

DRACUT PUBLIC SCHOOLS
ENGLESBY INTERMEDIATE SCHOOL
STUDENT HANDBOOK
2011-2012 SCHOOL YEAR

Dr. STACY L. SCOTT
Superintendent of Schools

DRACUT PUBLIC SCHOOLS
ELDRIDGE ADMINISTRATION BUILDING
2063 LAKEVIEW AVENUE
DRACUT, MA 01826



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Welcome to Englesby Intermediate School

Dear EIS Families,

Welcome to the George H. Englesby Intermediate School, home of the EIS Eagles.

The primary goal of the Englesby Intermediate School is to provide a safe and enriching learning environment with high expectations and standards of excellence for all students, a setting in which your children are provided with the necessary skills to make a smooth transition to the Junior High School.

Our experienced staff collaborates to interest, motivate, challenge and pique the curiosity of all students. The staff is well versed in the fifth and sixth grade curriculum and understands the most effective instructional practices that best fit the needs of our young, developing adolescents.

At the Englesby Intermediate School, we believe in investigating and exploring the best instructional practices and methods, investing in updated materials, utilizing the latest technology and supporting innovative ideas and programs that will enhance our students' level of education. We will also utilize the latest research and practices to assist students' with their social, emotional and intellectual needs as they grow to become life-long learners and contributing members of our community.

During this upcoming school year, your son/daughter will make new friends, meet new teachers, explore a variety of different course offerings, participate in after-school activities, attend Activity Nights, perform on stage, organize events as part of our Student Council and maybe even ski a few times at Pats Peak in Henniker, New Hampshire. In addition, we also offer other off-site educational ventures to sites in Lowell and perhaps even New Hampshire.

Although our school will focus primarily on student achievement, our students also need to become independent thinkers, good citizens, and productive members of our society. Our staff will also help your child develop these important qualities and skills.

As we move along during year seven as a model intermediate school, please use this handbook as a resource to guide your child through a very rewarding year. In addition, please feel free to contact us at the school should you need any assistance.

Finally, we want you to become an integral part of the new Englesby Intermediate School community where we plan to rely on your involvement, feedback and support to help us grow and excel. We want to hear from you. Therefore, please contact us at 978-957-9745 to find out how you can get involved and assist us along the way.

We look forward to working with you and your son/daughter during the 2011 – 2012 school year.

Sincerely,

Jacquelyn Perrin, Principal



Vision and Mission Statements

VISION STATEMENT

The Dracut Public School System embraces a vision of an educational community committed to developing each student as a lifelong learner, capable of meeting his or her potential in an ever-changing, culturally diverse and technologically expanding society.

MISSION STATEMENT

The Dracut Public School Community is committed....

TO FOSTER *a safe and caring learning environment where tolerance, respect, and cooperation are valued.*

TO PROVIDE *our students with the knowledge and skills necessary for success in a changing world.*

TO INSPIRE *all students to become lifelong learners and responsible, productive citizens.*

Englesby Intermediate School Mission & Vision Statement

The mission of the Englesby Intermediate School, while working in partnership with family and community, is to engage all students in the process of learning in a safe and positive environment.

The core values that drive our words and actions are:

- ***Respect***
- ***Responsibility***
- ***Empathy***
- ***Team Work***
- ***Perseverance***
- ***Pride***
- ***Honesty***
- ***Independence***
- ***Commitment to Lifelong Learning***

The Englesby Intermediate School community believes:

- ***A quality school bases its decisions on what is best for children.***
- ***People need a safe, nurturing and harassment-free environment.***
- ***Every person has an inherent worth and can learn.***
- ***Learning is a partnership between student, school, home and the community.***
- ***The ability to work individually and as a team is vital to creating lifelong learners.***
- ***Emotional and social development is integral to academic achievement; people are responsible for their choices and the results of those choices.***
- ***Respect for self and others promote a caring community of learners.***

The students of Englesby are on an educational journey with a destination being college. To support this journey and send our students the message that "We believe you can succeed," the staff will be wearing college t-shirts on the days listed below. We hope that our students will join us and wear a college t-shirt on these days. We will work as a community to arrive at our destination.

COLLEGE T-SHIRT DAYS

September 6, 2011

October 7, 2011

November 30, 2011

December 16, 2011

January 27, 2012

February 17, 2012

March 30, 2012

April 27, 2012

May 25, 2012

Last day of school



Who's Who in the District?

School Committee Members

Mrs. Bonita Elie - Chairperson
Mr. Matthew Sheehan - First Vice Chair
Mr. Michael Miles - Second Vice Chair
Mr. Ronald Mercier II - Board Member
Dr. Michael McNamara - Board Member

Superintendent of Schools

Dr. Stacy L. Scott

Executive Director of Special Education

Ms. Janet Barry

School Business Administrator

Mr. Tom Rose

Chief Academic Officer

Dr. Sonia Diaz

Supervisor of Buildings and Grounds

Mr. Andrew Graham

Director of Food Services

Mr. Michael Maguire



Who's Who in the School Council?

School Council

As part of the Massachusetts Education Reform Act of 1993, each public school is required to maintain a school site council. The council's purpose is to promote local decision making by providing support and advice to the building principal. Councils are composed of equal numbers of faculty and parents/community members. The principal and a parent/community member act as co-chairs. Parent representatives are selected through an election run by the parent teacher organization (PTO). Each year the site council develops a school improvement plan outlining the goals for the coming year(s). These goals set the priorities for the school in terms of resource allocation and focus. Copies of the plan will be available in the school office. Each council meets five to six times throughout the school year. Meetings usually last 1½ hours. All meetings are publicized and open to the public. We encourage you to attend.



Parents as Partners

Parents as Partners...Success in school is very much dependent on all members of the school community working together for the best interest of the students. As a district, we encourage and welcome parent participation. There are numerous opportunities for parent involvement in the life of the schools.

Volunteering at School...The Englesby Intermediate School (EIS) considers parent volunteers a special resource. Parents are encouraged to help with field trips, activity nights, the Wheel-a-Bratton fundraiser and special activities. Many other opportunities for parent involvement are available throughout the year in our school. Please contact the office if you have time or skills that you can donate to make our school a more enriching experience for our children.

Keeping in Touch...Teachers and other staff members can be reached in a number of ways. It is important to stay in regular contact with your child's teacher, but please don't rely on verbal messages! The first meeting, our Orientation Night, will take place in early September.

