

Medway Elementary Schools

Student/Parent Handbook



2021-2022

Burke-Memorial School

John Kelley
Principal

McGovern School

Amy McDonald
Principal

Christopher Terzigni
Elementary Assistant Principal

Armand Pires Ph.D. Superintendent of Schools

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Dear Medway Elementary Families,

Welcome to the 2021-2022 school year! On behalf of both Medway elementary schools, we are looking forward to a most successful learning experience in our wonderful school communities. The John D. McGovern School is our early childhood center and is home to pre-K, kindergarten, and grade 1 classes. Students in grades 2, 3, and 4 attend school at the Burke/Memorial complex. The 2021-2022 school year brings with it an enhanced focus on the development of the whole child.

This year, Medway Elementary Schools is entering its fourth year in the adoption of **Responsive Classroom**. This approach to teaching focuses on building a positive school community focused on engaging academics, effective management and developmental awareness. We look forward to sharing more about this approach with you throughout the school year.

This handbook communicates our policies and procedures and describes services provided at the two elementary schools. It is meant to answer some questions you may have about the daily life of students at the Burke/Memorial and John D. McGovern School. It is not meant to supplant the importance of parent-teacher communication that is imperative to ensure an effective partnership between the schools and your home. Should you have any questions or need clarification on any school matter, please contact us.

Close cooperation between home and school is essential to promote success for our students. Parents are welcome to visit the schools, volunteer in the classrooms, and attend parent teacher conferences. Our success depends greatly on parents and teachers working together to support children. This handbook is intended to provide guidance for the upcoming year. Please familiarize yourselves with its content and work with us to provide the best possible educational experience for our children.

Sincerely,

Amy McDonald & John Kelley
Elementary Principals

MISSION STATEMENT

The Medway Public Schools, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

VISION STATEMENT

The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible, and productive citizens of a global community.

CORE VALUES

In the Medway Public Schools, we believe in:



EXPECTATIONS THAT SUPPORT STUDENT LEARNING

All educators will:

- Act upon the belief that, with appropriate support, every student can achieve at high levels.
- Share responsibility for the learning of all students by actively collaborating with colleagues.
- Personalize and differentiate instruction to engage and challenge each learner.
- Model for students the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Provide safe and supportive schools.

All students will:

- Exhibit the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Be active and engaged members of the school community.
- Take appropriate risks and believe that hard work and persistence are the keys to successful learning.
- Collaborate with others to solve problems and accomplish goals.

Parents will:

- Be supportive of and participate actively in PreK-12 school programs.
- Ensure that students come to school on-time, prepared, rested, and ready to learn.
- Partner with teachers to support their children's learning.
- Support their children's efforts to build skills as independent learners.

The community will:

- Provide resources to support a balanced program of academics, arts, athletics, and co-curricular programs.
- Support school and student learning partnerships with community businesses and organizations.

EXPECTED LEARNING OUTCOMES

All students will:

- Meet or exceed grade-level essential learning outcomes/content standards.
- Communicate effectively and appropriately, both orally and in writing.
- Define and solve complex social and academic problems independently and in teams.
- Use technology for communicating and learning.

2019-2024 Medway Public Schools Strategic Plan

GOALS

What we want to accomplish



CORE STRATEGIES

What we want to accomplish

THE AREAS OF FOCUS TO ACHIEVE THE GOALS

- Instructional plans: Ensure consistent instructional plans with well defined learning outcomes focused on depth of understanding and critical thinking.
- Student data: Systematically measure, analyze, and act upon student learning data.
- Tiered system: Delineate and continuously improve Medway's tiered system for academic and behavioral supports.
- SEL curriculum: Support the continued development and effective implementation of articulated SEL curriculum PK-12.
- Partnerships: Enhance partnerships with families and the greater community.
- Skills: Embed 21st century skills, competencies into PK-12 learning experiences.
- Professional development: Facilitate differentiated professional development aligned with district, school, and educator goals.
- Commitment: Promote and demonstrate a commitment to a growth mindset and continuous learning.
- Engagement: Equip all faculty, staff and students with the knowledge and skills to respectfully engage our students, parents and greater community.

Medway Elementary School Information

John D. McGovern Elementary School

9 Lovering Street
Medway, MA 02053

Principal: Amy McDonald
amcdonald@medwayschools.org

School Secretary: Jennifer Suttill jesuttill@medwayschools.org

Nurse: Penny McKay pmckay@medwayschools.org

Grades Pre-K, K, 1
Telephone: (508) 533-3243
Fax: (508) 533-3263

Mcg.medwayschools.org

Follow us on Twitter: [@McGovernElem](https://twitter.com/McGovernElem)

Burke/Memorial Elementary School

16 Cassidy Lane
Medway, MA 02053

Principal: John Kelley
jkelly@medwayschools.org

Assistant Principal: Christopher Terzigni cterzigni@medwayschools.org

School Secretary: Marleen Durkey mdurkey@medwayschools.org

School Secretary: Lisa Messina lmessina@medwayschools.org

Nurse: Cheryl Gay chgay@medwayschools.org

Grades 2, 3, 4
Telephone: (508) 533- 3266
Fax: (508) 533-3274

mem.medwayschools.org

Follow us on Twitter: [@BurkeMemorial](https://twitter.com/BurkeMemorial)

Medway Elementary School Calendar 2021-2022

September 1, 2021	First Day for Children 1-12
September 2, 2021	First Day for PK-Kindergarten
September 3, 2021	No School
September 6, 2021	Labor Day: No School
September 7, 2021	Rosh Hashanah: No School
September 16, 2021	Yom Kippur: No School
October 11, 2021	Columbus Day: No School
November 3, 2021	Professional Development Day: No School
November 11, 2021	Veterans Day: No School
November 24, 2021	Early Release Day, Grades K - 12
November 25-26, 2021	Thanksgiving Recess: No School
December 2, 2021	Elementary Early Release Day, Conferences
December 7, 2021	Elementary Early Release Day, Conferences
December 23, 2021	Early Release Day
Dec. 24, 2021- Jan. 2, 2022	Winter Vacation: No School
January 3, 2022	School Reopens
January 17, 2022	Martin Luther King, Jr. Day: No School
January 18, 2022	Professional Development Day: No School
February 21-25, 2022	February Vacation: No School
March 11, 2022	Early Release Day: Grades K - 12
April 15, 2022	Good Friday: No School
April 18-22, 2022	Spring Vacation: No School
May 20, 2022	Early Release Day: Grades K - 12
May 30, 2022	Memorial Day: No School
June 17, 2022	180th Day: Tentative Closing and Half Day
June 20-24, 2022	Inclement Weather Makeup Days

Medway Elementary School Hours

McGovern School

Preschool

Drop off: 8:35-8:50 AM

Instructional Day

Morning Session: 8:50 AM – 11:30 AM

Afternoon Session: 12:05 PM – 3:00 PM*

*transitions are embedded into these times

Full Day Session: 8:35 AM - 3:00 PM

Early Release - Early Release for AM & Full Day **Preschool is 11:30 AM**

Kindergarten and First Grade

Drop off: 8:35-8:50 AM

Instructional Day:

8:50 AM – 3:00 PM

Early Release for Kindergarten and Grade 1: 12:00 PM

Children in Preschool, Kindergarten, and Grade 1 will not be let off the bus if there is not an adult present to greet the child. In this event, the child will be returned to school, and you will be contacted to make arrangements to pick up your child.

Memorial School

Drop off: 8:00-8:15 AM

Instructional Day

8:15 AM – 2:30 PM

Early Release – 11:30 AM

Please note that for the safety of the children, students should not be dropped off more than 15 minutes before the start of the school day. There is no supervision available earlier in the day.

Student Drop-off and Pick-up

McGovern School

Preschool, Kindergarten, and Grade 1

Drop-off and Pick-Up

When dropping off your child(ren) enter the McGovern School driveway by staying in the right hand lane. At the top of the driveway, bear right into the faculty parking lot. Proceed to the end and turn left into the student drop-off and pick-up lane.

Drop off, for all grades, is between 8:35-8:50 AM. Please stay in your car and staff will begin unloading cars at 8:35. This is a live drop off that goes until 8:50 AM. Once teachers have helped your child(ren) out of the car, please proceed immediately to the exit lane to leave the complex. At no time should vehicles pass other cars, be parked, or left unattended in the pick-up and drop-off lane. If you arrive after 8:50 AM, please do not get in the drop off loop, but park in the circle and escort your child to the main office as they will be marked tardy.

Important Notes:

- **Please do not drop-off your child at the school before 8:35 AM. There is no supervision for the children prior to this time.**
- At no time should vehicles be parked or left unattended in the pick-up and drop-off lane.
- Please respect the handicapped parking policy.
- It is most helpful if students are able to get into car/booster seats and buckle themselves safely and independently.
- No vehicles are allowed in the circle area in front of the building during the drop-off and pick-up period.
- Buses only will be utilizing the middle lane in the driveway. Other vehicles will be restricted to the outside enter and exit lanes.
- Children should never be dropped off or picked up in the faculty parking area as crossing the parking lot alone poses a safety issue.
- Pick-up and drop-off is restricted to the designated areas.
- All students who arrive after the start time of 8:50 should go to the school office. They will be marked tardy. For safety reasons, all students must be accompanied by an adult and be checked in at the office. Please do not bring your child to his/her classroom. Teachers are unable to converse with parents after the arrival of their students.

Bicycles

Children in Grade 1 may ride their bikes to school if an adult accompanies them both to and from school. Helmets must be worn.

Changes to Transportation Routines

If you absolutely need to change your child's typical dismissal or transportation routine, please send a note into school that morning with your child describing the change. Note that children are not permitted to ride home on another child's bus for the purpose of play dates.

Student Drop-off and Pick-up

Burke Memorial School

Grades 2, 3 and 4

The Burke/Memorial School Complex drop-off, pick-up, and parking areas are set up in three sections. The first section is visitor parking. Please avoid parking in spaces marked "Reserved Parking." The second section with the island is the drop-off and pick-up lanes. Enter this section if you are dropping off or picking up your child. Pull your vehicle up as far as possible in either of the drop-off lanes. A crossing guard will be there to ensure the safety of the children. The third section (closest to the school) is for **BUS AND EMERGENCY USE ONLY**. At **NO** time should any parent drop-off, pick-up or park in this area.

Children are invited to enter the school building at 8:00 AM. Please do not drop your child at school before 8:00 AM; there is no adult supervision prior to this time. Please plan to drop your child to school at 8:00 AM as the instructional day begins at 8:15 AM.

Attention: Please do not call your child across the driveway in between the cars and buses. All children who are being picked up must use the crosswalk. Parent Reminder: Parents and staff members are role models to all of our children; please use the crosswalk to help set an example for the children.

