7. Notify nurse of upcoming field trip as soon as possible and provide Epi-pen to be taken on field trips as stated in the field trip policy.
8. Encourage students to wash hands before and after handling food.
9. Teach your child to
 - a. Recognize the first symptoms of a food allergic/anaphylactic reaction.
 - b. Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
 - c. Communicate clearly as soon as he/she feels a reaction is starting.
 - d. Carry his/her own epinephrine auto-injector when appropriate.
 - e. Not share snacks, lunches, or drinks.
 - f. Understand the importance of hand washing before and after eating.
 - g. Report teasing an/or bullying that may relate to the child's disability.
 - h. Take as much responsibility as possible for his/her own safety.
10. As children get older, teach them to:
 - a. Communicate the seriousness of the allergy.
 - b. Communicate symptoms as they appear.
 - c. Read labels.
 - d. Administer own epinephrine auto-injector and be able to train others in its use.

11. Inform the school of any changes in the child's Life-threatening Food Allergy status.
12. Provide the school with the licensed provider's statement if the student no longer has food allergies.
13. Go on field trips and out-of-school activities with your child, whenever possible.
14. Provide bag of snacks for your child's classroom along with safe foods for special occasions.
15. Sign a release for school personnel to consult with family physician/allergist and all medical providers.

RESPONSIBILITIES OF STUDENTS

Each student with a Life-Threatening Food Allergy shall be responsible for the following:

1. Take responsibility for avoiding food allergens.
2. Do not trade or share food.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic food reaction.
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
6. Take more responsibility for your food allergies as you get older.
7. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.

Reviewed, revised 9/27/12

File: JLF

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT POLICY

It is the policy of the Franklin Public Schools to provide for the safety and well-being of students and to comply with the requirements of Massachusetts General Laws Chapter 119, § 51A. Pursuant to this law, any public or private school teacher, educational administrator, guidance or family counselor, nurse social worker, or member of certain other professions who in his/her professional capacity shall have reasonable cause to believe that a child under eighteen years of age is suffering physical or emotional injury resulting from abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, shall immediately report such conditions to the Department of Children and Families. School employees meet their responsibilities for reporting by informing the school Principal (see How to Report below). School employees may also file their own report with DCF. A written report to DCF must then be filed as soon as practicable.

How to Report

The school staff member informs the Principal or administrator in charge if she/he has reasonable cause to believe that a child under the age of 18 years is being abused or neglected.

The building Principal, staff member informing the Principal, school nurse and/or counselor, or a school-based child abuse crisis team constituted by the principal, must discuss the case and decide a plan of action which must include an immediate oral report followed by a written report within 48 hours to the Department of Children and Families whenever there is reasonable cause to believe that a child under the age of 18 years is being abused or neglected. Mandated reporters are not permitted to weigh the credibility of witnesses or sift the evidence or determine whether DCF would find reasonable cause to conclude that abuse did in fact occur. Mandated reporters are not investigators and need only have reasonable cause.

Staff Awareness of Responsibility

Principals shall ensure that all school staff are fully informed of responsibilities to report suspected child abuse and neglect and must ensure that reporting procedures are followed in all cases. The Superintendent shall ensure that annual training is provided to principals and administrators in regard to compliance issues and best practices in regard to the reporting of child abuse and neglect.

Legal Ref.: M.G.L. c. 199 § 51A

Adopted by School Committee: 9/11/12

File: JRA

STUDENT RECORDS

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

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

The Committee wishes to make clear that all individual student records of the school system are confidential.

SOURCE: MASC Policy
LEGAL REFS.: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10 71:34A,B,D,E, **H**
Board of Education Student Record Regulations adopted 2/1077,
June 1995 **as amended June 2002.**
603 CMR: Dept. Of Education 23:00 through 23:12 also
Mass. Dept. Of Education publication Student Records; Questions,
Answers and Guidelines, Sept. 1995
CROSS REF.: KDB, Publics Right to Know
Reviewed; revised 8/7/12

File: JRA-R

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71,s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth," and under M.G.L. c. 71 s.34F which directs that " the board of education shall

adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

Application of Rights

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

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

Definition of Terms

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

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

Authorized school personnel: shall consist of three groups:

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

record information that is required for them to perform their duties.

(3) The evaluation Team evaluates a student.