In addition, formal parent/teacher conferences are held once a year in late November. At this get together, teachers will explain a child's progress. If you would like to meet with any of your child's teachers at any other time, please contact them directly at school to set up an appointment.



Staff members can generally be reached by ***phone*** before and after school and during their prep periods. If you cannot reach a staff member directly, a message can be left in their voice mail. Your child will inform you of that

number or you can call the main office directory.

A ***note*** to a staff member is often the most effective and direct way of communication (providing your child remembers to deliver it). Each teacher may also be reached through their district email address.

Parent Teacher Organization...The EIS Parent Teacher Organization (PTO) is an organization for community members who are interested in promoting the welfare of children. By bridging the ideas and collaborative efforts of family, staff, students and the community, the education of our children is maximized both in and out of their school environment. The PTO supports student enrichment programs and community building through a wealth of school-wide events and our Wheel-a-Bratton fundraiser.

This year's officers are:

President: Kelly Petka

Vice President: Kim O'Connell

Secretary: Michelle Boormeester

Treasurer: Michelle Currie

Volunteer Coordinator: Kim Tyler





Getting There...

Getting There, Being There and Getting Home

School Hours... School starts at 8:05a.m. and dismissal begins at 2:15p.m.



Children should report directly to their classrooms when they arrive at school. Anyone who arrives after 8:05a.m. will be considered tardy.

No child should arrive on school property before 7:45a.m. as no adult supervision is provided until that time.

Attendance...It's the law! The education of children is a responsibility shared by school and parents. Teachers and parents work to develop characteristics important in the educational growth of children. Proper work habits are essential to their development. **Punctuality and regular attendance are expected.** Two of the most critical factors in skill development are attendance and punctuality. This applies to all members of the Dracut Public Schools, staff and students alike. We encourage all members of our school to strive to be at school on time and take full advantage of the opportunities available. We encourage you to work with us to foster the concept of how important it is to the development of each child. Excessive absences can have a negative impact on student performance. **Absences in excess of 8 days a year will require contact with the school's administration to determine your child's ability to meet grade level expectations.**

Parents must call the school absentee call-in line on days of student absences at 978-957-

9745. Those parents who do not call will receive an automated call from the school's Connect-Ed telephone system.

A written excuse must be brought to school following each absence or tardiness. A child reporting to school late must stop at the main office to let the secretary and/or principal know of his/her arrival. Finally, excessive tardiness (missed the bus, overslept, etc.) will result in detention or other consequences.

In the event of medical or emergency absences, the teachers will work cooperatively with the parents to provide assistance during the absences and after the child's return to school to minimize the educational loss to the student.

Absences for reasons other than medical or family emergency should be avoided. **Parents are requested to make appointments with physicians, dentists or for any special lessons during after school hours.**

When a child is being dismissed during the day, the parent must send a written note in the morning and the parent must report to the school to pick up the child. If the child is returning to school the same day, he/she is expected to report to the school office for readmission.

School vacations are planned at appropriate intervals during the school year and parents should make family plans accordingly. **Teachers cannot realistically provide work in advance of planned absences that will adequately make up for the missed instruction. Therefore, teachers, in conversation with the principal, will use their discretion as to whether it is appropriate or not to provide work requested by a parent to be completed during the period of absence.**

In any event, students should take their books with them and contact their study buddy to obtain ongoing class work.

Parents who voluntarily take their children out of school have the responsibility to see that the children are available to make up the missed work upon their return to school. All children are required to take advantage of late help offered by classroom teachers.



Riding the Bus... Arriving at school and home safely is a priority for the Dracut Public Schools. Working together, North Reading Transportation, the school and home can teach students safe habits for riding buses responsibly. It is expected that all bus students will ride the bus home unless a parent has notified the office of other transportation arrangements.

At the Bus Stop... Students should arrive at the bus stop a few minutes before the scheduled pick-up time and wait in an orderly manner well back from the edge of the road. When the bus arrives, students should wait until the bus comes to a complete stop and the door opens and then proceed in a single line onto the bus at the direction of the driver. When crossing the street to enter the bus, students should always cross in front of the bus.

On the Bus... Bus drivers will direct students where to sit. Seats will accommodate up to three students. Remember to push in to make room for others. Keep backpacks and other objects in your lap. Alternative transportation arrangements should be made for large objects or projects that take up too much room. Quiet and friendly conversation is expected for an enjoyable ride. Always remain in the seat you have chosen until it is time to exit and while the bus is in motion. A clean bus is the responsibility of

everyone so remember to take everything you brought and do not eat on the bus. Windows should only be opened or closed at the direction of the driver. Arms, hands, heads, and other objects must be kept inside the bus at all times.

Leaving the Bus... Wait until the bus comes to a complete stop before getting up to leave. Exit down the steps carefully, **cross only in front of the bus** and look carefully for any other moving vehicles as you head home. Students will only be dropped off at their designated bus stop unless a written note has been submitted to the office ahead of time.

Arriving Home... If your child does not arrive home at the expected time or was not on the bus, please notify the school and North Reading Transportation immediately so that your child can be located. If the school is aware that your child missed the bus home, you will be notified immediately. For all bus concerns, you may contact the school or **North Reading Transportation (978- 674-0222)**.

Bus Routes... Students must only ride on the bus to which they are assigned except in emergency situations. Transportation to accommodate a consistent day care arrangement will be acceptable when the office is notified in writing at the beginning of the year or when the day care schedule changes.

Late Buses are available generally Monday through Thursday for students who are participating in after-school activities. Please check with the office to confirm late bus schedules. **Late buses do not follow the regular route.**

Bus Conduct Reports... It is a privilege to ride the bus. Behavior that is discourteous or endangers the health and safety of others will not be tolerated. The bus driver is the sole authority on the bus and will communicate with the school to resolve any behavior issues. Conduct reports will be issued as follows:

-
- 1st Report - Notification to parent and appropriate consequences.
- 2nd Report - Notification to parent and more serious consequences.
- 3rd Report - Loss of riding privileges for up to three days and contact with the home.
- 4th Report - Brought to attention of School Board with possibility of loss of bus privileges for remainder of school year.

Subsequent Reports – Loss of riding privileges up to and including the remainder of the school year.

Serious Violations – Immediate loss of riding privileges, particularly when behavior jeopardizes safety or impinges upon the authority of the driver.

Students are responsible for any damage to the bus. The bus company will determine cost of repair. Riding privileges will be suspended until payment is made and consequences have been completed.

