

**MEDWAY
ELEMENTARY SCHOOLS**

STUDENT/PARENT HANDBOOK

www.medway.k12.ma.us



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 for foster values and learning that will results 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 July, 2004

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School Hours

*Elementary School Hours are as follows:

Burke School Grades Pre-K & K

Full day: 9:00 a.m. – 3:00 p.m.

Half Day: 9:00 a.m. – 11:30 a.m. or 12:30 p.m. – 3:00 p.m.

McGovern School Grades 1 & 2

9:00 a.m. – 3:00 p.m.

Early Release - noon

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 6724

McGovern School Grades 1 & 2 (508) 533-6626

Memorial School Grades 3, 4, & 5 (508) 533-3265

Attendance Policy

ABSENCES

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, you should give your name, your child's name, and the name and room number of your child's teacher.

Although 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. Frequent unexplained absences will be referred to the School Attendance Officer.

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 their 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.

Nurse

The nurses are on duty during school hours to administer first aid and to handle other school related health issues. The nurse will determine whether a child is to be dismissed and will notify the parent and the child's teacher. **NO MEDICATIONS ARE PERMITTED IN SCHOOL WITHOUT A WRITTEN ORDER FROM A DOCTOR ON A FORM PROVIDED BY THE SCHOOL NURSE.**

An adult must bring all medications into school. Children are not permitted to carry medicine on the bus or in school. All medications are kept in the nurse's office.

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 or 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.

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

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.

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 will result in immediate suspension. Parents and police will be notified.

Bicycles

Children in grades 3, 4, & 5 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

Books lost or damaged through negligence must be replaced at the parent's expense in accordance with the following schedule:

New book	100% of cost
1 – 2 years old	80% of cost
2 – 3 years old	60% of cost
3 – 4 years old	40% of cost
4 or more years old	20% of cost

Telephone

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

Appendix

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

Civil Rights, Non-Discrimination

A number of federal and state laws address non-discrimination and civil rights protections in the public schools. Among these are Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; and Mass. General Laws Chapter 76, Section 5.

Summary of District Policies

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

Grievance Procedure

Any student, parent/guardian or employee of Medway Public Schools may file a complaint alleging a violation of the above policy in accordance with the following procedures:

The complaint is to be in writing and signed. The complaint may be filed with any of the officials listed below regardless of assigned school or work location:

Richard Pearson, High School Principal, 508-533-3227
Frank Jackson, High School Assistant Principal, 508-533-3227
Joanne Senier-LaBarre, Acting Middle School Principal, 508-533-3230
Mary Ellen Hasenfuss, Acting Middle School Assist. Principal, 508-533-3230
Leigh Camille, Acting Burke/Memorial School Principal, 508-533-3242
Wendy Rocha, McGovern School Principal, 508-533-3243
Judith Hoyer, Director of Student Services, 508-533-3229
Richard P. Grandmont, Superintendent of Schools, 508-533-3222

The above officials are available to discuss any concerns an individual may have and to provide information about the district's policies on civil rights, unlawful discrimination, or harassment, as well as the process used to file complaints.

Within five (5) school days after receipt of a written complaint, an investigation shall be conducted.

Upon receipt of the investigation results, the building principal, assistant principal, special education administrator, or superintendent will determine if a violation has occurred.

Action With Respect to Violations

If a violation is determined to have occurred, the principal, assistant principal, special education administrator or superintendent shall, subject to all applicable provisions of law, school committee policy, collective bargaining agreements or student handbooks take such action as he/she may deem appropriate.

The above grievance procedure or a summary thereof is included with various policies and regulations of the school district. A copy of this grievance procedure may also be found on the school district web site at www.medway.k12.ma.us.

CIVIL RIGHTS POLICY

This Civil Rights Policy is a formal statement of the long-standing commitment of Medway Public Schools to uphold civil rights and to encourage multi-racial and multi-cultural respect, appreciation and harmony. The Tolerance Acceptance Committee, composed of community members, parents, students, clergy and police, played an important role in developing this policy.