When visiting our school, guests are welcome to park in the visitor parking lot in front of Memorial School, in the Center Street Lot behind the Memorial School or in the lot behind the Burke School. At no time should visitors park in the pick-up lane or the fire lane (closest to school).

All students who arrive after the start time should go to the office. They will be marked tardy. Please do not bring your child to his/her classroom. Teachers are unable to converse with parents after the arrival of their students.

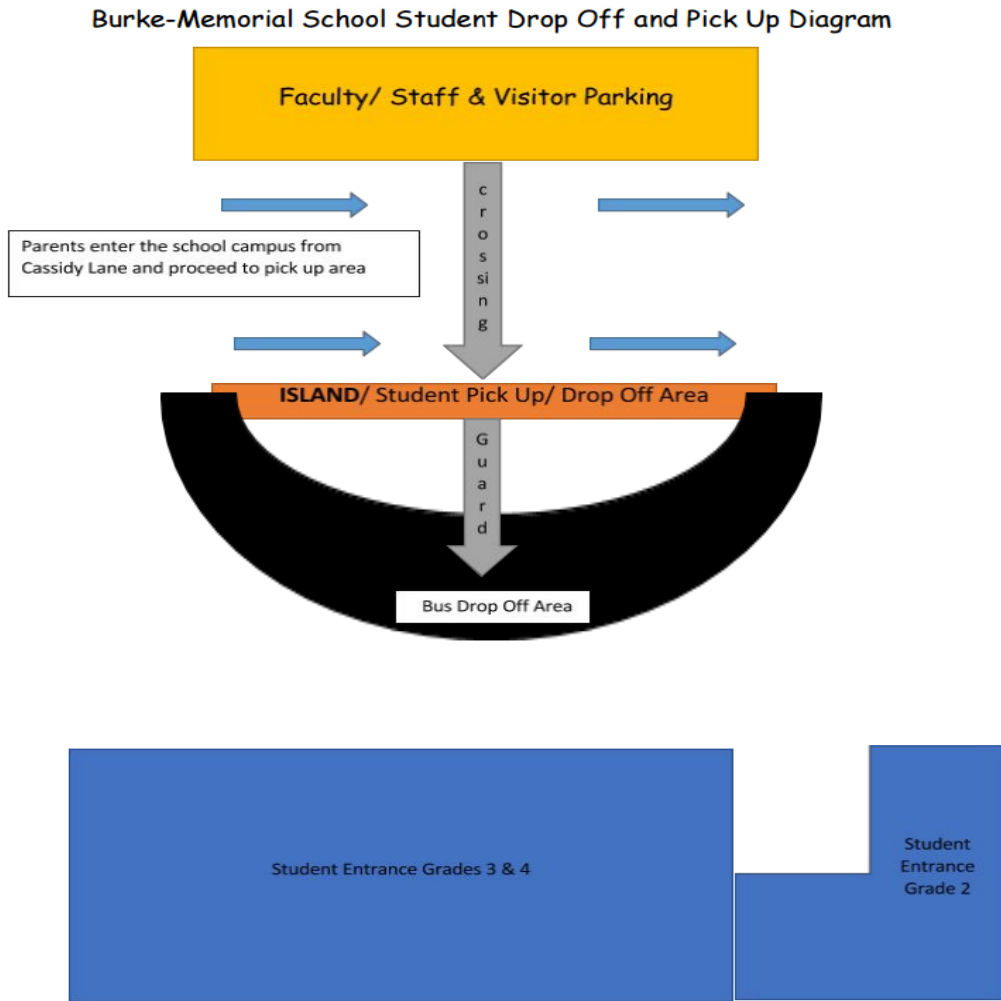
Bicycles

Children in Grade 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

Changes to Transportation Routines

If you absolutely need to change your child's typical dismissal or transportation routine, please send a note into school that morning with your child describing the change. Note that children are not permitted to ride home on another child's bus for the purpose of play dates.



School Attendance

Learning is an ongoing process that requires the daily interaction of students with teachers and their peers. As stated in the Medway Public Schools, School Committee Policy #10: School Attendance, "Uninterrupted attendance in regularly scheduled classes allows students to obtain the maximum benefit from the district's instructional program. Regular and punctual attendance contributes to the general welfare of the entire student body by reducing disruption to the learning environment.

Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged." When a child is not present, for either part or all of a school day, it affects the

learning process. While students are able and expected to make up missed assignments, it is difficult to make up the learning experiences missed in the classroom.

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. Absences for illnesses of five consecutive days or more require a doctor's note.

Family Vacations

Absences from school due to family vacations are considered unexcused and are discouraged. Parents are urged to schedule family vacations and appointments in accordance with the school calendar which is published in advance of the school year. Parental cooperation in this matter is greatly appreciated.

The practice of Medway Public Schools is **not to provide** advanced work when a student is absent from school due to vacations. It is the student's responsibility to make up the missed work upon his/her return to school in accordance with school procedure.

Excused Absences

An absence may be considered excused if documentation is provided supporting one of the following conditions:

- Family bereavement or serious illness in the family
- School approved field trips
- Observance of major religious holidays
- Legal (with documentation from the court or lawyer)
- Absences due to illness or doctor appointments (documentation must be provided by a physician stating student was seen in order for absent day to be excused)
- Absences on the day following dismissal by the school nurse
- Extraordinary family circumstances (excused at the discretion of the administrator)

Unexcused Absences

Any absence that does not fit into a category above is considered unexcused.

Examples of unexcused absence include:

- Family vacations or trips
- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Cutting class
- Truancy
- Undocumented absences or doctor's note not specifying the student as being seen
- Non-emergency family situations

All absences will be documented on the student's attendance record.

Pupil Absence Notification

A meeting will be scheduled with the building principal (or his/her designee), the parent(s)/guardian and the student (when appropriate) to develop an action plan to improve the student's attendance if a student has accrued any of the following:

- Five (5) or more unexcused absences in the school year
- Five (5) days in which a student has missed two (2) or more periods (unexcused) in a school year.

MGL Chapter 76, Section 7, Section 1B

Note that when a student has been absent for five (5) or more consecutive days, parents must obtain a doctor's note and submit it to the school.

Tardiness

Students arriving after the commencement of the school day are considered tardy. Tardiness is noted on student report cards. Although we realize that emergencies occur on occasion, we expect students to arrive at school on time. If a pattern develops, parents will be contacted.

Students who are late must report to the office prior to going to their classrooms. Parents are not permitted to walk their children to their classrooms after the school day has begun.

Early Dismissal from All Elementary Schools

Please try to schedule appointments after school hours. In the event that you must dismiss your child, please send a note to his/her teacher that includes the day and time that he/she will be picked up. Include the name of the person who will pick up your child.

Children will not be dismissed to anyone unless we have written authorization from the parent/guardian or the adult is listed as an emergency contact. Please be aware that adults picking up a child will be required to show proper identification. No child will be released without an adult escort. 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.

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 instituted a "one call" procedure which is used to inform parents of school closings, delays and unscheduled early release.** Utilizing phone numbers and email addresses provided at the commencement of school, all parents will be notified by telephone and/or email of emergency closings.

School closings, delays, or unscheduled early dismissal announcements will be carried on the following radio and television stations:

- WBZ-TV - Channel 4 WBZ-Radio - 1030 AM
- WCVB-TV - Channel 5 WRKO-Radio - 680 AM
- WHDH-TV - Channel 7 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 AM, and a two-hour delay is announced, the bus run will begin two hours later at 9:15 AM. If a particular school normally begins classes at 7:45 AM, a two hour delay would mean that the school will begin classes at 9:45 AM. 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.**

Preschool Classes on Delayed Opening

Full-Day Preschool will follow the same delayed time of arrival (described above) as the other grades in the district.

AM Preschool

If there is a one-hour delay, the AM Preschool classes will follow the delayed time of arrival (described above) as the other grades in the district.

If there is a two-hour delay, AM Preschool will be cancelled.

The PM Preschool session will start at the regular time on days when school is delayed.

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.

Visitors

For security reasons, all doors of the schools are locked during the school day.

Visitors must ring the bell and be admitted by the school secretary. Visitors **must** report to the main office, show identification, sign in, and be issued a visitor pass to wear while in the building. When visitors are ready to leave the building, they should sign out in the office and return their visitor pass.

School Volunteers

Volunteers play an important role in our school community. We appreciate our volunteers who help out in our schools. If you are interested in volunteering, please contact the main office of the school you wish to volunteer in.

Regular volunteers will be asked to complete a volunteer training, to sign a statement of confidentiality, and complete a CORI and national criminal history background check. Volunteer opportunities are also available through the Medway Elementary Parent Teacher Organization (MEPTO). <https://sites.google.com/site/medwaypto/>

We appreciate our volunteers who help in our schools!

Medway Elementary Schools In-Person and Remote Learning Code of Conduct

The elementary schools have developed a Code of Conduct that is consistent with the Mission Statement of the Medway Public Schools and is aligned with Responsive Classroom Social Emotional Learning philosophy. 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.

Individual teachers establish classroom rules and expectations to promote a safe and productive learning environment for all students. Classroom teachers will handle routine discipline issues.

Dangerous and/or destructive behavior will not be tolerated. Our school rules will be the building blocks for promoting "optimum learning in a safe school community environment".

- We will treat each other the way we want to be treated.
- We will come to school ready to learn, and ready to be a responsible member of our school community.
- We will be honest in word and in action.
- We will strive to trust one another.
- We will be accepting of others.

Students who violate school rules may be subjected to discipline, including but not limited to the following consequences: logical consequences relative to the behavior exhibited (e.g. loss of recess or repairing school property); loss of special privileges such as field trips, special assemblies or school events; lunch detention; written reflection or research; etc.

SUSPENSION: Pursuant to the District's Student Discipline Procedures (Policy # 26) and Massachusetts law a student may be assigned to either an in-school or out-of- school suspension. For additional information, please see the Due Process for Student Discipline section in this Handbook.

BUS: Student code of conduct extends to school bus behavior. School administrators and school support staff will work collaboratively with bus drivers, students, and families to provide safe and efficient transportation for all students. Should a student violate bus and school rules while on the bus, students will be subject to discipline. Bus discipline includes but is not limited to: short term or long term loss of seating privileges, in-school consequences, assigned bus seating, or bus suspension.

Bullying and Harassment

Medway Elementary Schools seeks to provide a safe and respectful school climate for all students to pursue their education. In accordance with Chapter 71, section 37O of Massachusetts General Laws and the Medway Public Schools Bullying Prevention and Intervention Plan (see Appendix), Medway Elementary Schools seek to educate students of the harmful effects of bullying behaviors, prevent occurrences of bullying/harassment and respond to bullying should it occur. Bullying and harassment of any form will not be tolerated.