Arriving by Car...Students arriving by car should be dropped off **between 7:50 and 8:05 a.m.** at the side parking area, not in our circle. Please observe the **No Parking** signs and exit the parking lot soon after your child has left your vehicle to allow others to drop off safely. If you need to come into the building, please use the side parking lot. **Late arriving students need to report to the office** before proceeding to class.

Leaving by Car...At the end of the day, students leaving by car must report to the hallway outside of the music room. All parents should wait at the basketball courts to meet their child. **Parents are reminded that they must pull into a space in the side parking lot as emergency vehicles need access to the rear of our building.**

Walkers...All students who walk to school (or are otherwise self-propelled) should **arrive between 7:50 and 8:05 a.m.** Enter through the front door and proceed directly to class. **After 8:05 a.m.**, students should report to the office before heading to class.

Bikes, Boards and Wheels...Students may ride bicycles to school. The school is not responsible for theft or vandalism associated with the bicycles.

Please know that students are not allowed to bring skateboards or rollerblades to school at any time. As indicated by state law, **students are required to wear helmets when using bikes, blades and boards. It's very important that students adhere to this regulation.**

Early Dismissals/School Cancellations/Delayed Openings/Emergency Closings Dismissals-Parent Dismissal...Please try to limit the number of dismissals as they are disruptive to the educational process. If you plan to have your child dismissed for anything other than the usual bus or walker dismissal, a note is required. This note should be sent on the morning of the dismissal and should state the following:

1. Name of child
2. Time of dismissal
3. Person picking up your child
4. Date
5. Signature

Your child will meet you at the Main Office and you will be asked to sign your child out of school. Parents should **NOT** pick their children up at their classroom, nurse's office or any other door.

If a student is dismissed from school before the half day (11:15a.m.) and does not return he/she is considered absent for the day.

If a student arrives at school after the half day (11:15a.m.) he/she is considered absent for the day.

(It would be helpful to the secretary if you call before 1:00p.m. for anticipated dismissals.)

Dismissals-In Case of Illness... The school nurse will notify the parent and the child may be picked up at the office.



No School or Delayed School Opening... In the event of school cancellation or delayed opening, parents should be aware of the following methods of notification:

1. An automated telephone call from the Superintendent's Office
2. "No School" or delayed school opening announcements are made on the following radio and all television stations:

WBZ Radio (1030 am) and Television (Channel 4)

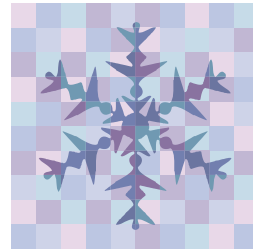
WLLH (1400) am and WCAP (98.0 am) – Radio

Starting at 6:00a.m. notice will be given to these stations that school will either be called off for a full day or that the opening will be delayed.

On 2-hour delayed opening days school will start at 10:15a.m. Students should be at their bus stops approximately two hours later than the regular time School lunches will be served

and students will be dismissed at the regular time.

If weather conditions do not improve or worsen on delayed opening days, a "no school" announcement will be made as soon as possible, again using the automated telephone system.



Emergency Early Dismissal Produces... There is always the possibility that our students may need to be dismissed from school early for a number of reasons - extreme heat or cold, a sudden snow storm, power failure, etc.

Please instruct your child on what to do and where to go, (home, to a relative's house or to a neighbor's house, etc.) when dismissed early in the event that he/she should follow a different procedure.

The Dracut Public Schools utilizes the Connect-Ed automated telephone system. In the event of an emergency that warrants early dismissal, a phone call will be placed to your home or work notifying you of the time of dismissal.





Health Records & Illnesses

Health Services...Our school is served by a school nurse who is available full-time during the school day. She administers vision and hearing tests to all students annually and makes referrals in cases of deficiency. She also schedules clinics, maintains health records, and administers first aid to injured or ill children.

In case of an accident or illness, after first aid is administered, the parent will be notified and further care is given if necessary.

State law calls for a physical examination of each pupil entering grade 7. It is suggested that you take care of this requirement during the spring of the 6th grade school year.

Illnesses...The following guidelines are intended to give parents some understanding as to when their child may be ready to return to school after illness:

- Temperature normal for 24 hours
- Three days elapsed since the onset of a cold (may return if they have no temperature, sore throat or severe cough)
- Child is ready to participate in all activities, including gym and outdoor play
- Isolation periods of common communicable diseases:
 - Chicken Pox – one week from appearance of eruptions
 - Strep infections – a child who is awaiting laboratory results for a strep infection should not return to school until a negative culture is confirmed **OR** one week without drug therapy (penicillin or like) or 24 hours of antibiotic therapy, provided therapy is continued for 10 days



Medication...If a child must take medication at school, a physician shall provide written orders and the parent shall provide a written request. **Medications must be brought to school by an adult in a container labeled by the pharmacist or the physician and will be stored in a locked cabinet in the Health Room. All medication, whether prescription or over-the-counter, must be held and administered by the School Nurse.**

School Entry Requirements...A child must be a resident of Dracut to be enrolled as a student. When a child transfers to the school system, the grade placement of the previous school system will be honored. No child will be admitted into the fifth or sixth grade without a physician's certificate or copy of a current immunization record.

School Accident Insurance...Accident insurance for students is available at a nominal fee to all enrolled children. Insurance forms will be sent home in September of each year with the students. The insurance form must be returned to school completed even if the insurance is not being purchased. Injuries that occur on the school premises are reported immediately to the school nurse or to the main office. Please remind your child that it is important that he/she report an injury received during school hours to the teacher/staff member in charge who will refer him/her to the school nurse or main office. School insurance can possibly be invalidated by not reporting at the time of injury.



All students are required to take mathematics, English language arts, reading, social studies, and science. All of these subjects are aligned with the Massachusetts curriculum frameworks.

Library and Computer Lab... Students also have the opportunity to visit our wonderful library and state-of-the-art computer lab once per week. There they can conduct research, as well as work on classroom and interdisciplinary projects. Here staff members work closely with the classroom teachers to coordinate projects.

In addition, students also take part in the following offerings:

Physical Education... The physical education program is an integrated part of each child's learning experience. The program seeks to:

- develop and maintain physical fitness levels
- develop a competency in management of body awareness
- develop desirable social standards and ethical concepts
- acquire safety skills and habits
- enjoy wholesome recreation
- improve self-esteem and confidence

All children are required to come prepared for participation in regularly scheduled gym classes. The only exception is for those who have a doctor's written excuse or are otherwise restricted because of disability. Generally, if a child is considered well enough to attend school, he/she should be well enough to participate in gym class.

