

# **MEDWAY ELEMENTARY SCHOOLS**

## ***STUDENT/PARENT HANDBOOK***

[www.medwayschools.org](http://www.medwayschools.org)



### **Mission Statement**

The goal of the Medway Public Schools is to encourage young people to commit their minds to inquiry, their hearts to compassion, and their lives to the service and betterment of mankind. In this endeavor we believe that care and respect for everyone is vital to the life of the school. With the vision that all students fulfill their potential for intellectual and personal growth, we are committed as a learning community to foster values and learning that will result in "Excellence for All."

Medway Public Schools does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability.

**Please keep this handbook available for reference.**

Revised: June, 2010

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## **School Hours**

\*Elementary School Hours are as follows:

### **Burke School** - Grades Pre-K & Kindergarten

#### Pre-K

8:45 a.m. – 11:15 a.m.

8:45 a.m. – 1:30 p.m.

Early Release - 11:15 a.m.

#### Kindergarten

Full day: 9:00 a.m. – 3:00 p.m.

A Session: Mon. 9:00 a.m. – 11:40 a.m. Wed/Fri 9:00-3:00

B Session: Mon. 12:20 p.m. – 3:00 p.m. Tues/Thurs 9:00-3:00

Early Release – 12:00 p.m.

### **McGovern School**

#### Grades 1 & 2

9:00 a.m. – 3:00 p.m.

Early Release – 12:00 p.m.

### **Memorial School**

#### Grades 3 & 4

8:30 a.m. – 2:30 p.m.

Early Release – 11:30 a.m.

\*Please note for security reasons, children should not to be dropped off prior to 15 minutes before the start of the school day. However, it is also extremely important that children arrive on time for school each day.

All visitors must report to the main office, sign in, and take a Visitor Pass to wear while in the building. When visitors are finished with their business, they should sign out in the office and return their Visitor Passes.

## **School Telephone Numbers**

**Burke School**      Grades Pre-K & K      (508) 533 3242

**McGovern School**      Grades 1 & 2      (508) 533-3243

**Memorial School**      Grades 3 & 4      (508) 533-3266

### **EARLY DISMISSAL**

If your child is going to be dismissed before the end of the school day, the child must bring in a note from home to give to the classroom teacher. The note must include the name of the adult picking up the child. Your child will remain in his/her classroom until the adult picking up the child arrives at the office. Dismissal will be

from the school office only. The individual picking up your child should be prepared to provide photo identification.

### **INCLEMENT WEATHER**

Parents/guardians and students are asked to be aware of the procedures for the closing of schools due to inclement weather or other emergency situations.

**Medway Public Schools has recently initiated a “one call” procedure which is used to inform parents of school closings and delays.** Utilizing phone numbers provided at the commencement of school, all parents are notified by telephone of emergency closings.

**NO SCHOOL ANNOUNCEMENTS** will be carried on the following radio and television stations:

**WBZ-TV - Channel 4  
WCVB-TV - Channel 5  
WHDH-TV - Channel 7**

**WBZ-Radio - 1030 AM  
WRKO-Radio - 680 AM  
WMRC-Radio - 1490 AM**

In cases when school will be ***dismissed early*** because of worsening storm conditions or other emergency, an announcement of the time of dismissal will be made as follows:

**WBZ-TV - Channel 4  
WCVB-TV - Channel 5  
WHDH-TV - Channel 7**

**WBZ-Radio - 1030 AM  
WRKO-Radio - 680 AM  
WMRC-Radio - 1490 AM**

**Parents/guardians are advised to listen to a designated radio and/or television station on days when there is the potential for an early dismissal.**

Parents/guardians are also encouraged to make arrangements for the supervision of their children at home in the event of an emergency closing and to review these arrangements with their children periodically.

### **DELAYED OPENINGS**

There may be occasions when conditions justify delaying the opening of schools by one or two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. For example: if a bus run normally starts at 7:15 a.m., and a two hour delay is announced, the bus run will begin two hours later at 9:15 a.m. If a particular school normally begins classes at 7:45 a.m., a two hour delay would mean that the school will begin classes at 9:45 a.m. School lunches will be served as usual on days when the school opening has been delayed. **Delayed opening announcements will be carried on the same television and radio stations as school cancellations.**

### **KINDERGARTEN CLASSES ON DELAYED OPENINGS**

If there is a one-hour or two-hour delay on a Monday morning, the Monday morning Kindergarten classes will be **cancelled**. The Monday afternoon Kindergarten class will start at its regular time.

All Kindergarten classes scheduled Tuesday through Friday will follow the same time of arrival as the other grades in the district.