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is repetitive. Bullying is the repeated use by one or more students or by a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at a target that has the effect of:

- causing physical or emotional harm, or of damage to his/her property,
- placing a target in reasonable fear of harm or of damage to his/her property,
- creating an unwelcoming or hostile environment at school for another person,
- infringing on the rights of another person at school, or
- materially and substantially disrupting the education process or the orderly operation of a school.

Bullying may include, but is not limited to unwanted teasing, threatening or intimidating behavior, physical violence, threat or destruction of property, sexual, religious or racial harassment, public humiliation, cyberbullying, social exclusion or rumor spreading. Cyberbullying is the repeated use by one or more students of technology or any electronic communication.

Bullying Prohibited

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activities, functions or programs whether on or off-school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the

district, or through the use of technology or an electronic device owned, leased or used by the school district.

Bullying and/or cyberbullying are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Reporting Bullying

Medway Elementary Schools will respond and investigate all suspected reports of bullying with the goal of preventing future incidents.

Students, families, and faculty/staff members may report suspected bullying incidents by:

- Completing a Harassment or Bullying Reporting Form and providing it to a Guidance Counselor, Psychologist, Assistant Principal or School Resource Officer.
- Report verbally in person to one of the people listed above. A form will be completed at that time.
- Harassment or Bullying Reporting Forms will be given to the Assistant Principal or Principal
- Forms may be found on the Medway Public School's website, under the Students and Parents tab, middle school website, in the main office, guidance office, health office, or office of the School Resource Officer.
- Reports may be made anonymously; however, this may limit the ability to contact reporters when necessary. Also, no disciplinary actions can be taken against a student solely on the basis of an anonymous report.

Report Response Procedure

- Person receiving the report (Guidance, Psychologist, Assistant Principal, or School Resource Officer) will assess the safety of the victim.
- The Assistant Principal will review the incident and conduct an investigation, including but not limited to; interviews of reporters or targets, note witnesses and/or adults who may have been present, determine online involvement, and query about behaviors which may be threatening in the context of the bullying, but are not explicitly forbidden in the school discipline code (e.g. a perpetrator who stares at a victim), and interview the alleged aggressor(s).
- A safety plan will be created to restore a sense of safety for the victim and prevent recurrence of the alleged conduct during the investigation.
- Disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior as stated in the legislation.
- Depending on the seriousness of the incident and the repetition of bullying behaviors, school response may include;
- Notification of parents/guardians
- Notification of the School Resource Officer for referral to the criminal justice system.
- Detention, after school, and/or suspension (short-term or long-term).
- Other interventions may include mediation and/or individual interventions for the target and the aggressor such as counseling, parent/student meeting.

- Consequences will also consider progressive discipline recognizing the seriousness and frequency of a student's behaviors requiring disciplinary action.
- A plan with the goal of providing support, restoring a sense of safety for the target and the aggressor, and preventing recurrence of the alleged conduct will be developed as appropriate. Factors to be taken into consideration may include;
 - Where the incident has taken place
 - Unstructured areas and adults who have contact with the student reporter.
- Parents of the target and the aggressor will be notified verbally and in writing. In accordance with the Family Educational Rights and Privacy Act and Massachusetts State Law, 606 CMR 23.07 (4), school officials cannot share the specific disciplinary procedures against any child except your own, and actions being taken that affect another child or the content of communication with another child's parent or guardian or any contract with a child who is not your own.
- Reporting form and action plan will be kept on file. In the event of further incidents involving the student(s) involved, this documentation will be considered.

Medway Elementary Schools, in accordance with bullying legislation, will continue to develop a plan for educating students and staff with the goal of prevention, while working to address and intervene when behaviors compromise a student's well-being and safety.

Dangerous Weapons

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. Violations will result in disciplinary action consistent with District Policy and Massachusetts Law. Parents and police will be notified.

Cell Phones and Electronic Devices

We discourage the practice of bringing cell phones to school at the elementary level. If parents feel it is important for a child to bring a phone to school, the phone must be turned off and left in his or her backpack for the duration of the school day. The use of personal electronic devices are not permitted at school or on the bus. The school is not responsible for damage to or loss of personal devices.

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.

Dress Code

In accordance with Massachusetts State Law, there is an expectation that students dress in keeping with reasonable standards of safety, health, and cleanliness, so as not to detract from, or disrupt the educational process.

The administration reserves the right to ask students to change any attire that disrupts the educational process or environment, promotes illegal activities, or violates health or safety and cleanliness standards. Examples include clothing promoting tobacco, alcohol, illegal drugs, vulgarity, and anything derogatory toward an individual's religion, race, gender, or sexual orientation.

Sandals and flip-flops are discouraged. This type of footwear does not provide adequate protection in a school environment. Sneakers or closed toe shoes are recommended.

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

The school administration and staff reserve the right to make decisions in cases where the dress, appearance, or behavior of a student may interfere with the learning process for other students.

Fire and Safety Drills

State law requires that every school hold supervised fire drills each year. Instructions for safe fire drill procedures are posted in every classroom. Children should proceed quietly to a designated area and remain with their class and the teacher throughout the drill. Medway elementary schools also practice safety drills and other emergency evacuation drills with students. These drills, like fire drills, will be practiced throughout the school year.

Lunch

Chartwells provides balanced school lunch options for our students. For more information about menus, nutritional information, and purchasing options click here:

<http://www.chartwellsschools.com/>

There are several ways that parents can pay for school lunches:

Online Payments

We are pleased to feature an online payment system that provides parents a convenient, easy and secure online prepayment service to deposit money into your child's lunch account at any time. This service also gives parents the opportunity

to easily view lunch account balances and a thirty day purchase history. You do not need to pay online to access the services of viewing transactions, checking balances and setting up an email alert to remind you of your child's balance.

Using Checks Only

Parents and guardians in Medway can send a check made out to Medway Food Services. Payments can be made weekly, bi-weekly or monthly. Payments are made at your child's cafeteria. Please include your child's name and PIN # on the check. If you have more than one child attending the same school please submit one check for each student. If checks are returned from the bank with insufficient funds, there will be a \$25.00 charge from the town in addition to any bank fees you may incur.

Using Cash

If you are using cash for prepayments please place the money in an envelope with your child's full name, PIN # and dollar amount on the front of the envelope.

We encourage all students to use the pre payment options. Prepayment option speeds up the lunch service in your child's cafeteria but is not mandatory.

How do I get started?

1. Getting started is a simple three-step process.
2. Create a user profile by clicking on the Start Here button on the Chartwells home page. Add students to your household - you'll need the child's name and birth date and student ID.
(Note: student IDs can be obtained by contacting school secretaries.)
3. Now you're ready to make payments!

Recess

We realize how essential regular exercise and fresh air are to children. Therefore, elementary school children play outside at recess daily, and only stay inside when weather conditions are prohibitive. Please consult the daily forecast and dress your child appropriately for the outside conditions which are predicted to exist at recess time. When snow is on the ground, it is required that children wear boots and snow pants in order to play in the snow. An extra pair of socks tucked into the backpack is also a good idea if feet get wet while playing outside. When the weather is sunny, please apply sunblock to exposed skin and consider insect repellent as needed.

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. Dangerous and destructive behavior may result in loss of recess privilege.

Curriculum

The elementary school's academic curriculum is aligned with the Massachusetts Curriculum Frameworks. For more information go to Massachusetts Department of Elementary and Secondary Education link: <http://www.doe.mass.edu/frameworks/>

Curriculum Guides

Click on the following link to learn how to access the [Medway Public Schools Curriculum Guides](#)

Preschool: In preschool, we follow the Focus on PreK curriculum developed by the Boston Public Schools. The integrated curriculum follows a scope and sequence of skill and conceptual development across content areas. The goals of the curriculum are to develop 21st century skills in our youngest learners. In math, the focus is on numeracy, geometry, patterns and measurement and we use the Building Blocks curriculum. In literacy the focus is on oral language and vocabulary development and story comprehension. In addition, having students collaborate, create, and communicate through hands-on learning experiences is the highest priority of this curriculum. There are 6 units within the Focus curriculum which include: Family, Friends, Wind and Water, The World of Color, Shadows/Reflections, and Things that Grow. These integrated units lend themselves to differentiating content for all of our learners, including children with disabilities. For more information on the Focus curriculum, you can visit: bpsearlylearning.org.

English Language Arts Grades K - 4

The elementary schools have adopted a balanced literacy program. Readers and Writers Workshop are implemented in grades K-4 where daily lessons commence with a mini-lesson focusing on a specific learning goal and then children are provided with time dedicated to independent reading and writing and also time for conferring with their teacher. As a matter of routine, the daily literacy instruction ends with reuniting as a whole group to share and review objectives.

Word Work

Word work is an essential component of building strong readers. Kindergarten to grade 2 students participate in Foundations. This research-based Wilson program sets a strong foundation for both reading and writing skills in Kindergarten through Grade 2. It also provides students with phonics and phonemic awareness skills, high frequency word study, vocabulary, handwriting, and spelling. Students in Grades 3 and 4 continue their word study using Words Their Way.

Mathematics Grades Pre K - 4

The elementary schools have adopted the Ready Math curriculum. Instruction is standards based with an emphasis on the standards of mathematical practice. Math instruction incorporates opportunity for whole group, small group and individual instruction. Math instruction at the elementary level is focused on providing students with an opportunity to talk about math, helping students develop strong mathematical reasoning and ensuring that students are equipped with multiple strategies to solve real world problems.

Social Studies, Grades K – 2

Social Studies is embedded into the ELA curriculum through the use of mentor text to learn about current events, map skills and other standards within these grades.

Science, Kindergarten-2

Science concepts are taught through the use of nonfiction literature, classroom discussions and inquiry-based hands-on experiments. Students participate in three or four units a year during science classes, which they visit twice per week.

Science Grades 3 - 4

Students learn Earth science, life science and physical science concepts This is an inquiry-based program in which students use the scientific method and hands-on activities to explore new concepts. Students have science class three times per week.

Social Studies Grade 3

Students learn about the history of their hometown of Medway and the Commonwealth of Massachusetts using authentic literature, classroom discussions, and hands-on activities.

Social Studies Grade 4

Students study regions of North America including the United States, Canada, and Mexico.

Grade 4 Teacher Teaming

Teacher teams are composed of two Grade 4 teachers, who teach specific content areas. Fourth grade students will be assigned a homeroom teacher who will either teach English Language Arts or the content areas of Math and Social Studies. The class will also be assigned another Grade 4 teacher responsible for the other outlined content areas.

Social Competency Grades PreK-4

Responsive Classroom is an approach that centers on building a positive community focused on engaging academics, effective management and developmental awareness. As a part of this program, students participate in class meetings, participate in establishing class rules, engage in energizers - short, whole-group activities that are used as breaks in a lesson, and partake in purposeful and relaxed transition time before or after lunch/recess.

Additional Academic Supports

The elementary schools also offer counseling support with our school counselors, and general education support in reading and math. For information about Special Education services, contact the building-based special education coordinator.