Children should wear safe play clothes and "all purpose" sneakers. **No jewelry is to be worn during gym class.** We recommend that all jewelry be left at home on gym days. This alleviates any injuries or problems that come from lost, misplaced or stolen items. Also, hair that

is longer than shoulder length must be properly tied back away from the face with a non-rigid fastener.

Art... The art program nurtures the joy of self-expression by exposing children to a variety of media, encouraging individual expression and affirming diversity. Art classes focus on skills, development and creative solutions to aesthetic challenges. Art history is studied in conjunction with activities. Children explore drawing, painting, printmaking, clay and fiber arts and along with computer experience, develop perceptual skills necessary to become sensitive viewers. Students will practice visual literacy through discussing and writing about their own work and the work of others. A studio atmosphere is fostered to ensure responsible work habits and respect for the creative process. Computer use is a main focus of this studio.

Music... Children have weekly music instruction in grades 5-6. Classroom instruction promotes good singing, the development of the ear and rhythmic coordination. Children are exposed to the fundamentals and foundations of musical concepts along with traditional and varied musical styles. The students also enjoy playing various rhythm and melody instruments that are used in the classroom

Instrumental Music... Students in grades 5-6 have the opportunity to further their talents by playing an instrument. Small group music lessons are given 45 minutes once a week and are rotated to avoid taking children out of the same class. Grade 5 beginners start instrumental lessons in October. Students also have the opportunity to participate after school in the grade 5 or grade 6 band or the combined 5/6 grade orchestra once weekly for rehearsal.

Vocal Ensembles... The purpose of the Chorus is to provide an opportunity for a more advanced choral experience through exposure

to a variety of choral styles and literature. *Expectations are high and all students are required to attend all after school weekly rehearsals as well as all evening concerts.*

Concert Dress...Our music programs offer students the opportunity to participate in performances as part of the music learning experience. By participating in group performances, students learn about teamwork and cooperation. We believe these to be important life skills for all students. As part of this experience, we may announce a specific dress code for specific performances. We want the children to learn that participation in music has its own standards which may be different from other school activities.

Assemblies...Student assemblies are an important part of the life of an intermediate school. Our parent teacher organization works very hard to host excellent enrichment programs for the children. Some of these programs extend our academic curriculum; others enhance the arts. We also feature student performances during the year.

Students should file into assemblies quickly and quietly. Staff will direct students to seating areas. Students are expected to listen attentively during programs. We also expect students to show appreciation by clapping hands.

Field Trips...During the year, classes will have the opportunity to further their educational experience by participating in field trips that are appropriate for their age and studies. We consider these trips to be an important part of the curriculum and expect all students to attend. However, students who have displayed a negative behavior pattern prior to a trip may be excluded from participating in this experience. A consultation by the teacher and principal with the student and his/her parents will determine if he/she should be held back from attending this activity.

Report Cards...Report cards are issued four times each year. Students will also receive four midterm progress reports. Progress reports will indicate notice of exceptional work, poor progress or failure. Parents should call the teacher to schedule an individual conference to discuss their child's progress.

Each teacher evaluates the child's achievements and progress and prepares reports that are sent to parents. One of the best ways to report pupil progress is through frequent communication between the teacher and parent. In some instances, the teacher will ask for the conference. Parents are also encouraged to initiate conferences when they see a need. Parents, teachers and students working together will ensure students' success!

**Marking Period/Progress Reports for
2011 – 2012**

First Period

Progress Reports	Early October
Marks Close	Early November
Report Cards Home	Mid-November

Second Period

Progress Reports	Mid-December
Marks Close	Late January
Report Cards Home	End of January

Third Period

Progress Reports	Mid-March
Marks Close	Early April
Report Cards Home	Early April

Fourth Period

Progress Reports	Mid-May
Marks Close	Close of school*
Report Cards Home	Close of school*

*(Adjusted based on snow days)

High Honor Roll...High honor roll is one way that students can be recognized for outstanding academic achievement. The criterion for the high honor roll is as follows:

To be eligible for "high honors," students need to attain all A's in content areas and a satisfactory grade in all specials.

Honor Roll...Students attaining all A's and B's and a satisfactory grade in all specials will receive a certificate and an EIS gift.

Parent Conference...The following few simple guidelines will enable both teacher and parent to make the best use of time during a parent/teacher conference.

- Please phone or write in advance to make an appointment.
- Conferences are more effective without younger siblings.
- Plan on a 10 to 15 minute conference.
- Teacher will not carry on a conference when his/her class is in session. Classes should not be interrupted for conferences.
 - Parent conferences are for getting acquainted and exchanging information to benefit the child and may be requested by a parent or teacher at any time.

Parents learn about their child's

- special abilities
- adjustment to school
- relationship with other children
- samples of work
- academic strengths and weaknesses

Teacher learns about child's

- reaction to school
- response to the curriculum
- rules and responsibilities at home
- peer relationships
- activities, interests, and hobbies
- weaknesses and strengths as viewed by parents

Non-Custodial Parents...Under the Family Educational Rights and Privacy Act of 1974 (FERPA), non-custodial parents have the same rights of access to school records as custodial

parents unless the divorce decree includes a specific court order to the contrary. Therefore, if you are a non-custodial parent and wish to receive copies of your child's progress reports and other school information, please write or call us at the school.

Formal Assessments...

MCAS – March - June, 2012

Grade 5: Math, Reading, Science and Technology

Grade 6: Math and Reading

Homework...Homework is an important tool that teachers use to help students review and practice what they have learned, to teach children to work independently and to encourage children to develop good habits and attitudes such as self-discipline and responsibility. One of the most significant research findings by the U.S. Department of Education states that children whose parents get involved in their education have a greater chance for success in school.

At no time should you do your child's homework. Instead, if you know that he/she is having difficulty, write a note or call the teacher.

Overview Guidelines...

- Together with the family, the student should determine a regular time and place for doing homework. The work area should be adequately lighted and free from distractions.
- A student is responsible to make up any work missed during an absence. Makeup work will only be issued after (2) or more days absent from school.
- Parents must call the school before 10:00 am to request missed homework. It will then be available after 2:00 pm for pick up that day.
- Homework may include work not completed in class.

- If there is no “assigned” homework, the “set aside time” should be used for reading, math practice, etc.
- It is expected that all homework will be completed and passed in when due.
- Homework may be assigned on Fridays.
- In grades 5-6, long-range reports, projects, etc., are considered part of the regular homework. Parents may need to help students budget time for these long term assignments.
- If homework is regularly taking longer than the prescribed times, parents and students are urged to bring this to the attention of the teacher.