### **PRESCHOOL CLASSES ON DELAYED OPENINGS**

If there is a one-hour or two-hour delay, the 8:45-11:15 preschool classes will be **cancelled**.

If there is a one-hour or two-hour delay, the 8:45-1:30 preschool classes will follow the same time of arrival as grades K-12.

### **VARYING ROAD CONDITIONS**

During inclement weather, road conditions can vary markedly in different sections of town. Parents/guardians are encouraged to use their judgment in determining if conditions in their specific geographical area are suitable for traveling to school.

## **School Attendance**

Regular on-time school attendance is important to the educational process and is mandated by Massachusetts state law. As parents and guardians, it is your obligation to assure your child's attendance at school. If your child will be absent due to illness, medical appointment, death of a family member, religious obligations, or other reason that the school administration determines to be in the best interest of the student, please follow these procedures to have your child excused.

Each elementary school has a telephone-answering device to record your calls when your child will not be in school. The answering device operates during non-school hours each day throughout the week. When calling, please give your name, your child's name, and the name and room number of your child's teacher.

**Even though you call the day your child is absent; a written note explaining your child's absence must be brought to school on the day your child returns.** Absences for illnesses of five consecutive days or more require a doctor's note. Parents are urged to schedule family vacations and appointments in accordance with the school calendar.

Attendance is reviewed regularly to identify potential attendance problems. In situations of excessive absenteeism or tardiness, you will be contacted to discuss the situation. Unexcused absences are defined by law as trancies, and excessive trancies may be referred to juvenile court.

## **Summary of School Committee Wellness Policy**

The Medway Public Schools is committed to healthy schools for our students. The School District Wellness Policy (Policy 69) was revised in 2009 to reflect our goal of promoting and protecting children's health, well-being, and ability to learn. The revisions reflect a more current and healthier outlook on nutrition, health education and life skills, physical education, social/emotional health, health services, and a healthy and safe environment. Partnership between the schools, families, and the community is crucial for the promotion and enhancement of our children's health and wellness.

In order to provide a safe environment for all students and promote healthy eating habits, school staff members will no longer use food as a reward for academic performance or good behavior. Celebrations in the classroom that involve food during the school day will be limited to curriculum-based activities. The food used for these activities must be in the original store-bought wrapper with the ingredients listed on the label. The school principal, in collaboration with the school nurse, may make exceptions in order to approve curriculum-based food activities.

Alternative means of celebrating not involving food will be promoted. This means that parents are discouraged from sending in treats for celebrations to be shared by the entire class. We feel this is in the best interest of all of our students. It is difficult to verify if food brought from home contains non-allergen ingredients, has been prepared safely, or would be approved by the parents of the other children in the class. Healthy habits are learned, and they should be reinforced both at home and at school.

### **Nurse and Health**

The school nurse is available to students during the regular school day. The school nurse is there to triage, assess and provide first aid to all injuries that occur at school, manage ill children and dispense medication according to the regulations established by the Department of Public Health.

The following are brief guidelines for your reference. Information on illness and injuries that occur at school, absences, returning to school guidelines and additional information on medication at school can be found on the school website @ [www.medwayschools.org](http://www.medwayschools.org).

#### **Physical Examinations:**

The Department of Public Health has established the following guidelines for physical examinations:

- All new students entering the Medway Public Schools must have a physical examination within the past twelve months or within the first few months after enrolling in the Medway Public Schools.
- All students entering Pre K, Kindergarten and grade 4 (the physical must be completed within the past year and on file before the first day of school).

**Immunizations:**

A complete listing of immunization requirements for admission to school can be found on the school web site.

**Medications:**

The following information briefly describes the guidelines established by the Department of Public Health for medication administration in school.

- All medication, prescription and over the counter medications require a physician's order and completed parental permission form. Medication will NOT be given without this.
- All prescription medication must be labeled and in a current pharmacy bottle.
- All over the counter medication must be in the original packaging.
- Medication must be delivered to school by the parent, guardian or responsible adult.
- Children are not allowed to transport medication unless it is medically indicated and after consultation with the school nurse.

The complete guidelines for administration of medication at school from the Department of Public Health can be found on the school web site under School Health Office.

**Body Mass Index Screening:**

Body Mass Index (BMI) screening and the corresponding percentile of each student in grades 1, 4, 7, and 10 must be done each year as established by *105 CMR 200.500: Annual Assessment of Growth and Development*. A report of each student's BMI and percentile, along with information and explanatory materials will be directly communicated in writing to the parent or legal guardian.

**Physical Education:**

All students are expected to participate in physical education classes. A parent note is required and will excuse a student from physical education class for a maximum of one week. For longer exclusions, a physician's note is necessary.