Allied Arts

In addition to core subjects, elementary students participate in Wellness (Physical Education and Health), Science, Art, Music and Library. Every child has at least one special subject each day.

Integrated Wellness

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.

Health

Students engage in a skills-based health curriculum once a week, practicing relevant skills and learning functional information needed to maintain student health. Skills include decision making, interpersonal communication, and goal setting, which students practice while learning topics such as nutrition, conflict resolution, and fitness. The health curriculum addresses the three main areas of health: physical, social, and mental/emotional needs of students.

Library

The library is open every day during normal school hours. Students in preschool-2nd grade visit the library once a week. Students learn relevant library skills, explore digital literacy standards, listen to stories, and are able to check out a book once per week. In grades 3 and 4, students will visit the library during specific units of study in order to complete research and integrated reading and writing projects. They will also be able to check out a book weekly. 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. Finally, if a book is lost or damaged, families will be responsible for the cost of the book.

Technology

In order for a student to use the Medway Public Schools Internet connection, he/she must read or be read the district's Acceptable Use Policy. The statement must be signed and returned by both student and parent in order for students to have permission to use the internet at school.

General Education Assessments

In addition to teacher made tests, assessments and assignments, students participate in the following benchmark assessment activities at various times during the school year:

Ready Diagnostic

Assesses phonological awareness, phonics, high frequency words, vocabulary, and fictional and informational texts. This assessment is administered to Kindergarten students.

Fountas and Pinnell Benchmark Assessment System (BAS)

The Fountas & Pinnell Benchmark Assessment System is a formative reading assessment that measures decoding, fluency, vocabulary, and comprehension skills for students. The BAS is used to determine students' developmental reading levels for the purpose of informing instruction and documenting progress.

iReady

iReady is a diagnostic assessment which identifies individual student's strengths and challenge areas in Reading (K-4) and Mathematics (K-4). Students take the assessment three times a year, in order to support all three tiers of instruction. This data is used to form individual, group, and grade level instruction. Results are mailed home for parents upon assessment completion. For more information visit: <https://www.curriculumassociates.com/products/i-ready/assessment>

Running Records

These records are conducted regularly to determine a child's reading level, discover the level of just right books, and see if a reader is ready to move onto the next level. Through the analysis of a student's miscues and reading comprehension, the teacher can identify the child's reading process and create instructional plans for the students and provide the indicated practice and support.

Massachusetts Comprehensive Assessment System (MCAS)

The MCAS is state-mandated testing. Results of these tests will be published and parents will receive individual results. Students in Grades 3 and 4 are assessed each year in English Language Arts and Mathematics.

Instructional Support Team

The Instructional Support Team (IST) works with classroom teachers to assist in the planning and implementation of curriculum accommodations to meet the diverse learning needs of students who are not receiving special education services. The IST consists of the classroom teacher and building principal, and may include Reading Specialists, school adjustment counselors, Title I Teachers, or other special service providers. Classroom teachers will inform parents if concerns for a student are going to be presented at an IST meeting.

Homework Guidelines

Children in Grades 1-4 are assigned homework approximately 4 days per week. The most important homework for your child in his/her elementary school years will always be reading. Therefore, the majority of your child's homework time should be devoted to reading.

Your child's teacher will review homework routines and expectations with you at the beginning of the school year.

If your child is spending an excessive amount of time on his/her written homework, or if you have questions or concerns, please contact your child's teacher.

Conferences and Report Cards

The elementary schools issue standards based report cards three times each school year. In December, parent/teacher conferences are scheduled during early release days. During conferences, parents are able to review their child's progress and discuss his/her first report card. You are welcome to arrange additional conferences with your child's teacher as needed.

Elementary standards-based report cards underwent a close examination over the 2015-2016 and 2016-2017 academic years. We also revised the Allied Arts section in the spring of 2021. The newly designed report cards more accurately report a student's progress toward essential skills which have been identified as critical in meeting grade level expectations.

Standards based report cards measure a student's progress toward essential skills identified as critical to meet grade level expectations. It is important to be aware that scores are determined based on an end of year benchmark. The information on the card should help you to understand how your individual child is doing in relation to the curriculum standards set forth by the state and the town of Medway. There is a separate section on the card for Student Responsibilities with a different evaluation key. There is also a section to evaluate allied arts (art, music, physical education and instructional technology).

Please remember that a report card is only one piece of information about your child's academic progress. Be sure to take time to talk with your child about school, review work that comes home and go over homework. This information provides you with continuous feedback on your child's progress.

Health Services

School Nurse

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 such as information on illness and injuries that occur at school, absences, and returning to school guidelines.

We ask that families arrange for their child to be picked up as soon as possible by the parent or by a local emergency contact. This is for the benefit of the child and other students coming into the

health office. The school nurse can be reached by telephone or email if you have any questions about guidelines for school attendance or if you are in need of any health-related information. The school nurse should be notified by the parent/guardian of any:

- Serious injury, illness, or hospitalization
- Planned surgery
- Communicable diseases
- New diagnosis or change in your child's health status
- Fracture, sprain, stitches, cast, or crutches
- New medication and/or dosing change.
- Need to be excused from Physical Education.

In order to minimize the spread of infectious disease and to provide for a safe environment, students should be kept home from school for the following symptoms:

- Fever greater than 100.4 within the last 24 hours (fever should be under 100 for 24 hours without the use of fever reducing medication before returning to school)
- Vomiting/diarrhea within the last 24 hours
- A communicable disease or symptoms thereof
- An upper respiratory illness with consistent and persistent coughing and/or nasal discharge
- Pain that requires the use of narcotic medications

Health Requirements

The Medway Public Schools in accordance with the regulations of the Massachusetts Department of Public Health requires the following information before a student enters school:

- Immunizations: Massachusetts General Law requires students to be fully immunized to enroll in school. An immunization record must be submitted to and reviewed by the school nurse prior to school entry. If there is a medical reason why immunizations are not done, a certificate must be obtained from your physician and forwarded to the school nurse. For a religious exemption, the parent(s)/guardian(s) must fill out a Religious Exemption from Immunization form. Parent(s)/Guardian(s) should be aware that in the event of a disease outbreak, those students who are not immunized or those who are under-immunized (including those with medical or religious exemptions) will be excluded from school for the appropriate time periods stated in the Department of Public Health regulations: Reportable Disease, Surveillance and Isolation and Quarantine Requirements (105 CMR 300.00) or as otherwise mandated by the Department of Public Health.
- Physical Exams: Massachusetts General Law requires periodic physical exams for all students within 12 months prior to the entrance to school or within 30 days after school entry, and at intervals of every 3-4 years thereafter. It is recommended that these examinations be completed by the student's primary care provider. Medway Public Schools require that a student's parent(s)/guardian(s) submit written documentation of physical exams at the intervals required by Massachusetts laws and regulations, or their child may be excluded from school until such documentation has been provided. Families not in compliance with this procedure will be notified of the required documentation in advance of the date of possible exclusion from school. Per these regulations, documentation of a current physical examination is required for students entering grades Pre-K or K and 4.

- A student transferring from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

All students entering grade 4 are required to have a physical examination on file in the Health Office submitted by the end of the school year. Parent(s)/Guardian(s) are encouraged to send their child's physical examination form and current immunization record to the Health Office of your elementary school during the summer months to avoid any delay in beginning the new school year.

Medications

All medication, prescription and over the counter medications require a physician's order and completed parental or guardian 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.

Nurses in the elementary schools only have standing orders to administer Tylenol (acetaminophen) and Motrin (ibuprofen) in an emergency situation. Please obtain a doctor's order and provide a medication supply if you would like your child to have these medications available for comfort at school.

Health Screenings

The Medway Public School nurses follow the Mass Department of Public Health Regulations 105 CMR 200.000, for vision, hearing, scoliosis, and growth screenings. The nurse will perform these screenings during the regular school day. When a student fails any of these screenings, the parent/guardian will be notified and asked to follow up with a medical evaluation. In accordance with M.G.L. c. 71, § 57, a student shall be exempt from physical examinations or screenings on religious grounds, upon written request of the parent or legal guardian, except with respect to communicable diseases.

- Hearing and vision screening schedules are available on the following links:
<https://www.mass.gov/lists/school-health-screening>
<http://www.mass.gov/eohhs/docs/dph/regs/105cmr200.pdf>
- Heights and weights are required in grade 1, 4, 7 and 10. Results are anonymously submitted to the state. Results are not sent home, but are available upon written request from parent/guardian.

Life Threatening Allergy Management

The Medway Public Schools recognizes the increasing prevalence of food allergies and the life threatening nature of these allergies for many students. Our Life-Threatening Allergy Management Plan is available on our website on the School Committee page. Talk with your school nurse about creating an Individual Health Care Plan specifically to meet the needs of your child.

Latex Allergies

Due to the increasing number of children in school with latex allergies, no latex balloons are allowed in school for any reason without prior notice and approval from the building principal.

Concussions

The elementary schools seek to prevent concussions and provide a safe return to activity, both academic and athletic, after a head injury. The management of students who have sustained a concussion requires education, supervision, and close collaboration between students, parents/guardians, and the school nurse.

Parents/Guardians must contact the school nurse prior to returning to school following a head injury. This will allow us to work collaboratively to support the student during their recovery.

Students with Medical Equipment Needs

A medical order is mandatory if a student requires the use of crutches, wheelchair, or any other medically necessary equipment. If a student comes to school without a note for this equipment, the student will be sent home for reasons of liability and the potential for further injury. It is imperative that the nurse be aware when students with crutches, etc. are in the building so that, in the event of an emergency, an evacuation plan can be developed.

Physical Education

All students are expected to participate in physical education classes. A parent or guardian note is required to excuse a student from participating in a physical education class for a maximum of one class. 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 or guardian). Participation in physical education can resume with a note from the physician.

For safety reasons, students are required to wear sneakers during physical education classes and may be excluded from class if they are not wearing appropriate footwear.

Any student who has an injury requiring the use of crutches and/or the elevator must notify the school nurse and provide a physician signed note as to the nature of the injury and any other restrictions.

Animals in School

Animals may cause an allergic reaction or otherwise impair the health of students. No animal shall be brought to school without prior permission of the classroom teacher, building principal, and notice to the superintendent, with the exception of service animals.

DUE PROCESS FOR STUDENT DISCIPLINE

Student Discipline

There will be times when a student's behavior will not meet the expectations that are set forth by the school and disciplinary action will be taken. The goal of discipline is to hold the student accountable for their behavior while increasing their self-awareness. The discipline process is viewed as a learning experience which gives students the opportunity to reflect on their behavior and make better choices in the future.

Our system of discipline is progressive in nature. The building administrators will use their discretion to increase the consequence levied depending on the severity of the offense, the frequency of the offense, and the student's prior disciplinary record.