Student Planners... All students will be given agenda/planners at the start of the school year. These planners are to be used daily in every class to record assignments, tests and upcoming projects. Students who lose their book will be charged \$5.00 for a replacement. Planners are funded by our PTO and Wheel-Abriation.

Grade 5 and 6... Coursework in grades 5 and 6 will be supported and extended by approximately 45-60 minutes of homework nightly. Homework in all content areas will be assigned regularly. In addition, independent, long-term reports, projects and research assignments will be given and require allotted time both in school and at home. Studying is necessary in all subjects and is required to keep up with class assignments.

It is also very important that you incorporate 15-20 minutes of reading time each night.

School Property/Textbooks... Textbooks are loaned, not given to students. Payment in full will be expected for lost or damaged textbooks. Students must keep their textbooks covered.

Textbooks and other items found in the school building should be brought to the main office. These items will be placed in the lost and found area.

Students should put their names on wearing apparel, textbooks, in purses, notebooks, organizers, etc. so that if lost, the item can be returned to its owner.

Damaging or defacing school property will be dealt with accordingly. Students have a responsibility to report those who willfully destroy school property. Payment for any damage will be required, along with the appropriate penalty for such action.

Telephones... Students must use the telephone in the classrooms to notify their parents that they are staying after school for any reason. Telephones are not available for random student use. The telephone is to be used before school, during lunch/recess and after school.

Cell phones and electronics... Cell phones and electronics are not allowed at EIS. If a student is seen with cell phones or other electronic devices the child will be sent to the office. The cell phone or electronic device will be held in the office until a parent or guardian retrieves it.

Emergency Evacuation of Building...

In an emergency (when it is necessary to evacuate everybody in the building), an alarm will ring, and teachers will escort students out of the building following the evacuation plan that is posted in each classroom. After students exit the building, teachers will bring them to the front circle to wait for further instructions.

Security.... In order to maintain a secure environment, students will enter and exit at all times through the doors in the front of the building.

Students are not allowed to have visitors accompany them to school. This includes friends and relatives from other towns or school districts. If a student notices any person

inside or outside the building who does not attend this school, he/she is to notify the teacher and/or adult or come to the office directly to report the trespasser. Students should never directly confront a stranger. They should always notify an adult and let the adult address the problem.

All exterior doors to the school will remain locked at all times. Students are not to open an exterior door from the inside to allow an individual to enter the building, unless they are specifically instructed to do so by a staff member. Any visitor wishing to enter the school must go to the lobby entrance and buzz the Main Office for admittance. This will also apply to students who arrive late to school.

Emergency Response Protocol... As a result of the efforts of central administration, an Emergency Response Protocol has been put in place at all schools. The protocol establishes a specific series of procedures to be followed by school personnel in the event of an emergency situation such as child abuse, critical illness, community or school tragedy, natural disasters, etc. This protocol guides teachers and administrators to take appropriate action in response to such events. All staff members have been made aware of their role in the emergency response procedure.

Tobacco or Tobacco Products... Smoking is not permitted on any of the school grounds or on school buses. The use of tobacco or tobacco products, including the use of smokeless tobacco, is not allowed by any individual whether a minor or an adult at any time whatsoever, on the property which comes under the jurisdictional purview of the Dracut Public Schools. This law (MGH 74, Section 37H) also covers all visitors to any public school property or event at all times.

Students are not allowed to carry matches, lighters or any form of tobacco. Students who smoke or bring matches, lighters or tobacco on campus or on the school bus will be handled

according to the guidelines of the Dracut Public School's Tobacco Free School Policy. A copy of this policy is available in the school office.





Special Programs

Student Recognition Events... During lunchtime throughout the school year, the administration recognizes students who have attained the following:

*Perfect attendance for each marking period.

*Completion of all homework for a marking period.

Winning students are selected via a raffle and receive EIS tshirts or sweatshirts.

Activity Nights... Throughout the school year on Friday nights, we offer fun-filled activity nights for our students. From 6:00–8:00 p.m., students participate in a series of hands-on, age-appropriate activities. These include indoor basketball, coin toss, mummy wraps, pin the nose on the, golf, face painting and karaoke. In addition, music is played in the gymnasium accompanied by line dancing, limbo contests and more.

Parents are requested to pick up their child promptly at the 8:30p.m. conclusion.

After-School Activities... Englesby Intermediate School offers a variety of free (Wheel-a-Bration sponsored) after school activities for all students in grades 5-6. In the fall, students will receive a brochure describing each session's offerings.

Each session lasts for six weeks/meetings. There will be a total of four sessions a year. Students will be chosen for activities using a lottery system. Listed below are some activities that have been offered in the past:

- | | |
|---------------------|----------------|
| Coed football | Jewelry making |
| Indoor floor hockey | Gimp |
| Puzzle club | Cribbage |
| Chess club | Jump roping |

- Scrapbooking
- Basketball
- Cookie craze
- Mancala
- Open gym

- Stenciling
- Games galore
- Lego project



Pats Peak Ski Trips... Throughout the winter, with the approval of the Superintendent of Schools and the School Committee, Saturday trips may be made to Pats Peak Ski Mountain in Henniker, NH. There students, staff and parents can enjoy a day of skiing, tubing and snowboarding. Trips depart at 6:30a.m. and return to Englesby by 6:00p.m. Once again, parents are required to pick up their child promptly upon return to school.

Student of the Month Recipients... Each month, teachers select a student of the month who demonstrated respect, kindness, initiative, etc. in their classroom.

These students attend a special breakfast, receive certificates and an Englesby gift.

EIS Eagle Newspaper... At various times throughout the year, students will produce and sell the world famous "EIS Eagle Newspaper." Copies will be available in our own newspaper box located in the front lobby.

Students who wish to join the newspaper staff should listen for announcements in the fall.



Guiding Principles for Positive Student Behavior



Every child is a valued member of our community of learners. As a community, we expect good citizenship from staff, students, parents and visitors. We define good citizenship as making behavioral choices that are respectful of others, personal property and our school.

It is imperative that schools are safe and respectful environments. Each student is expected to take responsibility for learning by being cooperative and respectful of others. At Englesby, we maintain a hands-off policy. Inappropriate student behavior which disrupts any school activity will not be tolerated. Parents will be notified of any significant infraction and may be asked to attend a conference to resolve the issue.