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

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

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

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

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

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

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

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

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

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

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate

all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

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

Access of Third Parties. Except for the provisions of 603 CMR 23.07 (4) (a) through 23.07 (4) (h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07 (4) (a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

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

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 - 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record
- (b) In order to obtain access, the non-custodial parent must submit a written request for

the student record to the high school principal annually. The initial request must include the following:

1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
 2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody
- (c) The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).
- (d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with the access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).
- (e) The school must delete the address and telephone number of the student and custodial parent from the student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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

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

SOURCE: MASC Policy
LEGAL REFS.: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10 71:34 A, B, D, E, H
Board of Education Student Record Regulations adopted 2/1077,
June 1995 as amended June 2002.
603 CMR: Dept. of Education 23.00 through 23.12 also
Mass Dept. of Education publication Student Records: Questions,
Answers and Guidelines. Sept. 1995
CROSS RES: KDB, Public's Right to Know

ACCESS TO STUDENT RECORDS FOR NON-CUSTODIAL PARENTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. Any individual who by court order does not have physical custody of the student is considered a non-custodial parent for purposes of M.G.L. 72, and 34H, 603 CMR 23.07 and this policy. This includes parents who by court order do not reside with or supervise the student, even for short periods of time. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide students records to parents who do not have physical custody of their children (“non-custodial parents”).

As required by M.G.L. 72 § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- a. A non-custodial parent is eligible to obtain access to the student record unless:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered supervised visitation, or
 3. The parent’s access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record
- b. The school shall place in the student’s record documents indicating that a non-custodial parent’s access to the student’s record is limited or restricted pursuant to 604 CMR 23.00.
- c. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal
- d. Upon receipt of the request, the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial is not eligible to obtain access as set forth in 603 CMR 23.07.
- e. The school must delete the electronic and postal address and telephone number of the student and custodial parent from the student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- f. Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. 72, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H; 603 CMR 23.07

Adopted: September 26, 2006

Reviewed; no revisions 8/7/12

EDUCATIONAL SERVICES TO STUDENTS IDENTIFIED AS HOMELESS

Section 725 (2) of the McKinney-Vento Homeless Assistance Act, which applies to the Franklin School District, defines homeless children as youths as:

- Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

This definition includes:

- Children and youth who are sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations;
- Migratory children (as defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth, a youth not in the physical custody of a parent or guardian.

The McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll a homeless student, even if they do not have the documents usually required for enrollment, such as school records, record of immunizations, medical records or proof of residency. Homeless youth covered by the Act may also be entitled to other services or program benefits, such as transportation or reduced/free lunch.

The Franklin Public Schools will implement all regulations and assist students and families designated as homeless.

The Franklin Public Schools will designate a Homeless Education Liaison who will coordinate activities between the family and school officials.

LEGAL REF.: McKinney-Vento Homeless Assistance Act (“No Child Left Behind Act”, P.L. 107-110, Dec. 2001)

Reviewed; no revisions 8/7/12

ELECTRONIC DEVICE POLICY

It is the policy of the Franklin Public School District to create a safe learning environment for all students and staff. The District recognizes that the use of electronic devices and cell phones during school can detract from the learning environment. Inappropriate texting and pictures can result in bullying and cheating and may create a hostile learning environment. Therefore, to promote a safe learning environment, the Superintendent or his/her designee in conjunction with administrators from the elementary, middle, and high schools shall develop and administer appropriate use of electronic devices consistent with the purposes and mission of the Franklin Public Schools

Reviewed, Revised, Adopted: 9/22/09
Reviewed; no revisions 8/7/12

File: JU

ELECTRONIC COMMUNICATIONS BETWEEN STUDENTS AND STAFF/TEACHERS/ COACHES

It is the policy of the Franklin Public School District to maintain appropriate electronic communications between students and staff/teachers/coaches. The district recognizes that there are efficient and appropriate means of communications available to staff/teachers/coaches who need to contact students. Staff/teachers/coaches shall utilize only school-sanctioned modes of communication. When utilizing school-sanctioned modes of communication, students and staff/teachers/coaches are responsible for following all applicable laws, regulations, district policies, school rules and codes of conduct, just as they are in a classroom or other areas of the school

Reviewed; Revised; Adopted: 9/22/10
Reviewed; no revisions 8/7/12

Adopted by School Committee: 9/11/12

File: KI

VISITORS TO THE SCHOOLS

All building visitors must report to the school office. A visitor is a person not employed by the school district or not enrolled in the school which he/she is visiting. Authorized visitors will be issued a visitor's pass by the Principal or a designated representative at the school office.

For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a visitors log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.

Any person on school property who is not registered with the school office and/or is illegally on school property and who refuses to leave when requested by an authorized official of the school district may be ejected from the premises. A school official shall, if the need arises, seek the assistance of any law enforcement agency.

Classroom observations occur by appointment only.

Any student who wishes to have a visitor in school MUST ask permission of the Principal 24 HOURS in advance of the proposed visit. If permission is granted, the visitor is expected to follow the standards of behavior expected of all students. Upon arrival the visitor must register in the office. Any visitor who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

Reviewed, no revisions 3/26/13

The Franklin Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Franklin Public School System is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators certified and support personnel, students, vendors, and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Franklin Public School System requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.