A student will automatically be excluded from physical education class after surgery, or having an injury resulting in a cast, splint, ace wrap, sling or sutures (even if applied by parent). Participation in physical education can resume with a note from the physician.

**Physical Education**

All children participate in physical education. In order to meet health and safety standards, each student must wear athletic style sneakers that provide proper flexibility, stability, and cushioning; and clothing that allows for freedom of movement without restriction. Clothing that extends below the sneaker heel is neither safe nor appropriate for activity. No jewelry will be allowed.

If your child is injured or recovering from an illness, and therefore unable to participate in class, he or she may be excused from one class by bringing in a written note to the teacher from the parent or guardian explaining the nature of the illness or injury. If the child must be excused from physical education class for more than one class, the child must bring a note to the teacher from the child's doctor explaining the nature of the illness or injury and the date when the child can resume active participation.

### **Bicycles**

Children in grades 1 and 2 may ride their bikes to school if an adult accompanies them both to and from school. Children in grades 3 and 4 may ride their bikes to school. While on school property, bicycles are to be walked and not ridden. State law requires that children wear bicycle helmets. Bicycles must be locked. The school is not responsible for theft or vandalism.

### **Library**

The library is open every day during normal school hours. The librarian arranges schedules for each class in agreement with the classroom teacher. Each child is responsible for the book(s) he or she borrows. Disruptions to the library atmosphere or destruction of library materials will result in loss of library use.

### **LOST BOOKS**

Parents/guardians will be billed at the cost of replacement for books lost or damaged. Should the book be located and returned during the same school year, a refund will be provided. Refunds will not be made for books returned any time after the end of the school year.

## **Medway Elementary Schools Code of Conduct**

The elementary schools have developed a Code of Conduct that is consistent with the Mission Statement of the Medway Public Schools. All conduct is based on the rule that we will treat others the way we want to be treated. The principles of respect, responsibility, caring, honesty, acceptance, and trust guide each school's code of conduct. Dangerous and/or destructive behavior will not be tolerated.

**Mission:** To create a safe and caring learning environment where every day all children and adults treat each other the way they want to be treated.

**Vision:** All members of the Medway Elementary Schools Community, adults and children, will be **respectful, responsible, honest** and **accepting** in word and in action.

Our school rules will be the building blocks for promoting “optimum learning in a safe school community environment”.

### **RESPECT**

**Everyone will strive to treat each other the way he/she wants to be treated.**

### **RESPONSIBILITY**

**Everyone will strive to come to school ready to learn and ready to be a responsible member of our school community.**

### **HONESTY**

**Everyone will strive to be honest in word and in action. We will strive to trust one another.**

### **ACCEPTANCE**

**Everyone will strive to be accepting of others.**

### **Dress Code**

Appropriate dress is always required. Clothing should be modest and not promote or contain pictures and/or messages that are indecent or offensive. Examples include clothing promoting tobacco, alcohol, illegal drugs, vulgarity, and anything derogatory toward an individual’s religion, race, gender, or sexual preference.

Sandals and flip-flops are discouraged. This type of footwear does not provide adequate protection in a school environment.

Hats should not be worn in the building. Exceptions may be necessary for a specific school program or activity and/or for religious custom.

### **DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or an instrument of violence. This includes such items that might be considered as part of a class assignment. A student shall not

cause people to believe that a dangerous device is located on school property or threaten an act of violence. Violation may result in immediate suspension. Parents and police will be notified.

### **Cell Phones/Electronic Devices**

We discourage the practice of bringing cell phones to school at the elementary level, however, if parents feel it's important for your child to bring one to school, we will ask your child to keep the phone turned off and leave it in his or her backpack for the duration of the school day.

Other electronic devices such as music players, and handheld games are permitted while riding the bus, and at recess (at the discretion of the classroom teacher). However, all electronics must remain in backpacks during the school day, and when walking to or from vehicles or home.

The school is not responsible for damage to or loss of electronic devices.

### **Recess**

Children are expected to play safely during recess. No hard balls, wooden or metal bats, hockey sticks, skate boards, scooters, or roller blades may be brought to school unless there is a special event authorized by the principal.

### **Telephones**

The office telephones are unavailable for student use except for an emergency.

## **Discipline of Students with Disabilities**

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

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

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

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

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

Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

## **Appendix**

### ***Related School Committee Policies, Procedures And Regulations***

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Medway Public Schools  
Medway, MA  
**Administrative Regulation**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
**NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Medway Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Medway Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Medway Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include; but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings; unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Medway Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15. Your written request not to disclose directory information should be addressed to the Office of the Superintendent of Schools, 45 Holliston St., Medway, MA 02053 (No faxes please). Medway Public Schools has designated the following information as directory information:

*Note: an LEA may, but does not have to, include all the information listed below.*

Student's name	Dates of attendance
Address	Grade level
Telephone listing	Participation in officially recognized activities and sports
Electronic mail address	Weight and height of members of athletic teams
Photograph	Degrees, honors, and awards received
Date and place of birth	The most recent education agency or institution attended
Major field of study	

Date: December 17, 2003

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-110); the legislation that provides funding for the Nation's armed forces.