The district will use and document multiple attempts and forms of contact with parents including telephone calls, written letters mailed home as well as email (if available to parents) regarding parental participation in re-entry. However, if parents refuse to cooperate with teachers and administrators regarding re-entry, these students will be prohibited from attending any extra-curricular activities but must come to school to participate in regular school classes.

The use of consequences for negative behavior is intended to focus student thinking on rights and respectfulness. In this model, students learn that we are each responsible for our behaviors that there are choices for behavior, and that consequences help us think about the choices we make in our day-to-day lives at school.

When sets of guidelines, rules and/or regulations are developed for a school community, it is virtually impossible to anticipate all possible transgressions. Therefore, for any infraction not covered by guidelines set forth in this handbook, the method of dealing with the problem will be at the discretion of the administration.

Please note that it is the principal's prerogative to periodically review consequences for inappropriate behavior as outlined in this handbook. There may be times when this review will alter consequences if it is viewed that it is in the best interest of students and school.

The majorities of students are respectful and rarely require any disciplinary action. Teachers, principals and staff will make every effort to resolve problems informally. It is our philosophy to expect appropriate school behavior from all of our students.

To protect everyone's rights, the following behaviors are expected...

- Respectful behavior to all members of the school community
- Respect of school and personal property
- Treat others in a safe manner
- Maintain a hands-off policy.

Bullying Prevention... “Bullying is a pattern of aggressive behavior characterized by an imbalance of power and the intent to cause harm” (Second Step Program). Bullying can be written, verbal, electronic, physical or any combination of these behaviors.

The Englesby Community takes the issue of bullying very seriously. If your child is experiencing ongoing issues that you believe are impacting his/her education please call the E.I.S. Anti-Bullying Hotline at: **978-957-9745 ext. 2123**

Please leave a detailed message explaining the issues and concerns. This line is checked daily by an administrator and your concerns will be addressed.

Discipline Procedures... Most discipline is handled in classrooms. When a student is referred to the office, the student will be dealt with using a system of progressive disciplinary measures. The discipline for a first offense will be different than a third offense for the same behavior.

If a student's behavior interferes with learning, then it may be necessary for the school to implement a formal discipline procedure. A range of consequences, including but not limited to, communication with the home, loss of recess, loss of extra curricular activities, detention, suspension or expulsion will be considered by school administrators.

In the event a student is referred to the office repeatedly as a result of inappropriate behavior, a school administrator may convene a meeting with staff and parents to discuss strategies to address the student's behavior.

Due to confidentiality laws we are unable to discuss other children's behavior and consequences with anyone other than their parent or guardian.

In cases of reasonable suspicion of a student's possession of contraband, the principal or designee could inspect the following items: book bag, desk, personal possessions, lockers, etc.

In accordance with state law, we must report to the police department any serious assaults that cause bodily injury. Use or possession of weapons, drugs or alcohol must also be reported.

There are some offenses that are considered serious and have no place at Englesby Intermediate School. These offenses may be cause for no credit given for work, parental contact, removal from activities, detention, suspension (1-10 days), expulsion and even involvement with law enforcement officials. These include but are not limited to:

1. Possession or use of tobacco, drugs, drug paraphernalia and alcohol.
2. Weapons possession and/or “look alike.”
3. Threatening, verbally or physically harming another student or staff member.
4. Continued class disruption/causing loss of learning time by others.
5. School and class truancy.
6. Excessive tardiness i.e. late to school, late to class.
7. Cheating, plagiarism, forgery.
8. Leaving school without permission.
9. Leaving school grounds at the end of school, late help or detention and returning to take the late bus.
10. Vandalism, defacing school property such as desks, lockers, lavatories, walls, books, graffiti.
11. Stealing.
12. Fighting.
13. Profanity: actions, gestures, words, writing or possession.
14. Internet violations.
15. Possession or use of cell phones, beepers, camera phones, walkmen, diskmen, iPods, laser pointers and any electronic devices deemed to be inappropriate for the classroom or school.
16. Harassment/bullying – see addendum.

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17. Conspiracy to commit or commission of a criminal act.
 18. Rude, defiant behavior.
 19. Throwing objects.
 20. Possession of fireworks, stink bombs, lighters, matches or other incendiary devices.
 21. Skipping office/teacher detention.
 22. Intentional and continued defiance of authority.
 23. Any other infraction deemed inappropriate by the administration.

Discipline of Special Needs Students...

Please refer to the district policies section for specific information about the discipline of children with special needs. These provisions apply to a very small number of children and are specifically addressed in Individual Educational Programs (IEP).

Lockers... All students will be assigned a personal locker in which they may store their coat, backpack, books, lunch etc. Students are allowed to go to their lockers before school, before lunch and at the end of the school day.

In addition, since we do not issue locks, students should not store any items of value in their lockers or backpacks.

All lockers are subject to search by the school administration. Remember, the school is not responsible for the theft of personal items.



Support Services

Special Education Services... The Special Education Department provides a variety of services to those students identified under the 603 CMR 28.00 process. The Individualized Education Programs (IEP) may include consultation, direct instruction, supportive study periods, counseling and related services such as speech and language, physical therapy and occupational therapy. Individualized instruction includes consulting and collaborating with the regular education staff. Accommodations and modifications are based on the individual needs of each student as determined by the IEP.

Support services are available to enable eligible children to function successfully in the classroom. These include:

Special Needs... Children who have evidence of possible learning, behavior, speech, language or developmental disabilities may be referred for an evaluation done in accordance with the regulations of 603 CMR 28.00/IDEA.

A parent, guardian, teacher or other school official can initiate the referral process. The process which requires parental input is designed to evaluate and plan for a child's education based on his/her individual strengths and weaknesses in relation to an identified disability. Inquiries about possible referrals should be made to the evaluation team chairperson (ETC) or principal.

After the necessary assessments of the child are made, a meeting is held with the child's parents and those making assessments to determine if a disability is present and if it is interfering with educational progress. If so, an IEP is written. This plan outlines goals and objectives and the types of supportive services needed to help the child's progress given his/her disability.

Screening surveys a child's functioning ability in physical, language and cognitive development as well as in vision and hearing. Early identification of any needs allows parents and the school opportunities to further assess those areas and to plan to better prepare the child for school.

Support services are available through the special education program once assessments have been made and a disability has been identified through the evaluation process.

Section 504... Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Dracut Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Dracut Public Schools has the responsibility under Section 504, which includes the obligation to identify, evaluate and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to an impartial hearing. The assistant principal serves as the 504 coordinator for our building.