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

For the purpose of the Medway Elementary School discipline code, the school adopts the definitions approved under 603 CMR 53.00, which stipulates the purposes and definitions of specific types of offenses and consequences.

1. Disciplinary offense means any alleged or determined disciplinary infraction by a student, except for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c71, §§37H or 37H ½.
2. Disciplinary offense under M.G.L. c71, §§37H or 37H ½ means one or more of the following alleged or determined disciplinary infractions: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c71, §§37H or 37H ½.
3. Expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c71, §§37H, 37H ½ or §37H3/4.
4. In-School Suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or

both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due-process, appeal, and reporting purposes.

5. Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) days cumulatively for multiple offenses during a single school year. The principal may allow a student to serve a long-term suspension in-school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.
6. Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal may allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.
7. Suspension means short-term and long-term suspension, unless otherwise stated.
8. Office Detention is an assigned 60-minute period to be served after school. Students will be given 24 hours' notice to make arrangements to serve the detention.

Notice of Suspension and Hearing under M.G.L. ch. 71, §37H ³/₄

Suspension will only be imposed as a consequence for a disciplinary offense (other than those covered by M.G.L. c71, §§37H or 37H ¹/₂ as set forth below) after the student and parent/guardian has been provided oral and written notice, and the student has been provided an opportunity for a hearing on the charge and the parent the opportunity to participate in such hearing. For any disciplinary offense that could result in a suspension, student shall be provided oral and written notice to the student in plain language:

1. The disciplinary offense;
2. The basis for the charge;
3. The potential consequences, including the potential length of the student's suspension;
4. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
5. The date, time, and location of the hearing;
6. The right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;
7. If the student may be placed on long-term suspension following the hearing with the principal:
 1. The rights set forth in 603 CMR 53.08 (3)(b), and
 2. The right to appeal the principal's decision with the superintendent.

Emergency Removal From School under M.G.L. ch., §37H ³/₄

The principal shall not be prevented from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal, during which time the school shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need of said removal, and the other matters set forth above;
2. Provide written notice to the student and parent, as noted above;
3. Provide the student with an opportunity for a hearing with the principal and the parent/guardian the opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent.
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

Hearing with the Principal under M.G.L. ch. 71, §37H ³/₄

In the case of Potential Short-Term Suspension:

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged disciplinary offense for which the student may be suspended, provide the student with an opportunity to explain the circumstances surrounding the alleged incident, determine if the student committed the offense, and, if so, the consequences for the infraction.
2. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense and, if so, what remedy or consequence will be imposed.
3. The principal shall notify both the student and parent/guardian of the determination and the reasons for it, and, if the student is issued a short-term suspension as a consequence, the duration of the suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing.

In the case of Potential Long-Term Suspension:

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged disciplinary offense for which the student may be suspended, provide the student with an opportunity to explain the circumstances surrounding the alleged incident, determine if the student committed the offense, and, if so, the consequences for the infraction.
2. In addition to the rights outlined for the short-term suspension hearing, the student shall have the following rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 2. The right to be represented by counsel or a lay person in the student's choice, at the student's/parent's expense;
 3. The right to produce witnesses on his/her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
 4. The right to cross-examine witnesses presented by the school district;
3. The right to request that the hearing be recorded by the principal, and a copy of the audio recording be provided to the student or parent upon request. If said request is made, the principal shall inform all participants before the hearing that an audio record will be made and a copy provided to the parent and student upon request.
 4. The principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
 5. Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:
 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 2. Set out the key facts and conclusions reached by the principal;
 3. Identify the length and effective date of the suspension, as well as a date of return to school;
 4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
 5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 1. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days;
 2. and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

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

(2) The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (d) 5.a. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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

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

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).

(7) The superintendent shall issue a written decision within five calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(d)1. through 4. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

Exclusion/Expulsion Under M.G.L. ch. 71, § 37H

In accordance with M.G.L. ch. 71, § 37H, a student may be excluded or expelled from school under the following circumstances:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

- b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d) Any student who has been expelled (suspension exceeding 90 school days) from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e) If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
- f) Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of his or her removal.
- g) Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Felony Complaint or Conviction under M.G.L. ch. 71, § 37H½

Pursuant to M.G.L. ch. 71, § 37H½, the following procedures shall be implemented for students charged with or convicted of a felony

- a) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to

appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

b) The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

c) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

d) The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion

e) Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

f) Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
2. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students.
4. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

Procedures for Discipline of Students with Disabilities

Procedures for Suspension(s) Not Exceeding 10 School Days

- Any student with a disability may be suspended for up to ten (10) school days during a school year. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook.
- The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for Suspension(s) Exceeding 10 School Days

- If your child is suspended for more than 10 school days in a school year, this removal may be considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law and Section 504.
- Federal law defines a "change of placement" as:
 - Removal for more than 10 consecutive school days; OR
 - A series of removals that constitute a pattern 1) because the series of removals total more than 10 cumulative days in a school year; 2) because the student's behavior is substantially similar to that in previous incidents that resulted in the series of removals; and 3) because of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the

removals to one another. Please note that determination of whether a pattern of removals is a “change of placement” is made by the District.

- Prior to any removal that constitutes a change in placement, the school must convene a meeting to determine whether or not the behavior that forms the basis of the disciplinary action is manifestation of your child’s disability. Parents have a right to participate in this meeting. At the meeting, all relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.
- At a manifestation determination meeting, the team will consider two questions:
 - Did the student’s disability cause or have a direct and substantial relationship to the conduct in question?
 - Was the conduct a direct result of the district’s failure to implement the IEP/Section 504 Plan?
- If the manifestation determination decision is that the conduct in question was caused by or had a direct and substantial relationship to your child’s disability OR a direct result of the district’s failure to implement the IEP/Section 504 Plan, then your child may not be removed from the current educational placement (unless under the special circumstances or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavior assessment and behavior intervention plan if it has not already done so.
- If the manifestation determination decision is that the conduct in question was NOT caused by or had a direct and substantial relationship to your child’s disability OR was NOT the direct result of the district’s failure to implement the IEP/Section 504 Plan, then the school may suspend or otherwise discipline your child according to the school’s code of conduct. The Team may, as appropriate, complete a functional behavioral assessment and behavioral intervention plan and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

Special Circumstances for Exclusion

Special circumstances exist if your child: 1) possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; 2) carries a weapon to school or a school-sponsored event; or, 3) inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension constituting a change in placement. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office for Civil Rights (Section 504).

Procedural Requirements for Students Not Yet Determined to Be Eligible for Special Education or a 504 Plan

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible for an IEP or 504 Plan, then one receives all procedural protections subsequent to the finding of eligibility.

FREQUENTLY ASKED QUESTIONS

What time is early release?

McGovern School

AM and Full Day Preschool

Early Release - Early Release for AM and Full Day Preschool is 11:30 AM

Kindergarten & Grade 1

Early Release - 12:00 PM

Memorial School

Grades 2-4

Early Release 11:30 a.m.

I have a question/concern about something relating to my child, what should I do?

When questions arise during the school year, parents should contact the teacher to discuss the question or concern. If additional questions exist after initial contact with the classroom teacher, parents are invited to contact the principal.

Are report-card standards based on end-of-year or end-of-term?

Medway Elementary Schools use standard based report cards. Teachers report on progress towards end of year standards. It is typical for many students to receive scores of progressing during the first marking period as they are approaching grade-level standards at this time of the school year.

How do I get to the curriculum guides online?

Click [here](#) to view the Medway Public Schools Elementary Curriculum Guides

Where is the school lost-and-found? How long are things kept in it?

The lost and found is located on the stage at McGovern School and outside of the cafeteria at Memorial School. Items are generally left in the lost and found for 4-6 weeks before they are donated to a local organization.

How do you decide if it's an outside day for recess?

Elementary school children play outside at recess daily, weather permitting. Many factors go into determining if we will have outdoor recess. These include: precipitation rate and type, temperature, wind chill factor and the condition of the play surfaces. Because our recess times take place at various times during the school day, it is possible that one grade will have outdoor recess while another grade is not able to go outdoors. Please consult the daily forecast and dress your child appropriately for the outside conditions which are predicted to exist at recess time. When snow is on the ground, it is important that children wear boots and snow pants in order to play in the snow. When the weather is sunny, please apply sunblock to exposed skin and consider insect repellent as needed at home.

What is the best way for me to get information from school?

There are many ways you can find information about our schools:

- Medwayschools.org and clicking on McGovern or Memorial
- Follow us on Twitter: [@BurkeMemorial](https://twitter.com/BurkeMemorial) or [@McGovernElem](https://twitter.com/McGovernElem)

How can I volunteer my time?

Volunteers play an important role in our school community. We appreciate our volunteers who help out in our schools. If you are interested in volunteering, please contact the classroom teacher or school personnel with whom you wish to work. Regular volunteers may be asked to sign a statement of confidentiality. Volunteer opportunities are also available through the Medway Elementary Parent Teacher Organization (MEPTO). <https://sites.google.com/site/medwaypto/>

Where can I find information about bus routes?

Bus routes are designed and developed by Holmes Transportation and will be posted on the District Website in August.

Is my child eligible for busing?

All kindergarten and first grade students are eligible for busing. Students in Grades 2-4 who live more than a mile from school are eligible for bus service. Please call the school office if you have questions about bus eligibility.

Can my child ride on a friend's bus for a play date or for child care?

For safety reasons, students may not ride another child's bus for play dates.

Can my child bring in snacks to share with his/her class?

In order to provide a safe environment for all students and promote healthy eating habits, staff members will no longer use food as a reward for academic performance or good behavior. Parents are discouraged from sending in treats to be shared by the entire class. Celebrations in the classroom that involve food during the school day will be strictly limited to curriculum-based activities, and need to be approved by the principal. The food used for these activities must be in the original store-bought wrapper with the ingredients listed on the label. 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.

Are there restrictions on what my child can bring into school for snack?

School nurses will help teachers and parents identify when, for the safety of our students, certain foods should be restricted in specific classrooms. Letters will be sent to parents of students on a class by class basis as soon as this information is available.

How do I sign my child up for school lunch? Can he/she pay with cash? Chartwells provides balanced school lunch options for our students. For more information about menus, nutritional information, and purchasing options click here: <http://www.chartwellsschooldining.com/mmps/content/home.asp>

There are several ways that parents can pay for school lunches:

Online Payments

We are pleased to feature an online payment system that provides parents a convenient, easy and secure online prepayment service to deposit money into your child's lunch account at any time. This service also gives parents the opportunity to easily view lunch account balances and a thirty day purchase history. You do not need to pay online to access the services of viewing transactions, checking balances and setting up an email alert to remind you of your child's balance.