**SCHOOL COMMITTEE POLICY**  
**FREEDOM FROM HARASSMENT**

Harassment of any type (including sexual harassment) will not be tolerated in Medway Public Schools. Any person who believes he/she has been the victim of harassment by a student or employee of the school district is encouraged to report the alleged act immediately to a teacher, counselor, assistant principal, principal or other supervisor. Any individual with knowledge or belief of conduct that may constitute harassment is required to report the alleged act immediately to a teacher, counselor, assistant principal, principal or other supervisor.

The principal (or the superintendent's designee) is responsible for receiving oral or written reports of harassment. The principal (or the superintendent's designee) will immediately inform the superintendent of the complaint, and immediately investigate the complaint considering all the facts and circumstances.

The school will take immediate steps to protect all parties involved in the case. A high degree of confidentiality will be maintained by the school district.

Harassment may take various forms. They may include:

- Verbal: remarks, jokes or comments
- Physical: assault, offensive touching
- Visual: offensive pictures, cards, cartoons

Harassment is unlawful and is contrary to district policy. Sexual harassment is a problem that deserves particular attention. A specific policy on sexual harassment has been adopted by the School Committee and is in effect.

If it is determined that an individual has been harassed, the consequences to the offending party may include the following:

For students:

- Parent conference
- Police notification
- Suspension from school
- Exclusion from school

For adults:

- Reprimand
- Suspension
- Dismissal

First Reading: October 15, 1998  
Adopted: October 28, 1998

**School Committee Policy**

Policy # 64

**POLICY ON THE USE OF SECURITY TECHNOLOGIES**

It is the position of the Medway School Committee that all reasonable steps should be identified and undertaken to ensure the safety and fiscal welfare of the educational environment. The school committee recognizes that the use of video surveillance equipment can discourage security infractions and, therefore, promote the security and safety of the students.

The school committee approves the use of video cameras to support security initiatives in areas such as hallways; stairwells; parking lots; front offices where students, employees, and parents come and go; gymnasiums; cafeterias; supply rooms; and other appropriate locations. Video cameras may not be used in an area where there is a "reasonable expectation of privacy," such as bathrooms, gym locker/changing areas, and private offices (unless consent by the office owner is given). With regard to security surveillance, the school committee does not approve the use of audio recording.

In most cases, the scenes from video cameras will not be monitored in real time. Electronic recordings may be reviewed by school administrators after an incident has occurred to assist them with an after-the-fact investigation. One possible exception is when a certain incident is expected at school during a finite time period. In these instances, administrators may actively monitor their video cameras' outputs during this period so that they may immediately assess an incident in progress.

The school committee recognizes that only school district administrators have the authority and are solely responsible for establishing the consequences for incidents that occur on their campuses. In situations where unlawful events are recorded, electronic recordings will be viewed by the proper authorities and the consequences determined by those authorities.

Warning signs to inform the public and the school occupants that a facility employs video surveillance equipment for security purposes and that this equipment may or may not be monitored at any time should be posted in several prominent locations around the school.

First Reading: August 5, 2004

Adopted: **September 2, 2004**

**School Committee Policy**

Policy # 70

**NON-DISCRIMINATION ON THE BASIS OF HANDICAP**

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district 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 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 district.

**Reasonable Modification**

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

**Communications**

The district 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 district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

**Auxiliary Aids and Services**

"Auxiliary aids and services includes (1) qualified interpreters, note-takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices; and (4) other similar services and actions.

**Limits of Required Modification**

The district 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 district shall be made by the school committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

**Notice**

The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the school committee and superintendent find necessary to apprise such persons of the projections against discrimination assured them by the ADA.

**Grievance Procedure**

A person with a grievance concerning handicap discrimination will submit the grievance in writing to the administrator who has immediate jurisdiction over the school unit involved. The administrator will meet with the grieving person within five (5) school days of the filing and will answer the grievance in writing within five (5) school days after the meeting, stating the reason(s) for the decision. If the decision is in favor of the aggrieved person, the administrator shall promptly take such steps as may be necessary to put the decision in effect.

If the grievance is general in nature, it shall be addressed to the Director of Student Services.