In addition to the procedures for filing claims and the requirements for reporting violations provided in this policy, students, employees and members of the community are encouraged to share with the administration any concerns about civil rights violations in Medway Public Schools.

Commitment to Multi-Cultural Understanding

Medway Public Schools is committed to:

promoting multi-cultural understanding, appreciation and harmony to insure that no student is denied access to any educational program or other activity in Medway Public Schools for reason of race, color, ethnic background, national origin, religion, sexual orientation, disability, economic status or gender; and to:

complying with all applicable state and federal laws, including state and federal civil rights and anti-discrimination laws relating to the employment practices, educational programs and all other activities of Medway Public Schools.

Standards of Conduct

Students and employees of Medway Public Schools shall not at any time do or say anything that would in any way tend to harass, degrade, demean, abuse, insult or cast aspersions on the race, color, ethnic background, national origin, religion, sexual orientation, economic status or gender of any individual or group, or otherwise engage in racist or any other unlawful discriminatory behavior.

In interpreting and applying this Civil Rights Policy, Medway Public Schools does not intend to interfere with the rights of students, teachers, and other members of the Medway Public Schools community to engage in freedom of expression protected by law.

IMPLEMENTATION AND ENFORCEMENT

Complaint Procedures

1. Any employee, parent/guardian or student of Medway Public Schools may file a complaint alleging violations of this Civil Rights Policy.
2. Complaints shall be filed and resolved in accordance with the following procedures:
 - a. Complaints are to be in writing and signed. They are to be submitted to the Building Principal, Assistant Principal, Assistant Superintendent or the Superintendent of Schools, as follows:

Frank Jackson, acting High School Principal, 533-3227

Mary Ellen Hasenfuss, High School Assistant Principal, 533-3227

William Lynch, Middle School Principal, 533-3230

Scotti Finnegan, Burke/Memorial Schools Principal, 533-3266

Wendy Rocha, McGovern School Principal, 533-3243

Judith Hoyer, Director of Student Services, 533-3229

Arthur L. Bettencourt, Superintendent of Schools, 533-3222

The above people are also available to discuss any concerns an individual may have and to provide information about the district's policy on civil rights and the complaint process.

- b. Within five (5) school days after the receipt of the written complaint, an investigation shall be conducted.
- c. Upon receipt of the investigation results, the Building Principal, Assistant Principal, Assistant Superintendent, or Superintendent will determine if there has been a violation of this Civil Rights Policy.

Action With Respect to Violations

If a violation is determined to have occurred, the Principal, Assistant Principal, Assistant Superintendent or Superintendent shall, subject to all applicable provisions of law, collective bargaining agreements or student handbook, take such action as he/she may deem appropriate.

First Offense, Student:

The following actions may be taken:

1. Minimum of three (3) office detentions. Twenty (20) demerits (in the case of a middle school or high school student).
2. Up to ten (10) days suspension from school, waived if the parties agree to participate in mediation.
3. Volunteer participation in mediation.
4. Referral to police/courts for prosecution under state and federal laws.
5. Referral for further action to Superintendent of Schools.

Second Offense, Student:

1. Twenty-five (25) day suspension from school.
2. Referral for further action to Superintendent and possible school expulsion.
3. Referral to police/courts for prosecution under state and federal laws.

School Personnel Disciplinary Action:

If it is determined that inappropriate conduct has been committed by a school district employee, such action will be taken as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if a student or employee believes he/she has been subjected to civil rights violations, he/she may file a formal complaint with the governmental agencies set forth below. Using the complaint process does not prohibit an individual from filing a complaint with these agencies. The agencies may have a short period for filing a claim (EEOC: 180 days; MCAD: 6 months).