Using Checks Only:

Parents and guardians in Medway can send a check made out to Medway Food Services. Payments can be made weekly, bi-weekly or monthly. Payments are made at your child's cafeteria. Please include your child's name and PIN # on the check. If you have more than one child attending the same school please submit one check for each student. If checks are returned from the bank with insufficient funds, there will be a \$25.00 fee from the town in addition to any bank fees you may incur.

Using Cash:

If you are using cash for prepayments please place the money in an envelope with your child's full name, PIN # and dollar amount on the front of the envelope.

We encourage all students to use the pre-payment options. The Pre-payment option speeds up the lunch service in your child's cafeteria but is not mandatory.

How do I get started?

1. Getting started is a simple three-step process.
2. Create a user profile by clicking on the Start Here button on the Chartwells home page. Add students to your household - you'll need the child's name and birth date and student ID **(Note: student ID can be obtained by contacting school secretaries).**
3. Now you're ready to make payments!

APPENDIX

DISTRICT POLICIES and STATE/FEDERAL MANDATES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), and Massachusetts state regulations, 603 CMR 23.00 et seq., require 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 (see below). 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 such as a playbill, the annual yearbook, graduation programs, and sports activity sheets.

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 such as companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local districts 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 district that they do not want their student's information disclosed without their prior written consent.

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:

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

MEDIA

Policy: JR

Many school events and student accomplishments are publicized through print and electronic media, including local newspapers, local cable television, and the district website. Any parent/guardian who does not wish his/her student's image or work to be photographed displayed electronically or in print should submit a letter to the office of the building principal at the beginning of the school year.

Student School Work

Student school work, including but not limited to, graphic arts and literary works, may be published on the district website.

Electronic Images

Photographs and video images of students are permitted as it relates to curriculum, instruction, and school activities. Students' addresses, email addresses, phone numbers, or any other personal information will not be included with any photos published in print or electronically by the district, any parent teacher organization, home and school association, special education parent advisory council or any other organization.

News Media

Students participating in a school or classroom activity/event may be photographed or taped electronically by news media. School administrators may deny access to the news media if it is determined to interfere with student learning.

*Note: The full text of this policy may be found here and on the MPS website: **Policy: [JR](#)***

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973, as amended, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Section 504 describes an individual with a disability as a person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

Evaluation to determine eligibility for a 504 Accommodation Plan must be of sufficient depth to determine eligibility. Students found eligible will be provided with reasonable accommodations, supports and services to support access to the educational environment. The district may ask families to provide medical information from private medical providers for the purpose of more effective planning and decision making. No accommodations, supports or services will be denied contingent upon receiving such documentation. The provided Assessment Report will be completed annually and the provided Education History Report will be completed, at least at the initial assessment stage and thereafter if

deemed necessary by the Team. If it is determined that standardized assessments, beyond those given as part of standard school or district wide assessment (i.e. DIBELS, DRA, MCAS etc.), are necessary, they will be identified on a Consent for Evaluation Form. For impairments that are medical in nature, the school nurse must be involved in the assessment, and collaboration with family practitioners will be a part of the eligibility/accommodations decision-making process.

A Section 504 Accommodation plan will outline all accommodations, services or supports necessary to provide students with an opportunity to access education in a manner commensurate with non-disabled peers. If a parent or guardian disagrees with the determination made by the professional staff to the school district, he/she has a right to follow the grievance procedures of the District. These procedures are outlined in the Notice of Parent and Student Rights under Section 504.

Any questions concerning the implementation of policy and procedures may be directed to the 504 coordinator: Mr. David Elsner, 508-533-3227.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Policy: KBBA

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.

Student Record Access:

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 Elementary and Secondary Education (DESE) Regulations. A non-custodial parent may have access to the student record in accordance with the specific provisions outlined by the law and the DESE.

Right to Visit Child at School or Remove Child from School Property

Both custodial and noncustodial parents have the right to visit the child briefly at school in accordance with the school visiting policy/procedure and upon the discretion of the Principal. Both also have the right to participate in parent/teacher conferences (although, at 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 that can be observed by office staff. After the visit, escort the child back to class.

*Note: The full text of this policy may be found here and on the MPS website: **Policy:** [KBBA](#)*

ANTI-HARASSMENT AND ANTI-DISCRIMINATION

Policy: AC

Non-Discrimination Policy

The Medway Public School District (“Medway” or the “District”) is committed to promoting and maintaining equal opportunity and an educational environment that is free of all forms of discrimination, including harassment and retaliation. The District will not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, religion, national origin, marital status, age, sex, sexual orientation, gender identity, or disability.

The District will investigate all complaints of discrimination, either formal or informal, oral or written, and where discrimination is found take prompt and effective steps reasonably calculated to end it, including disciplinary or other appropriate action against any member of the school community who is found to have violated this policy, and, as much as practically possible, eradicate any effects of the discrimination.

The District’s Anti-Discrimination Policy extends to students, staff, the general public and individuals with whom it does business.

Note: The full text of this policy may be found here and on the MPS website: Policy: [AC](#)

Harassment Policy

Medway Public Schools (“District”) is committed to promoting and maintaining an educational environment and workplace that is free of harassment based on race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law. The District expects all students,

staff members, and individuals with whom it does business to treat each other with respect and to conduct themselves in an appropriate and professional manner with concern for their fellow employees and students. Teachers and other staff members are expected to model and to demonstrate by example that all members of the community are entitled to respect.

The District shall comply with all federal and state laws and regulations prohibiting harassment. Harassment on the basis of race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, disability, active military or veteran status or genetic information in any form is unlawful and will not be tolerated. To prevent harassment in the first instance, staff members should model why harassment is wrong and teach that tolerance and respect are essential to a free society. In response to an act of harassment, staff members should intervene immediately to stop the harassment. Staff members should also deter future harassment with continuing lessons of tolerance and respect.

In addition, the District will promptly investigate all complaints, whether known or should have known, either formal or informal, verbal or written, of harassment on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; and, if it determines that unlawful harassment occurred, appropriately discipline any student, or staff member who is found to have violated this policy, and/or take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring.

Harassment is any conduct, including verbal conduct, (1) that creates (or will create) a hostile environment by substantially interfering with a student's educational benefits or employee's work environment, opportunities, or performance, or with a student or employee's physical or psychological well-being; or (2) that is threatening or seriously intimidating. Harassment may include, but is not limited to, graffiti containing offensive language which is derogatory to others because of their race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; threatening or intimidating conduct directed at another because of the other's race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; jokes, name calling, or rumors based upon an individual's race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; slurs, negative stereotypes, and hostile acts which are based upon another's race, color, religion, national origin, ancestry, marital status, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; written or graphic material containing comments or stereotypes which is posted or circulated, including by use of cellular phones or the internet, and which is aimed at degrading individuals or members of a protected class or classes; a physical act of aggression or assault upon another because of, or in a manner reasonably related to, another's race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic

information or any other protected category as defined by state or federal law; or other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law.

Sexual harassment is a form of harassment that also violates school policy. Sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, coworker, vendor, or other third party is unlawful and will not be tolerated. Sexual harassment is an unwelcome sexual advance, or sexual conduct, including verbal or physical conduct. In determining whether harassment is actionable, schools should look at the constellation of surrounding circumstances, expectations, and relationships. Examples of conduct which may constitute sexual harassment by students, teacher and/or employees, include, but are not limited to, sexual advances; touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; graffiti of a sexual nature; sexual gestures; sexual or dirty jokes; touching oneself sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other students as to sexual activity or performance; unwelcome, sexually motivated or inappropriate patting, pinching or physical contact; other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational or employment status or implied or overt promises of preferential treatment.

Prohibition against Retaliation

Any retaliation against an individual who has complained about harassment, discrimination or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated. Claims of retaliation will be investigated pursuant to this Policy and procedures. Retaliation includes, but is not limited to, any form of intimidation, coercion, interference, punishment, discrimination, reprisal or harassment for reporting or filing a complaint of discrimination or harassment, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or for opposing any act or practice reasonably believed to be prohibited by this Policy. Retaliation may result in disciplinary action, consistent with District policy. Corrective action will also be taken as appropriate. Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts law (Chapter 119, sec. 51A). The District shall comply with Massachusetts laws in reporting suspected cases of child abuse.

Civil Rights Coordinator and Title IX Compliance Officer

The School District designates Kathleen Bernklow, Director of Student Services, as Civil Rights Coordinator and Title IX Compliance Officer with responsibility to identify, prevent, and remedy discrimination or harassment against staff members, students, or individuals with whom it does business as well as to oversee administration of these procedures and to monitor compliance. The Director of Student Services can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3229. If a complaint involves the

Director of Student Services, the complaint shall be made or filed directly with the Superintendent, who can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3222. If a complaint involves the Superintendent, the report will be filed directly with the School Committee, who can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3222.

Formal Complaints of Discrimination or Harassment

The Director shall receive all reports or complaints of discrimination or harassment on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law; ensure the adequate, reliable, and impartial investigation of complaints, including the opportunity to present witnesses and other evidence; be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Policy; arrange for necessary training required for compliance with this Policy; and ensure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful discrimination or harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination or harassment, including interim protection of the victim during the course of the investigation.

Note: The full text of this policy may be found here and on the MPS website: Policy: [ACAB](#)

STUDENT DISCIPLINE

Policy: JIC

Medway Public Schools recognizes the importance of high standards of conduct in our schools. Such standards allow our schools to fulfill their mission of effectively educating the youth of Medway. Our community takes pride in our schools and the successes of our students.

The Medway School Committee endorses the concept that effective discipline involves the participation of staff, parents and students in a process which is constructive, fair and designed to protect the rights and responsibilities of all involved.

Principals will be judicious in deciding whether to issue an out-of-school suspension. Suspension is intended to underscore the seriousness of an infraction (a single act or series of acts) and to focus the attention of all concerned (the student's parents, teachers, and other students) on the child and the problem. It is not the purpose

of a suspension to adversely affect the student's academic record or long-term participation in school life. In this context, students will be allowed to make up school work missed during a suspension and the student shall receive credit for work completed. It should be noted that the teachers are not responsible for reteaching the material missed during suspension.

Each principal in the Medway Public Schools shall establish a discipline code for their school that is consistent with this policy and consistent with the Massachusetts Student Discipline regulations at 603 CMR 53.00 . Such discipline codes will be published in the school's student handbook after consultation with the school council after the approval of the Medway School Committee.

*Note: The full text of this policy may be found here and on the MPS website: **Policy:** [JIC](#)*

STUDENT TRANSPORTATION

Policy: EEA/EEAA

School bus transportation will be provided in accordance with state and federal law and applicable regulations. Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of a student to and from the student's school is the responsibility of the parent/guardian of the student.

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.