In the event that any decision of the administrator/director of student services is not satisfactory to the aggrieved person, the person shall have the right to appeal to the Superintendent of Schools. Request for such appeal shall be in writing to the Superintendent of Schools within five (5) school days of the receipt of the administrator's/director of student services' answer.

The superintendent shall, within ten (10) school days thereafter, meet with the grievant and attempt to settle the grievance. The superintendent shall make a written disposition of the grievance with the grievant within five (5) school days after the date of such meeting. If the decision is in favor of the aggrieved person, the superintendent shall promptly take such steps as may be necessary to put the decision into effect.

In the event that any decision of the superintendent is not satisfactory to the aggrieved person, that person shall have the right to appeal to the Chairperson of the School Committee for referral to the full committee. The chairperson shall answer the grievance in writing within ten (10) school days after the next regular school committee meeting. The decision of the school committee shall be final and binding to the extent of the jurisdictional limits and authority of the school committee.

Medway Public Schools  
Medway, MA

**School Committee Policy**

Policy # 09

**NON-DISCRIMINATION**

No person in the Medway Public Schools shall be excluded from or discriminated against in admission to a public school in Medway or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, and/or disability. Persons who have complaints or feel that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, and/or disability, may enter their complaint with the Title IX compliance officer.

The school committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom the Medway Public Schools does business.

First Reading: **March 2, 2006**

Adopted: **March 16, 2006**

**School Committee Policy**

Policy # 23

**NON-DISCRIMINATION ON THE BASIS OF SEX**

The Medway School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The school committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

**Grievance Procedure**

A person with a grievance concerning sex discrimination will submit the grievance in writing to the administrator who has immediate jurisdiction over the school unit involved. The administrator will meet with the grieving person within five (5) school days of the filing and will answer the grievance in writing within five (5) school days after the meeting, stating the reason(s) for the decision. If the decision is in favor of the aggrieved person, the administrator shall promptly take such steps as may be necessary to put the decision in effect.

If the grievance is general in nature, it shall be addressed to the Director of Student Services.

In the event that any decision of the administrator/director of student services is not satisfactory to the aggrieved person, the person shall have the right to appeal to the Superintendent of Schools. Request for such appeal shall be in writing to the Superintendent of Schools within five (5) school days of the receipt of the administrator's/director of student services' answer.

The superintendent shall, within ten (10) school days thereafter, meet with the grievant and attempt to settle the grievance. The superintendent shall make a written disposition of the grievance with the grievant within five (5) school days after the date of such meeting. If the decision is in favor of the aggrieved person, the superintendent shall promptly take such steps as may be necessary to put the decision into effect.

In the event that any decision of the superintendent is not satisfactory to the aggrieved person, that person shall have the right to appeal to the Chairperson of the School Committee for referral to the full committee. The chairperson shall answer the grievance in writing within ten (10) school days after the next regular school committee meeting. The decision of the school committee shall be final and binding to the extent of the jurisdictional limits and authority of the school committee.

First Reading: **March 2, 2006**

Adopted: **March 16, 2006**

## **Student Transportation Policy**

**School bus transportation will be provided in accordance with state and federal law and applicable regulations.**

### **1. General Policy**

- (a) The purpose of school transportation is to get students who live outside a specified distance from their assigned school, to school and back home in as safe, efficient and economical manner as possible.
- (b) Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of such student to and from school becomes the responsibility of the parent/guardian.
- (c) It is the parent/guardian's responsibility to see that the student gets to his/her assigned bus stop. The behavior and/or actions of the student while at a designated bus stop are subject to the parent/guardian's supervision and will not be the responsibility of the School Department.

### **2. Transportation Committee**

- (a) The Transportation Committee shall report to the Superintendent of Schools and will consist of the Director of Operations (as chairperson), Safety Officer, Transportation Coordinator, Bus Company Coordinator and no more than two (2) School Committee members.
- (b) Under the direction of the Superintendent, the Transportation Committee shall be responsible for the determination of bus routes, bus stops and all other matters relative to the transportation program. The Transportation Committee shall update the Superintendent on school transportation issues, as required.
- (c) The transportation program shall be monitored by the Transportation Committee and subject to periodic evaluations by it, as necessary.

### **3. Busing Eligibility**

- (a) Children in the elementary schools who live more than one (1) mile from the school they are required to attend shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.
- (b) Students in the middle school who live more than one and one-half (1-1/2) miles from the middle school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.

- (c) Students in the high school who live more than two miles (2) miles from the high school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee.
- (d) Virtually all kindergarten students shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee, with the understanding that there will be no extra cost to the district and that a continuation will be voted on each year.