Parent's handbook of special education information... A copy of the Parent's Handbook of Special Education Information is available for parents to read. A copy is available at EIS and on the Dracut website:
www.dracut.k12.ma.us



What's for Lunch (and other important subjects)

Englesby Intermediate School Lunch

Program...Lunch is served daily conforming to the guidelines of the National School Lunch Program. Students may choose to buy a school lunch or bring one from home. **Lunch is \$2.10** and **milk is \$.50**. Sandwiches and salads are offered as a substitute for the main dish. All other components of the meal will be served with the main dish. Ice cream may be purchased on Fridays for \$.75 only after consuming a meal.

Students in grades 5-6 are expected to take the responsibility for purchasing lunch daily at the cafeteria. They should have their money ready when they arrive at the cafeteria.

Because of the size of the school, the office and cafeteria cannot lend money to students. Instead, students without lunch money will be provided with a sandwich and milk and will be required to repay before requesting another lunch.

Lunch Schedule at Englesby...

Lunch 1	11:15	Recess starts at 11:40
Lunch 2	11:40	Recess starts at 12:05
Lunch 3	12:10	Recess starts at 12:35
Lunch 4	12:35	Recess starts at 1:00

Reduced Cost Option...Application forms for **free or reduced-price meals** will be sent to all homes at the beginning of the school year. Eligible families who meet the federal guidelines should return the application as soon as possible to participate in this program. **A new application needs to be made each year.** Applications are available at anytime during the school year. Please contact the office for assistance.

Cafeteria Guidelines...

- When entering the cafeteria, you must choose between two lines, both offering full lunches.
- Remember to pick up everything on the way through the line. Don't forget to get your milk and utensils.
- Talk quietly in line and at your table. Remain seated while eating.
- Check your table, under your table and the surrounding floor for rubbish. Please help us by picking it up.
- Wait quietly to be dismissed.
- Carefully discard your tray and other trash to avoid spills.
- Be sure to always use good manners during lunch.
- You must consume a lunch before purchasing ice cream.

Bag Lunches... Bag lunches may be brought from home but for health, safety and environmental reasons **NO** glass containers of any kind are allowed.

Recess... Recess is a time for students to get some fresh air and physical activity. All students have scheduled outdoor recess as part of their lunch period, weather permitting. All students should come to school dressed appropriately for the weather so they can enjoy themselves outside.

A few **recess guidelines** should be followed for everyone's safety. Students should:

- Participate in recess unless you have a note authorized from the office or teacher.
- Play in designated supervised areas.
- Remain in the designated area unless excused by an adult supervisor.
- Line up immediately when recess ends.
- Not play games with unnecessary physical contact (fighting, wrestling, play fighting, tackling, etc.).

- Not pick up, use and/or throw any potentially dangerous objects (snow, rocks, sticks, bark mulch, etc.).
- May bring basketballs, soccer balls and jump ropes to school for recess.

Student Dress Code Policy for Elementary and Secondary Schools...

Clothing is a reflection of students and our school. The rules set herein are for the benefit of the entire student body. Students' dress should be appropriate for a working environment and conducive to learning as interpreted by the administration. Clothing and grooming habits should not be detrimental to students' health and safety and should be weather appropriate. The school committee, in recognizing its obligation to minimize opportunities for student distraction and/or disruption within the Dracut Public Schools, has established and adopted the following rules of dress for its elementary and secondary schools:

- No hats, visors, bandanas, kerchiefs or sweatbands are permitted.
- Only prescription or medically required eyeglasses are allowed.
- Outerwear such as coats, jackets, hats and gloves must be stored during the school day.
- No exposed midriffs, beachwear, sleepwear, halters, low-cut dresses/tops, see-through, tight-fitting or spaghetti strap tops will be permitted.
- No extremely short skirts or shorts shall be permitted. Shorts and skirts must be as long as the student's fingertips when the student's hands are down at the student's side.
- No exposed undergarments shall be permitted. Pants and shorts must be worn on or above the hips.
- No extreme side-slits on dresses and skirts shall be permitted.
- No clothing will be permitted that advertises alcohol, tobacco, drugs, violence, gang membership, sexual refer-

ences, questionable slogans or double meanings.

- Jewelry of an extreme nature is not acceptable. This includes dog collars, spiked jewelry, wallet chains, metal chains or any other potentially dangerous accessories.
- Proper and safe footwear must be worn at all times and should not damage floors. No "heeleys" are allowed.
- The required footwear for physical education is sneakers.

The school administration is charged with the enforcement of the student dress code. Students who violate the student dress code policy could be subject to the following, to be determined by the school administration:

- Warning to student
- Letter home to parent/guardian
- Calling a parent/guardian to bring in a change of clothes
- Assigning the student detention(s) or suspension(s) for repeated violations.

Adopted by the Dracut School Committee, July 10, 2006

Other Important Information...

- Students are also not allowed to wear perfume or cologne as this may aggravate certain medical conditions and cause headaches in some people.
- Students are not allowed to temporarily dye their hair.

Lost and Found... Nothing is truly lost if the child's name is on it. All unmarked articles are kept in collection boxes in the cafeteria. These items are also put on display several times a year so that they may be seen and claimed by owners. At the end of the school year, all unclaimed items are sent to charitable organizations.

While the school attempts to maintain reasonable safeguards over the students' prop-

erty, it cannot guarantee against loss or theft. Please notify the teacher or office immediately when something is missing so he/she can help your child initiate a search. The sooner an item is reported as lost, the more likely it is to be found. Also, children are discouraged from bringing large amounts of money or valuable possessions to school. If necessary, when they are brought to school, please ask your child to give them to the teacher for safekeeping. In such cases, the teacher will give reasonable effort to protect the valuables but does not assume responsibilities if they are lost.

Publicity...From time to time, a request may be made for release of student names, photographs, addresses and/or interviews for purpose of recognizing activities and sports, honors awards, etc. State regulation 603 CMR23.7, allows eligible students and parents to request that information not be released without prior consent of the eligible student or parent. Any student or parent wishing this information not to be released needs to notify the school by filling out that section on the handbook signature sheet at the end of this handbook.

The Internet...Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with the attached district policy pertaining to internet usage. (See district policies section) The use of the network is a privilege, not a right, and may be revoked if abused. The students are advised never to access, keep or send anything that is illegal, defamatory, inaccurate or potentially offensive.