Busing Eligibility

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. 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. Students in the high school who live more than one-half (1.5) miles from the high school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Director of Finance and Operations. Virtually all kindergarten students shall be eligible for school bus transportation to and from school and home at bus stops as close to their living areas as feasible as designated by the Director of Finance and Operations, with the understanding that there will be no extra cost to the district and that a continuation will be voted on each year.

With certain exceptions, all students in Grades 1-12 are allowed only one A.M. bus assignment and one P.M. bus assignment. All students in Grade K are allowed only one A.M. and one P.M. bus assignment. Students will be allowed to ride only their assigned bus. Requests for temporary changes in bus assignments may be granted after review

and approval by the Business Office and with the consultation of school based leaders if space is available.

The school district will contract for transportation services. The school committee will award contracts on a competitive bid basis on a regular basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Director of Finance and Operations, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

*Note: The full text of this policy may be found here and on the MPS website: **Policy:** [EEA/EEAA](#)*

STUDENT WELFARE

Policy: JL

Medway Public Schools (MPS) is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. MPS recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.

Massachusetts General Laws (M.G.L) c. 119, § 51 A, requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering

physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of MPS are mandated reporters.

MPS employees, like employees in other school departments, are in a unique position to identify potential cases of abuse and neglect of children, because of their sustained contact with school-age children. Responsible action by employees can be achieved through recognition and understanding of potential incidents of abuse, knowing and following established reporting procedures, and participating in available child abuse and neglect information/training programs.

Definition of Terms:

- Neglect is the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care. It is understood that such inability is not solely due to inadequate economic resources or solely due to the existence of a handicapping condition. Neglect can occur while the child is in an out-of-home or in-home setting. Permitting a child to be truant or failing to enroll a child in school without providing an alternative program can constitute neglect.
- Physical abuse includes infliction, by other than accidental means, of physical harm upon the body of a child.
- Emotional abuse refers to excessive, aggressive, or unreasonable behavior by an adult that places demands on a child that are above his/her capabilities. This may include verbal attacks, humiliation, degradation, and chronic rejection of the child, close confinement of the child, or the permitting or abetting of delinquent behavior.
- Sexual abuse refers to any sexual contact between a caretaker and a child or the commission of a sex offense against a child as defined by the criminal laws of the Commonwealth.
- Verbal sexual harassment of a child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse.

All MPS employees who have reasonable cause or suspicion to believe that a child is suffering physical or emotional injury resulting from abuse or neglect shall report such a belief to the appropriate school or district based administrator.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch.119, § 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

The Superintendent of Schools, or his or her designee, has the responsibility to ensure that appropriate reporting procedures are implemented in the school system.

Complaints

A person who believes the policy and/ or procedures have not been correctly observed, should contact either of the following MPS administrators:

Director of Student Services

Medway Public Schools 45 Holliston Street
Medway, MA 02053
Phone: 508-533-3229

or

Superintendent of Schools

Medway Public Schools 45 Holliston Street
Medway, MA 02053
Phone: 508-533-3153

*Note: The full text of this policy may be found here and on the MPS website: **Policy:** [JL](#)*

STUDENT RECORDS

Student Record Laws and Procedures

Individual student records are developed and maintained for each student in the District 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. Private, personal or working notes made by a District employee are not regarded as student records so long as such notes are for that person's sole use or by the use of his/her substitute. The school principal or his/her designee is responsible for the privacy and security of all student records maintained in the school. The Superintendent of Schools or his/her designee is responsible for all student records that are not under the supervision of the school principal. The student's record consists of the transcript and the temporary record in accordance with 603 Code of Massachusetts Regulations Chapter 23.00. The student record includes all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

1. Transcript

Minimum administrative records necessary to reflect the student's educational progress and to operate the educational system. Data is limited to:

Name (student and parent/guardian)
Address (student and parent/guardian)
Telephone number (student and parent/guardian)
Date of birth

Course titles
Grades or equivalent
Course credit
Grade level completed
Year completed

The transcript may be destroyed sixty (60) years following the student's graduation, transfer, or withdrawal from the District.

2. Temporary Record

All information in the student record not contained in the transcript which is clearly of importance to the educational process. This information may include:

Standardized test results (including MCAS results)
Class rank
Extracurricular activities
Evaluations
Educational plans: IEP, 504, Regular Education Accommodation, Behavior Support Plans and Safety Support Plans, Student Support Process Reports, Individual Student Success Plans
Health records
Attendance
Incident reports
School Discipline Records

Teachers' notes and similar information that is not accessible to authorized school personnel or third parties are not included in the student record... Any information added to the temporary record shall be limited to that which is relevant to the educational needs of the student.

The temporary record of each student shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/ her parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation or withdrawal. During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated or irrelevant information contained in the temporary record.

The Medway Public Schools hereby gives notice on an annual basis that temporary records are so reviewed and destroyed at the end of each school year as deemed appropriate. Parents/guardians wanting an opportunity to receive the information or a copy prior to its destruction should contact the principal by June 1st of the school year.

The District will give the complete and original special education records to each special education student at the time of his/her graduation and a copy will not be maintained by the District, with the exception of the student's most recent IEP, which shall be kept by the district in accordance with state regulations.

Release of Information

Upon a student's enrollment in any other elementary or secondary school, all student records will be transferred to that school upon a written request for student 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 and in accordance with 603 CMR 23.007(4).

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.

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.

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

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

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.

The Medway Public School district is committed to providing our students with a safe learning environment that is free from bullying. This will be possible when all members of the Medway school community treat each other with respect. This policy is an integral part of the Medway Public Schools' comprehensive effort to promote learning and eliminate all forms of violent, harmful, and disruptive behavior. All students require this support to achieve their personal and academic potential.

Medway Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. All reports of bullying will be promptly investigated by Medway Public Schools. Medway Public Schools' response to bullying actions will include, when appropriate, referral to a law enforcement agency. Medway Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

Definition of Bullying

The definition of "perpetrator", as defined by M.G.L. c. 71, 37O, Sections 72 – 74 of Chapter 38 of the Acts of 2013, includes a student or a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

Bullying is the repeated use by one or more students or a school staff member or members of written, verbal or electronic expression or a physical act or gesture, or other direct or indirect behavior that is repetitive, or any combination thereof, directed at a target that has the effect of:

- causing physical or emotional harm, or of damage to his/her property;
- placing a target in reasonable fear of harm or of damage to his/her property;
- creating an unwelcoming or hostile environment at school for another person;
- infringing on the rights of another person at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Cyberbullying is the repeated use by one or more students of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: wire, radio, electromagnetic system, photoelectronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyberbullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be

accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this narrative, whenever the term bullying is used it is to denote either bullying or cyberbullying.

Bullying is prohibited on school grounds, athletic/playing fields, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the district, or through the use of technology or an electronic device owned, leased or used by the school district.

Bullying and cyberbullying are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe upon the rights of the victim at school, and/or materially and substantially disrupt the education process or the orderly operation of a school.

All staff members are required to report any bullying they see or learn about. The district will promptly and reasonably investigate all allegations of bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

The district's Bullying Prevention and Intervention Plan includes descriptions of and statements prohibiting bullying, cyberbullying and retaliation; establishes clear procedures for students and staff members to report bullying and/or retaliation; includes a provision that reports of bullying and/or retaliation may be made anonymously provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; establishes clear procedures for promptly responding to and investigating reports of bullying or retaliation; identifies the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; establishes clear procedures for restoring a sense of safety for a victim and assessing that student's needs for protection; establishes strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation or is witness to or has reliable information about an act of bullying; establishes procedures for promptly notifying the parents or guardians of a victim and a perpetrator, for notifying the parents or guardians of a victim of the action taken to prevent any further acts of bullying, and for notifying local law enforcement officials where criminal charges may be pursued against the perpetrator; includes a provision that a student who knowingly makes a false accusation of bullying shall be subject to disciplinary action; includes a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of the students; and comports with the requirements of this policy, as well as state and federal laws.

*Note: The full text of this policy may be found here and on the MPS website: **Policy: [JICFB](#)***

Note: The full text of this plan, including forms, on the MPS website:

Bullying Prevention and Intervention Plan.

ATHLETIC CONCUSSION POLICY

Policy: JJIF

The purpose of this policy is to provide information and standardized protocols for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

The superintendent's office will ensure that appropriate head concussion protocols are established. The protocols will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and post concussion syndrome.

*Note: The full text of this policy may be found here and on the MPS website: **Policy: [JJIF](#)***

LIFE THREATENING ALLERGY POLICY*

Policy: EFAB

Medway Public Schools recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The Administration of the Medway Public Schools shall ensure compliance with this policy and implementation of protocols and procedures to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community, and to plan for the individual needs of students with life-threatening food allergies.

Further, this policy, protocols, and procedures will aim to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The school day is defined as the hours of the day that students must attend their education program in

school. After school hours include Medway Public Schools sponsored activities, clubs, athletics, community education programs, and parent or community sponsored events.

Protocols and procedures for the Management of Life-Threatening Food Allergies (LTA) in the Medway Public Schools will be reviewed annually and modified as appropriate, and will include the following:

1) District-wide and building-based education and training is offered annually to school personnel about the management of student allergies, recognition of signs of an allergic reaction, activation of the emergency response plan, and the administration of epinephrine via auto injector.

2) For students with a known allergy an Individualized Health Care Plan (IHCP) including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening allergy, and distributed before the beginning of the school year.

During the school year, upon receipt of documentation about a life-threatening allergy, the school nurse will notify teachers of the student without delay, and the IHCP will be distributed to the student's teachers within one week of receipt by the school nurse.

3) Non-curriculum related classroom-based celebrations and parties are food free.

4) Inclusion of food for curriculum instruction and related activities, special grade-wide events, or field trips requires strict adherence to the Management of Life-Threatening Allergy Administrative Regulation and consultation with the nurse and approval of the principal.

5) The use of food as a reward or incentive during the school day is prohibited, except as indicated in a child's Individualized Education Program.

6) School personnel will be sure to educate classmates, assure an environment free from bullying, threats, and stigmatization (in accordance with Medway Public Schools Bullying Prevention Policy JIC Medway Public Schools Anti-Discrimination & Anti-Harassment Policy AC and provide safeguards so that students with LTA are not isolated.

7) Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day nor beyond school hours in pre-K through grade four.

Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day, but are permitted beyond school hours, in grades five-twelve.

8) Medway Public Schools staff employed by Medway Public Schools to supervise and/or coach students who are participating as members of school-sponsored

athletic teams, clubs, and other extracurricular activities beyond the school day are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA while the students are under the staff's supervision.

8) Unless otherwise required by law, Medway Public Schools staff is not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on Medway Public Schools property that are sponsored by any parent, community, and private groups.