**4. School Bus Safety**

- (a) A school bus safety program shall be conducted by the Safety Officer in conjunction with the bus contractor.
- (b) There shall be no "standees" allowed on school buses, except in rare instances when the situation demands and it is approved by the Transportation Coordinator.
- (c) Cases of misconduct by any student while on a school bus will be reported to the Principal of his/her school and may result in loss of transportation privileges.

**5. Scheduling and Routing**

- (a) All bus assignments, routes and scheduling will be determined by the Transportation Committee and will be based upon home addresses only.
- (b) Bus routes and designated stops will be designed for main roads (class #1 streets). Exceptions may be made by the Transportation Committee for a special needs bus, areas where a bus must turn around and areas where students would otherwise be required to walk more than one (1) mile to a designated stop. In most cases, buses will not travel outside of town lines as Medway cannot be responsible for or determine road conditions in surrounding towns.
- (c) With the exception of day care requests (paragraph d below), all students in Grades 1-12 are allowed only one A.M. bus assignment and one P.M. bus assignment, and they must be the same for every day of the week. All students in Grade K are allowed only one A.M. and one P.M. bus assignment and it must be the same for every day he/she is scheduled for kindergarten. Students will be allowed to ride only their assigned bus. Requests for temporary changes in bus assignments will not be granted.
- (d) In order for a request to provide transportation to day care providers to be considered, numbers 1, 2 and 3, which follow, must be met in full.
  - 1. If a student's day care provider falls within the routing of his/her assigned school, the School Department will attempt to drop off as close as possible to the day care without re-scheduling or re-routing the bus.

2. The request for drop off at a day care must be for every day of the week.
3. If a request requires transportation on a bus other than the student's assigned bus, the request will be honored on a space available, first-come-first-served basis.

**6. Request/Complaint Procedure**

- (a) Requests/complaints must be submitted in writing to the Transportation Coordinator and/or Safety Officer for review. Such review shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint.
- (b) Anyone wishing to refer his/her request/complaint to the next level (Transportation Committee) must do so in writing within fifteen (15) school days of receipt of response by Transportation Coordinator and/or Safety Officer. Such review shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint at this level.
- (c) Anyone wishing to refer his/her request/complaint to the next level (Superintendent of Schools) must do so in writing within fifteen (15) school days of receipt of response by the Transportation Committee. The Superintendent will then:
  1. Uphold or overturn the decision of the Transportation Committee;  
or
  2. Send request/complaint back to Transportation Committee for further review.

Such decision by the Superintendent shall be completed and the request/complaint will be responded to within fifteen (15) school days of receipt of request/complaint at this level.

- (d) Anyone wishing to refer his/her request/complaint to the next level (School Committee) must do so in writing within fifteen (15) school days of receipt of response by the Superintendent. The Superintendent will forward such written request/complaint, along with his/her recommendation, to the School Committee for review. The School Committee may vote to have the matter placed on a future agenda for discussion and possible action. Such decision by the School Committee shall be made known to the complainant in writing by the Superintendent.

**7. Other**

- (a) This policy shall become a permanent part of the student handbook at the elementary, middle and high school levels.

First Reading: April 6, 1995

Adopted: April 27, 1995

**Revisions:**

First Reading: September 18, 1997

Adopted: October 9, 1997

First Reading: August 10, 2000

Adopted: September 7, 2000

First Reading: **August 5, 2004**

Adopted: **September 2, 2004**

First Reading: **September 8, 2005**

Adopted: **September 22, 2005**

POLICY24  
POLICIES#2

**School Committee Policy**

Policy # 31

**INJURY TO STUDENTS**

The procedure for handling injury to students shall be as follows:

1. Schools shall maintain parent/guardian information on file that:
  - a. Directs school authorities as to the preferred physician to contact upon injury to the student; and
  - b. Provides additional information necessary for an emergency.
2. Nurses, principals, or other school staff shall be authorized, if necessary, to:
  - a. Call 911 in an emergency; and
  - b. Transport injured students to emergency care facilities.
3. School personnel shall be responsible for making every possible attempt to reach parents/guardians on a continued basis during emergencies involving injury to students.
4. School personnel shall be responsible for completing written accident reports and filing the reports with the nurse and administration.