Students:

U.S. Department of Education
Office for Civil Rights
John W. McCormack Building
Post Office and Court House, Room 222
Boston, MA 02109
617-223-4143

Massachusetts Commission Against Discrimination

Boston Office:	Springfield Office:
One Ashburton Place	424 Dwight Street
Room 601	Room 220
Boston, MA 02108	Springfield, MA 01103
617-727-3990	413-739-2145

Employees:

U.S. Department of Education
Office for Civil Rights
John W. McCormack Building
Post Office and Court House, Room 222
Boston, MA 02109
617-223-4143

United States Equal Opportunity Commission
1 Congress Street, 10th Floor
Boston, MA 02114
617-565-3200

Massachusetts Commission Against Discrimination	
Boston Office:	Springfield Office:
One Ashburton Place	424 Dwight Street
Room 601	Room 220
Boston, Ma 02108	Springfield, Ma 01103
	413-739-2145

First Reading: October 28, 1998
Adopted: November 12, 1998

School Committee Policy

**CUSTODIAL AND NONCUSTODIAL 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.

In recent years, the law has been concerned with the rights of non-custodial parents to participate in their child's education. As a result, in 1998 Massachusetts passed a law granting non-custodial parents certain rights to information concerning the child's education. The purpose of this policy is to implement the law, and to set forth the rights and responsibilities of both custodial and non-custodial parents.

Definition Applicable to Policy

For the purposes of this policy, the term "custodial parent" means the parent with whom the child resides. If a child has periods of residing with and being under the supervision of each parent, both parents are considered to be custodial parents. If there is a dispute as to who is the custodial parent, appropriate court or other documents may need to be examined. In the absence of proof to the contrary, the school may assume that the parent who enrolled the child is the custodial parent.

I. Access to Student Records

The principal of each building shall designate a staff member who shall be responsible for compliance with this section of the district's policy. The designation of such person shall be set forth in a written document located in the office of the building principal.

A. Records Covered by this Policy

The non-custodial parent of a student shall, in accordance with this policy, have the right to receive copies of the following documents concerning their child's student records:

- Report cards and progress reports
- Results of intelligence and achievement tests
- Notification of the following: referral for a special needs assessment; enrollment in a transitional bilingual program; absences; illnesses; detentions; suspensions or expulsions; and permanent withdrawal from school.

In addition, the school shall make reasonable efforts to ensure that other written information, not specified above, that is provided to the custodial parent is also provided to the eligible non-custodial parent, all address and telephone number information shall be deleted. Also, any information provided pursuant to this policy shall be marked to indicate that the information may not be used to support admission of the child to another school.

B. Eligibility of Non-custodial Parent to Receive Information

In accordance with the procedure set forth below, the non-custodial parent shall be eligible to receive the above information unless said parent: (1) has been denied legal custody of the child based upon a threat to the safety of the child or to the custodial parent; (2) has been denied visitation, or has been ordered to supervised visitation; or (3) has had access to the child or custodial parent restricted by a temporary or permanent protective order (unless such protective order, or subsequent modification thereto, specifically allows access to the above information).

C. Procedure for Requesting Records

To be eligible to receive the above records, a non-custodial parent must submit a written request to the building principal on an annual basis. The first time that a non-custodial parent submits such a request, the request shall include the following:

Either:

- (a) A certified copy of the probate court's order or judgment relative to the custody of the child. Such order shall indicate that the requesting parent has not sought and been denied shared legal custody based upon a threat to the safety of the child or the custodial parent, and is entitled to unsupervised visitation with his/her child; or

- (b) A certified copy of a probate and family court judge's order specifically ordering that the information set forth above be made available to the requesting parent and certifying that: (1) the order was made after a review of the records, if any, of the judgment of custody and the criminal history of the requesting parent; (2) provisions of the requested information have not been determined to pose a safety risk for the custodial parent or to any child in the custodial parent's custody; and (3) it is in the best interest of the child that the information be provided to the requesting parent.

In addition, the information required by (a) or (b) above must be accompanied by an affidavit from the requesting parent certifying that the judgment protective order in effect which restricts his/her access to the custodial parent or to any child in the custodial parent's custody.