*(adapted from Needham Public Schools, Life-Threatening Allergy Policy, adopted 12/7/2010)

Note: The full text of this policy may be found here and on the MPS website: [Policy: EFAB](#)

Policy IJNDB

RESPONSIBLE USE OF SCHOOL NETWORK, INTERNET & EQUIPMENT

Digital Learning and Technology Acceptable Use Policy

Introduction

The Medway Public School System believes that technology, when properly utilized and integrated into the curriculum, can provide a transformative learning experience for our students, staff, and community. This Responsible Use Policy for the Medway Public Schools ("MPS") provides parents/guardians, students, and staff with a statement of expectations for the use of technology within the Medway Public School District. This policy is reinforced by practice, acceptable use standards, and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Medway Public Schools. Students and parents/guardians, as well as all staff members of MPS, and where applicable, guests and adult learners, must read and sign the accompanying Statement of Responsibilities.

This policy describes acceptable and unacceptable uses of Medway Public Schools computing systems, but these descriptions are not exhaustive lists of all acceptable or unacceptable uses. Any user who has a question regarding whether or not a particular activity is acceptable should seek guidance from the Building Principal or the Superintendent.

The Medway Public Schools intends to provide resources that support the curriculum goals and initiatives of the district. These resources include but are not limited to wired and wireless network and Internet access, end user computer equipment and peripherals, content applications and collaboration tools, and user accounts to differentiate staff and student identities. These resources are intended to promote a secure environment that helps all users create, collaborate, and share information.

District Mission:

The Medway Public School district, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

District Vision:

The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible and productive citizens of a global community.

Digital Learning Vision:

Medway Public School students will learn in personalized, digitally-rich environments that authentically and effectively integrate technology ensuring they will thrive in their future endeavors in an interconnected, global community.

Proper and Ethical Use

The smooth operation of the network relies upon the proper conduct of the end users and their adherence to strict guidelines. These guidelines are provided here so that all are aware of the responsibilities and expectations. In general, this requires efficient, ethical and legal utilization of the network resources. If a Medway user violates any of these provisions, his or her access will be suspended and may continue to be denied in the future. We may also impose financial responsibilities for malicious damage to resources, and in appropriate cases, notify law enforcement. The signature(s) at the end of this document is (are) legally binding and signifies the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

Terms, Conditions, and Expectations**Personal Responsibility**

All individuals who access the Medway Public Schools network or devices must accept full responsibility for their own actions and report any misuse of others to an appropriate authority. Misuse can come in many forms, but is commonly viewed as physical damage, inappropriate use, and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, plagiarism, racism, sexism, inappropriate language, and bullying, cyberbullying or harassment. All rules of conduct of the Medway Public Schools apply when individuals utilize district associated digital resources and the internet.

With access to these resources also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Medway

Public Schools have taken reasonable precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. It is the user's responsibility not to initiate access to such material and to report any suspicious content to district staff immediately. Any decision by the Medway Public Schools to restrict access to Internet material and/or filter content shall not be deemed to impose any duty on Medway Public Schools to regulate the content of material on the Internet.

Responsible Use

All user accounts must be in support of education and consistent with the educational objectives of the Medway Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is not acceptable. Medway Public Schools computing systems may not be used for political or social advocacy or solicitation. This prohibition includes fund raising or advocacy for any non-school organization or group. All users assume full liability - legal, financial, or otherwise - for inappropriate actions.

Privileges and Failure to Follow

The use of school resources is a privilege; inappropriate use will result in a cancellation of the privilege. The school administrators will deem what is inappropriate use and their decision is final. Also, the school administrators may choose to terminate access at any time. Following our due process protocols aligned with the Medway Public Schools disciplinary guidelines, administration, faculty, and staff of Medway Public Schools may request the network administrator to deny, revoke, or suspend specific user access.

Medway Public Schools will advise appropriate law enforcement agencies of any illegal activities conducted using its computing systems. Medway Public Schools also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the Medway Public Schools computing system.

Security and Monitoring

Security on any computer system and personal account is a high priority, especially when the system involves many users. The Medway Public Schools reserve the right to monitor and review any material, including email, at any time, and without prior notice, on a school supplied device and user account in order for the District to make determinations on whether specific use of available resources is appropriate. In reviewing and monitoring user accounts to determine appropriate use, the Medway Public Schools shall respect the privacy of user information and adhere to state and federal laws [FERPA, CIPA, HIPAA, and COPPA]. The intent of any monitoring activity is to ensure the security of our network, maintenance of personal identities, and effective use of school supplied resources.

Limitations of Liability

The Medway Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Medway Public Schools will not be responsible for any damages suffered. This includes loss of data or service interruptions. Use of any information obtained via the Internet is at your own risk. The Medway Public Schools

specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Staff members, students, parents/guardians are required to sign and submit acknowledgement they have reviewed the Responsible Use Policy and agree compliance with its terms. Students 18 and over must sign the acknowledgement for themselves. Building administration or designees must monitor agreements to ensure all active accounts have a valid signed agreement. Agreement must be signed annually. Building administration or designee must monitor agreements to ensure that all active accounts have a valid agreement.

Definitions

Technology devices, digital resources, and network infrastructure are defined as the Medway Public Schools Technology Responsible Use Policy network, the Internet, GSuite for Education, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

- *Information technology* is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.
- *Educational use* is defined as a use that supports communication, research, and learning.
- *Devices* refer to district owned/leased, staff owned devices, and student owned devices.
- *Children's Online Privacy Protection Act (COPPA)* Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.
 - Medway Public Schools works diligently to comply with COPPA requirements. Medway Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Medway Public Schools will use an internal school district identification number to represent each student user.
- *Guests and adult learners:* Guest accounts may be established for, for example, temporary staff (e.g. long term substitutes, service vendors, interns, student teachers, community education instructors). A guest's access may be limited.

Note: The full text of this policy may be found here and on the MPS website: [IJNDB](#)

Policy IJNDB-R

RESPONSIBLE USE OF SCHOOL NETWORK, INTERNET & EQUIPMENT

Administrative Procedures for Implementation

Procedures for Use

1. It is the expectation of the Medway Public Schools that all users will develop 21st Century Skills (Communication, Collaboration, Critical Thinking, and Creativity) through the exposure and eventual mastery of state and national standards when utilizing digital resources.
2. Users must adhere to the guidelines established in the Student and Staff Handbooks and this RUP.
3. All users have the right to use the available resources for educational purposes. Users should not be engaged in non-educational activities during school hours or impede the network's operation for educational purposes.
4. All users should free themselves from personal distractions and only use technology when appropriate or when/how instructed. The district allows the use of personal equipment or peripherals for educational purposes and in accordance with guidelines delineated in Student and Staff Handbooks and this RUP.
5. Access to the wireless network for personal devices will be allowed on a "Public" network. No access to secure wired networks will be allowed without the appropriate authority.
6. Secure account information [user accounts] is expected to be personal and not shared with any other individual.
7. The sharing of or tampering with another person's security features involved in his/her account(s) or intellectual property is expressly prohibited. Individuals will be held responsible for content or conduct on their user accounts.
8. The attempt to gain access to systems, resources, or data beyond administratively set parameters and/or intentionally circumventing security affecting the operation of the network resources is expressly prohibited.
9. We reserve the right to monitor and filter content on a school owned device in accordance with federal regulations.
10. Devices provided by the Medway Public School District are expected to be used for educational purposes by the assigned user. The right to use school resources does not extend to additional users or family members.
11. Users shall not download or install any commercial software, shareware, freeware or similar types of materials on the Medway Public Schools computing systems without prior approval and authorization from the technology department.

Network Etiquette

Staff and students are expected to abide by the generally accepted rules of online etiquette. These include (but are not limited to) the following:

1. Be polite.
2. Use appropriate language. Do not swear, use vulgarities or any other abusive or inappropriate language.
3. Only legal activities are allowed. Illegal activities will be reported to building authorities and, under appropriate circumstances, law enforcement.
4. Do not reveal your personal information. Keep passwords and personal information secure.
5. Electronic mail (e-mail) is not guaranteed to be private.
6. Do not use the network in a way that would disrupt or impede its educational purpose and use.
7. The creation of private networks or attempts to disrupt or impede school network operations is prohibited.

Security

1. Security on any computer system and personal account is a high priority, especially when the system involves many users.
2. Use or attempt to gain access to content or personal information of another individual's account is prohibited.
3. Attempts to log onto the network or Internet as a system administrator will result in cancellation of user privileges.
4. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to all network resources.
5. Account passwords should not be shared and should be routinely changed to help ensure personal security.

Vandalism, Cyberbullying and Harassment

1. Vandalism, cyberbullying, and/or harassment will result in the cancellation of privileges and possible financial charges to the individual responsible.
2. Vandalism includes any malicious attempt to harm or destroy data or equipment.
3. This includes, but is not limited to, the altering of workstation operating system files, malicious damage of hardware components, tampering with another user's personal profile, data, or intellectual property, and the creation and distribution of malicious computer code [viruses, malware, or ransomware].

Cyberbullying and harassment are defined by state law and school policy and are strictly prohibited. Any claims of harassment or cyberbullying will be addressed in accordance with state law and school policy.

Note: The full text of this policy may be found here on the MPS website: [IJNDB-R](#)

IJNDD

POLICY ON USE OF SOCIAL MEDIA SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Staff are required to use a Medway email address when establishing social media accounts that will be used for official school business.

2. Improper fraternization with students using any social media including but not limited to Facebook and other social sites, voice communications, chat rooms, texts, other media sharing sites, cell phones or other digital means.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's information, mail, or communications systems, except emergency situations.
 - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning emergency matters related to team schedules, medical matters, or academic reasons.
 - d. School personnel will not give out their private cell phone or home phone numbers without prior approval of the district.
 - e. Inappropriate contact via email or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

If inappropriate use of social media is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Note: The full text of this policy may be found here on the MPS website: [IJNDD](#)

**Medway Public Schools
Medway, MA**

**Digital Learning and Technology Responsible Use Policy Agreement
Policy on Social Media Sites**

Student or Staff member

I have read, understand and will abide by the **Digital Learning and Technology Responsible Use Policy and the Policy on Social Media Sites**. I further understand that any violation of the regulations is unethical and may constitute a financial expense and possible criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

If you are under the age of 18, a parent or guardian must also read and sign this agreement.

Print Student/Staff Name

Student/Staff Signature

Date

Parent or Guardian

As the parent or guardian of this student, I have read the **Digital Learning and Technology Responsible Use Policy and the Policy on Social Media Sites**. I understand that this access is designed for educational purposes. I recognize it is impossible for Medway Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to grant access to the Internet for my child and certify that the information contained on this form is correct.

Print Parent/Guardian Name

Parent/Guardian Signature

Date

**FAILURE TO RETURN THIS FORM INDICATES THE STUDENT DOES NOT HAVE
PERMISSION TO USE THE SCHOOL NETWORK**

Note: The full text of this policy may be found here on the MPS website: [Policy IJNDB](#), [IJNDB-R](#) and [IJNDD](#).