First Reading: **January 31, 2006**

Adopted: **February 16, 2006**

## **Sexual Harassment**

### **I. Introduction**

It is the goal of Medway Public Schools to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, co-worker, vendor, or other third party is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve its goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated, and Medway Public Schools has provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because Medway Public Schools takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred, Medway Public Schools will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth Medway Public Schools' goals of promoting an educational environment and workplace that is free of sexual harassment, the policy is not designed or intended to limit its authority to discipline or take remedial action for conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### **II. Definition of Sexual Harassment**

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

A. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, academic standing, athletic standing, school related opportunities, or as a basis for employment decisions; or

B. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under the definition stated above, direct or implied requests by a teacher, supervisor, or any individual in a position of school authority or work for sexual favors in exchange for actual or promised job benefits such as favorable review, salary increases, promotions, increased benefits, or continued employment, better grades, athletic favors, recommendations or other advantages, constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or a workplace environment that is hostile, offensive, intimidating or humiliating to male or female students or workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- e Unwelcome sexual advances, whether they involve physical touching or not;
- e Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- e Displaying sexually suggestive objects, pictures, cartoons;
- e Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; and
- e Discussion of one's sexual activities or inquiries into others' sexual experiences.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

### **III. Complaints of Sexual Harassment**

If any of Medway Public Schools students or employees believes, in good faith, that he or she has been subjected to sexual harassment, as described above, the student or employee has the right to file a complaint with the School Department. This may be done in writing or orally.

If any student or employee would like to file a complaint, he or she may do so by contacting any Building Principal, Assistant Principal or the Superintendent of Schools. Please see Attachment A of this document for a list of names and phone numbers.

These people are also available to discuss any concerns a student or employee may have and to provide information to students and employees about Medway Public Schools' policy on sexual harassment and its complaint process.

### **IV. Sexual Harassment Investigation**

When the Medway Public Schools receives a complaint of sexual harassment, it will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a fair and full investigation and practicable under the circumstances. The investigation will include private interviews with the person filing the complaint and with witnesses or other individuals who the Medway Public Schools believes would be useful to the investigation. Medway Public Schools will also interview the person alleged to have committed sexual harassment. When Medway Public Schools has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

In cases that involve students either filing a complaint or who allegedly commits the inappropriate action, parents/guardians will be informed and included in the procedures for resolution.

If it is determined that inappropriate conduct has occurred, Medway Public Schools will act promptly to eliminate the offending conduct; and, where it is appropriate, Medway Public Schools will also impose disciplinary action.

## **V. Procedures for Resolution**

A. Before initiating the formal procedure, the student or employee should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis.

1. The student can raise the issue to his or her teacher, assistant principal, principal or the Director of Student Services.
2. The employee can raise the issue to either his or her supervisor, or to the Superintendent of Schools.

The appropriate school administrators or department shall attempt, within his/her or its authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) school or working days of receiving the complaint.

Whichever option is chosen, attempts will be made to resolve the matter to the satisfaction of the student or employee who has made the complaint. If the student or employee is not satisfied with the resolution, or if the student or employee does not choose informal resolution, then the student or employee can begin the formal complaint process.

B. Both students and employees may direct the complaint to the administrator or supervisor who has immediate jurisdiction over the school involved. Students and employees are expected to direct the complaint no later than twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. The student or employee shall submit the complaint in writing and will state the name of the individual and the location of the school/department where the alleged harassment practice occurred, the basis for the complaint and the corrective action the student or employee is seeking.

If the complaint involves an administrator or supervisor, it shall be addressed to the Director of Student Services.

After filing the formal written complaint, the appropriate administrator, supervisor, or director will conduct the necessary investigation promptly after receiving the complaint. In the course of the investigation, the appropriate administrator, supervisor, or director shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the principal or appropriate authority involved.

Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the students or employees that are involved in the complaint are not immediately available. The appropriate administrator, supervisor, or director, however, will make sure that the complaint is handled as quickly as is feasible and will strive to complete the investigation within thirty (30) school or working days. When more than thirty (30) school or working days is required for the investigation, the administrator, supervisor, or director shall inform the student or employee who filed the complaint that the investigation is still on-going.

After completing the formal investigation of the complaint, the administrator, supervisor, or director shall request a meeting with the person against whom the complaint was filed to discuss the findings and, at the same time, to give the person against whom the complaint was filed an opportunity to respond to the findings, and to seek to resolve the complaint. When feasible and appropriate, the administrator, supervisor, or director will make every attempt to resolve the issue within the time parameters of this initial meeting; however, more than one meeting may be necessary. The administrator, supervisor, or director will strive to complete both the investigation and the resolution of the complaint within thirty (30) school or working days. When more than thirty (30) school or working days is required for the investigation and resolution process, the administrator, supervisor, or director shall inform the student or employee who filed the complaint and the individual against whom the complaint was filed that additional time is needed for the resolution process.

If the administrator, supervisor, or director finds that there is reasonable cause for believing that a harassing practice has occurred, he/she will refer the matter to the Superintendent of Schools for the Medway Public Schools for appropriate action, up to and including expulsion for students or termination for employees.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above, the student or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that Medway Public Schools' complaint process does not prohibit any student or employee from filing a complaint with these agencies. For students, complaints may be taken to:

**The Office for Civil Rights  
John W. McCormack Building  
Post Office and Court House  
Boston, MA 02109-4557**

**The Bureau of Equal Education Opportunity  
Massachusetts Department of Education  
350 Main Street  
Malden, MA 02148-5023**

or other appropriate state or federal agency.