In years after an initial request is made as set forth above, the eligible non-custodial parent shall be entitled to the information if he/she submits a letter to the principal that he/she continues to be entitled to unsupervised visitation with his/her child, and is eligible to receive the above information.

D. Procedure Upon Receipt of Request from Noncustodial Parent

Upon receipt of either an initial or subsequent request for information from a parent as set forth in paragraph C above, the school shall immediately sent to the custodial parent notification that a request for information has been made by the requesting parent. Such notification shall be sent by registered mail and first class mail, and shall be in English and the primary language of the custodial parent (if that language is not English). The school may require the requesting parent to reimburse the school for the cost of sending notice to the custodial parent.

The notification to the custodial parent must state that the school is required to provide the requested information to the requesting parent within twenty-one (21) days of the request, unless the custodial parent provides the principal with:

- (1) A court order which either prohibits the non-custodial parent from having contact with the child or prohibits the distribution of information to the non-custodial parent; or

- (2) A temporary or permanent order issued to provide protection to the custodial parent or any child in the custodial parent's custody from abuse by the requesting parent, unless the order (or subsequent modification thereto) specifically allows access to the information set forth in section A.

E. Court Orders

If at any time the principal receives an order from a probate and family court judge which prohibits the distribution of information to the requesting parent, the school shall immediately cease providing such information. The requesting parent will be notified of such order.

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

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:

- (1) 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.
- (2) 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).

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 that can be observed by office staff. After the visit, escort the child back to class.

First Reading: November 18, 1999

Adopted: December 9, 1999

Medway Public Schools

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(s) 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(s) 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

Medway Public Schools
Medway, MA
Policy #21

INTERNET ACCEPTABLE USE POLICY

In order for a student to use the Medway Public Schools Internet connection, he/she must read these guidelines and sign the contract. The contract must also be signed by a parent/guardian.

Guidelines for Use

Background

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists, to world leaders, to a friend in college. However, with such great potential for education also comes some potential for abuse. This policy for Internet use, as well as the contract, is designed to ensure that all those who use the Internet in the schools do so in an appropriate manner.

Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Medway Public Schools, under this agreement, is delegated the authority to determine the appropriate use and may deny, revoke, suspend, or close any user account at any time based upon its determination of inappropriate use by account holders or users.

The most important prerequisite for someone to receive an Internet account is that he/she takes full responsibility for his/her own actions. The Medway Public Schools, along with the other organizations sponsoring this Internet link-up, will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users shall assume full liability; legal, financial, or otherwise for their actions.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Therefore, anyone using the Internet connection for non-educational purposes shall immediately log off should any significant system slowdown occur. In addition, should people connecting through their home modems be using the Medway Public Schools Internet account for non-educational

purposes and observe that all phone lines are in use, they shall immediately log off. Failure to abide by these regulations shall result in suspension of the Internet account, pending administrative review.

Encounter of Controversial Material

Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using his/her Medway Public Schools Internet account, he/she shall refrain from downloading this material, and shall not identify or share the location of this material. All Internet users are hereby notified that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence.

Warranties

Medway Public Schools makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Medway public Schools, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

In addition, Medway Public Schools takes no responsibility for any information or materials that are transferred through the Internet. Medway public Schools reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations.

No user shall use the Internet link to perform any act that may be construed as illegal or unethical including the use of the link to gain unauthorized access to other systems on the network.

Medway Public Schools' administration reserves the right to change these rules at any time without notice.

Medway Public Schools strongly condemns the illegal distribution of software otherwise known as pirating. Any students caught transferring such files through the Internet, and/or any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

All users should keep in mind that when they use the Internet they are entering a global community. Any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

First Reading: May 22, 1997

Adopted: May 29, 1997

STUDENT RECORD REGULATIONS

Purpose of Student Records

Individual student records are developed and maintained for each student in the system in accordance with federal and state regulations, School Committee policy and administrative procedures. These records provide the data needed to plan and implement legitimate and recognized educational goals for each student. Student records include any records, files, documents and other materials which contain information directly related to a student and which are maintained in writing, on film or on tape by the school system or persons acting for the school system. Private, personal or working notes made by a system employee are not regarded as records so long as such notes are for that person's sole use or by the use of his/her substitute.

Contents of Student Records

Cumulative Folder

The Medway Public School District requires that essential data be maintained for each student. The following types of information, which constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system, are maintained in a student's cumulative folder:

1. Identifying information (name, address, date of birth, name of parent/guardian, address, telephone number)
2. Attendance information
3. Subject performance information (academic work and level of achievement, grade level and year completed.)

Additionally, an individual student's cumulative folder may include other information relevant to recognized educational goals, such as, but not limited to:

4. Individual reading tests
5. Report Cards
6. Transcripts from other schools
7. Standardized test information
8. Speech and hearing evaluations
- 9.

Limited Access Folder

Other types of data which may be obtained only with the written informed consent of a parent/guardian and kept in a limited access folder may include such information as, but not limited to:

1. Notations regarding individual student's specified needs
2. Counselor notations
3. Disciplinary data
4. Psychological or psychiatric reports
5. Court documents
3. Social histories

This limited access folder is maintained in the local school building and/or Special Education Office.

The above descriptive listing of the types of information contained in student school records will be available in the School Committee Policy Book in each school principal's office and will be made available to parents/guardians upon request.

Collection, Maintenance and Access of Records

The Superintendent of Schools is responsible for the district-wide maintenance of records. Each building principal is responsible for the records maintained in his/her school building.

Information about a student and his family shall be collected upon the student's entry into the Medway Public Schools. All students' records shall be kept current.

Student records are available for review by parents or legal guardians, or by students who are over 13 years of age and/or entering ninth grade, with an appropriate school system employee present to interpret these records. Requests for such reviews should be directed to the school principal or to the Superintendent of Schools.

Release of Information

Upon a student's enrollment in any other elementary or secondary school, all records, excluding those in the limited access folder, will be transferred to that school upon written request for records from the school. The transfer of any additional data to other institutions or schools requires the written informed consent of the parent/guardian or eligible student. A record will be kept of all such requests and transfer of records.

Personally identifiable information may also be disclosed without written consent to those federal, state, and local authorities listed in Section 99.31 of the regulations of the Family Education Rights and Privacy Act.

Personally identifiable information may be disclosed to appropriate persons without parental consent in an emergency, if the knowledge of such information is necessary to protect the health and/or safety of the student or other persons.

The release of any student records, other than in transfers as specified above, to any other third party requires the written informed consent of the parent/guardian or eligible student, except in compliance with a court order, subpoena, or statute. Advance notice to parents of compliance with a court order or subpoena is required.

Certain personally identifiable student directory data, specifically limited to name and participation in officially

recognized activities and sports, weight and height of members of athletic teams, and honors or awards received, may be made known to the public through such vehicles as school athletic handbills, school playbills, school newspapers, and school yearbooks, or may be released to news media. However, if a parent, guardian or eligible student requests that such data not be released, such request shall be honored.

Destruction of Records

All student records will be reviewed periodically. Material which is no longer relevant for the provision of an appropriate educational program will be removed from the student records and will be destroyed following an opportunity by the parent/guardian or eligible student to examine and copy such records.

The minimal personal data needed to operate the school system (including name, address, telephone number, attendance data, and transcripts of grades) will be retained for sixty (60) years following graduation of a student's class. All other data will be destroyed within five (5) years following graduation.

Parents/guardians or eligible students who wish to examine records prior to their destruction may make a written request to the custodian of records prior to June 30 of each school year. This request should be addressed to: Superintendent of Schools, Medway Public Schools, 45 Holliston Street, Medway, MA 02053.

Challenge of Contents of Student Records

Parents/guardians or eligible students (students 14 years of age or in the ninth grade, whichever comes first) shall have an opportunity to challenge the accuracy of data/information in the student records in accordance with the applicable federal and state statutes and regulations.