For employees or applicants for employment, complaints may be taken to:

**The Massachusetts Commission Against Discrimination  
One Ashburton Place  
Boston, MA  
Equal Employment Opportunity Commission  
One Congress St., 10<sup>th</sup> Floor  
Boston, MA**

or other appropriate state or federal agency.

#### **VI. Disciplinary Action**

If it is determined that inappropriate conduct has been committed by a Medway Public Schools student or employee, the Medway Public Schools will take action that is appropriate under the circumstances. Action may range from counseling to termination of employment or discipline, up to and including expulsion.

#### **VII. State and Federal Remedies**

In addition to the above, if a student or employee believes he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both of the governmental agencies set forth below. Using Medway Public Schools' complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC: 180 days; MCAD: 300 months).

**The United States Equal Opportunity Commission  
("EEOC")**

**JFK Building, Room 475  
Boston, MA 02114  
Phone: 617-565-3200**

**1801 L Street, N.W.  
Washington, D.C. 20507  
Phone: 202-663-4900**

**The Massachusetts Commission Against Discrimination  
("MCAD")**

**Boston Office:  
One Ashburton Place  
Room 601  
Boston, MA 02108  
Phone: 617-727-3990**

**Springfield Office:  
424 Dwight Street  
Room 220  
Springfield, MA 01103  
Phone: 413-739-2145**

First Reading: **April 27, 2006**

Adopted: **May 18, 2006**

**ATTACHMENT A**

Richard Pearson, High School Principal, 508-533-3227

Chery Macri, Dean of Academics and Activities, 508-533-3227

Dorothy Pearl, Dean of Student Services, 508-533-3227

Armand Pires, Middle School Principal, 508-533-3230

Cari Perchase, Middle School Assistant Principal, 508-533-3230

Leigh Ann Becker, Burke/Memorial School Principal, 508-533-3266

Eileen Harvey, Burke/Memorial School Assistant Principal, 508-533-3242

Wendy Rocha, McGovern School Principal, 508-533-3243

Lauren Fain, Director of Student Services, 508-533-3229

David A. Verdolino, Assistant Superintendent, 508-533-3222

Judith A. Evans, Superintendent of Schools, 508-533-3222

**School Committee Policy**

**CUSTODIAL AND NON-CUSTODIAL PARENT  
RIGHTS AND RESPONSIBILITIES**

Not all public school students come from homes that include two parents. Some students are from one-parent families, and others have non-parent guardians. Also, a child may have two parents who are not living together. Custody of the student may be joint, or may be by only one of the parents.

On October 25, 2005, the Massachusetts Board of Education voted to adopt emergency amendments to the student regulations pertaining to access to student records by non-custodial parents. 603 CMR 23.07(5) The changes were designed to make the state regulations consistent with federal law concerning non-custodial parental access to student records.

**I. Access to Student Records**

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. 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 student records to parents who do not have physical custody of their children (“non-custodial parents”).

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

- (a) A non-custodial parent is eligible to obtain access to the student records unless:
  - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - 2. the parent has been denied visitation or

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

## II. Right to Visit Child At School or Remove Child From School

Both custodial and non-custodial parents have the right to visit the child briefly at school. Both also have the right to participate in parent/teacher conferences (although, in the school's discretion, there may be separate conferences for each parent).

Only the custodial parent has the right to remove the child from school property. If a non-custodial parent asks to remove the child from school, the following steps should be followed:

- (a) The principal, or his/her designee, shall explain that school staff is responsible for the child's welfare while at school. In the non-custodial parent's presence, the custodial parent should be contacted by telephone, and the request to visit explained. If the custodial parent agrees, then the school may comply with the request.
- (b) If the custodial parent does not agree, explain to the non-custodial parent the rights of both parents (see above). Confirm that the school will allow a brief visit by the non-custodial parent. Make clear that the child will stay in the office area during the visit, will not leave school property, and will return to class after the visit. (This discussion of the conditions of the visit should take place, when possible, within the hearing of both parents).
- (c) Escort the child to the office. (Do not send the non-custodial parent to the classroom.) Explain to the child how the visit will be handled. Emphasize that the child will be returned to the classroom after the visit. Provide a place for the visit than can be observed by office staff. After the visit, escort the child back to class.

First Reading: **June 15, 2006**

Adopted: **July 13, 2006**

Revised: **October 15, 2008**