Notice of Student Records

The Medway Public Schools shall publish this regulation annually in the student handbook and it shall serve as the notice

describing School Committee Policy and the applicable statutes and regulations governing student records.

The School Committee Policy and Commonwealth of Massachusetts Department of Education Regulations governing student records are available for public inspection during regular business hours in the Office of Superintendent of Schools, the Offices of the Building Principals, and the Office of the Assistant Superintendent of Integrated Student Services.

Medway Public Schools
Medway, MA
Policy #24
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 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's/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's/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 the periodic evaluations by it, as necessary.

3. **Busing Eligibility:**

- (a) Children in grades 1-5 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 grades 6-12 who live more than one and one-half (1-1/2) miles 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.
- (c) 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.

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

- (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 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 at this level.
- (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

MEDWAY PUBLIC SCHOOLS REGULATION

STUDENT CONDUCT ON SCHOOL BUSES

The following are the rules and regulations for pupil conduct on Medway school buses:

1. The driver is in complete charge of the bus and the pupils while enroute to and from school. All passengers must follow the instructions issued by the driver for loading, unloading, and personal conduct.
2. Pupils must ride the assigned buses and load and depart at designated stops only.
3. Passengers leaving buses must cross in front of the bus under the direction of the driver who is able to see traffic in both directions while passengers cannot. The bus shall not move until all passengers are safely on their side of the street.
4. Pupils must stand off the roadway while waiting for the bus. Pupils may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that traffic has stopped.
5. Bulky objects carried onto a bus are to be stored as directed by the driver.
6. In addition to the above, students must comply with the following rules while on Medway School buses.
 - a. No smoking or use of tobacco.
 - b. No lighting of matches or other devices.
 - c. No part of the anatomy is to be extended out of bus windows.
 - d. No standing or moving about when the bus is moving.
 - e. No object is to be thrown from within the bus for any reason.
 - f. No interference with anyone passing to or from a seat.
 - g. No food of any kind is to be eaten on the bus.
 - h. Papers and other rubbish are to be kept off the floors and seats.
 - i. No profanity.
 - j. No loud talking.
 - k. No disruptive behavior.
7. Students will be held liable for any damage resulting from defacing or causing destruction of school property.

Failure to comply with the above regulations will result in the following:

- a. First Offense: Written notification by bus driver to building administrator who will meet with the student and notify parents;
- b. Second Offense: Written notification by bus driver to building administrator who will notify parents; building administrator will review circumstances and, if verified, will remove student from bus for up to three (3) school days;
- c. Third Offense and any Additional Offenses: Written notification by bus driver to building administrator who will notify parents; building administrator will review circumstances and, if verified, will remove student from bus for no more than ten (10) days.

- d. The principal reserves the right to remove a student from the bus if the infraction is determined to merit such action.

Medway Public Schools
Procedures Regarding a Manifestation Review and other Discipline
Procedures

When a student with disabilities receives a suspension of longer than ten consecutive days or a series of suspensions that are shorter than ten days but constitute a change in placement, the Team convenes to develop or review a functional behavioral assessment (FBA) of the student’s behavior to modify a plan or develop an assessment plan, to identify an appropriate alternative educational settings, and to determine the relationship between the disability and the behavior. This is called a manifestation decision and the following questions need to be answered by the Team:

- . Is the IEP appropriate?**
- . Is the placement appropriate?**
- . If there was a behavior plan, was it implemented?**
- . Does the student understand the impact and consequences of the behavior?**
- . Can the student control the behavior?**

If the Team determines that the behavior is not a manifestation of the disability, the district may suspend or expel the student consistent with policies applied to any student. The district must also offer an appropriate educational program to the student that may be in another setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting for up to forty-five days if the behavior involves weapons or illegal drugs while at school or a school function, or if the district has evidence that the student is “substantially likely” to injure himself or others and a hearing officer orders the alternative placement, and curriculum to receive services on the IEP.

State Regulations

M.G.L. Ch. 76, Sections 16-18 and Ch. 71, Section 37H