- **Privacy** - Network storage areas may be treated like school lockers. Network administrators may review communication to maintain system integrity and insure students are using the system responsibly.
- **Illegal Copying** - Students should never download or install any commercial software, shareware or freeware into the network drives or disks unless they have written permission from the network administrator; nor should students copy other people's work or intrude into other people's files.
- **Inappropriate materials or language** - No profane, abusive or impolite language should be used to communicate; nor should materials be accessed which are not in line with the rules of school behavior.

Here are the rules...



NOTICE TO PARENTS /GUARDIANS

Please be advised that the Dracut Public schools will provide copies of all official correspondences and documents (in languages other than English) to parents who require this service. Kindly inform the building principal of your child's school if you are in need of this accommodation.

Las escuelas públicas de Dracut ofrecen copias de correspondencias y documentos oficiales en diferentes idiomas para los padre que requieran este servicio. Haga el favor de informar al principal de la escuela de su hijo/hija si Ud. Necesita este servicio.

NON-CUSTODIAL PARENTS RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to student records in accordance with law and Department of Education regulations. The school district will follow the laws and regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

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

- a. A non-custodial parent is eligible to obtain access to the student record unless:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- b. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- c. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- d. Upon receipt of the request, the school must immediately notify the custodial parent by certified and first class mail in English and the primary language of the custodial parent that it will provide the non-custodial parent with access after 21 days unless the custodial parent provides

the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

- e. The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- f. Upon receipt of a court order, which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34F; 71:34H

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents SOURCE: MASC REVISED:
May 8, 2006

Adopted by Dracut School Committee July 10, 2006

NON-DISCRIMINATION POLICY

The Dracut Public Schools does not discriminate on the basis of sex, race, color, national origin, sexual orientation, religion, age, handicap and/or disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding discrimination policies:

Dracut Public School District
Eldridge Administration Offices
2063 Lakeview Ave.
Dracut, MA, 01826
(1-978-957-2617)

Inquiries concerning the application of non-discrimination policies may also be referred to:

Regional Director, Office for Civil Rights
U.S. Department of Education
J.W. McCormack POCH
Room 222
Boston, MA 02109

TOBACCO USE/POSSESSION POLICY

According to Federal Regulation and Massachusetts General Laws, use/possession of any tobacco products within the school buildings, the school facilities, on school grounds or school bus, by any individual including school personnel, is strictly prohibited. **Tobacco products will be confiscated.**

DRUG FREE SCHOOLS INFORMATION

Policy on Drug and Alcohol

1. The Healthsmart curriculum provides age-appropriate, developmentally based health education programs for students in grades 5 and 6. Our curriculum has been developed to clearly convey the following message to our students: the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Such use will not be tolerated on school premises.
2. Any employee of the Dracut Public Schools will report any incidents and/or behavior of students who display evidence of unauthorized use, possession, marketing or distribution of controlled substances (drugs) and/or alcoholic beverages. Such report should be made personally to the principal, assistant principal, assistant superintendent or superintendent.
3. The parent or guardian of any student under the influence of a controlled substance (drug) or alcohol in a school building, on school property or at a school sanctioned activity whether on school district property or elsewhere will be so notified by the administration. A parent or other appropriate authority may be required by the administration to cause such student to be removed forthwith from the school grounds. Such students may be suspended from school, recommended to the school committee for expulsion from school and/or referred to the police.
4. Any student, based on the results of a hearing conducted in accordance with school committee policies and Massachusetts law found to be in unauthorized possession of any controlled substance (drug) or alcoholic beverage in a school building, on school property, at a sanctioned school activity whether on school district property or elsewhere, shall be immediately suspended. The student may be recommended to the school committee for expulsion from school. If the offense involves possession of a controlled substance (drug) or alcoholic beverage, the matter will be referred immediately to the police for appropriate action.
5. Any student, based on the results of a hearing conducted in accordance with school committee policies and Massachusetts law, shown to be selling any controlled substance (drug) or alcoholic beverage in a school building, on school property, at a school sanctioned activity whether on school district property or elsewhere, will be suspended immediately from school and will be considered for recommendation to the school committee for expulsion from school at a hearing conducted by the superintendent of schools. The matter will be referred immediately to the police for appropriate action.
6. Any student, based on the results of a hearing in accordance with school committee policies and Massachusetts law, knowingly and willfully assists another person in using controlled substances (drugs) or alcoholic beverages in a school building, on school property, at a school sanctioned activity whether on school district property or elsewhere, shall be suspended immediately from school and may be recommended to the school committee for expulsion from school. In all cases, the matter will be referred to the police for appropriate action.

7. Controlled substances (drugs) shall mean any controlled substances as defined in Chapter 94(C) of Massachusetts General Laws. This policy applies to all Dracut Public School District personnel, as well as all students.

8. Information about available drug and alcohol counseling may be obtained through the school nurse.

POLICY ON STUDENT DISMISSAL

A note from a parent/guardian must be presented to office personnel in the morning of the school day of the desired dismissal. The note must include:

- Student name
- Reason for dismissal
- Date of dismissal
- Time of dismissal
- The person who will be picking up the student
- Parent/guardian signature

Upon dismissal, the parent/guardian must report to the Main Office to indicate arrival to pick up their child. No child is “sent out to a waiting car.” If the name of the person does not match the name in the request letter for dismissal, then a call will be place to the parent/guardian to verify identification. A request for personal identification of the alternate person who is picking up the child will take place. A sign-off by the alternate person will also be necessary before leaving the main office. No child will be dismissed until a parent’s authorization has been secured.

If a phone call is received for a different person to pick up a child, the parent/guardian needs to inform the person that some form of picture identification will be requested. If parents/guardians cannot pick up their child, and they have requested a taxi to bring the child home, parents must send in a note stating the name of the taxi company. The driver must come to the Main Office of the school, identify himself/herself, provide identification and indicate what child he/she has been instructed to bring home. A school supervisor will accompany the child to the taxi and log the taxi license plate number and name of the driver, along with the time the child leaves the school. At no time should any child be allowed to leave the building alone to go to meet a parent/guardian in a parked car. Parents/guardians must come to the Main Office for pick-up.

END OF DAY DISMISSALS FOR STUDENTS NOT TAKING THE BUS

Walkers and those students being picked up must proceed to the hallway outside of the music room where a staff member will supervise them. The staff member will be provided with a list of students who have had a parent/guardian inform the school of an impending car pick-up. Parents/guardians must go to the music room hallway where the faculty member will check off their names as they leave with the intended person on record.

At no time should a parent/guardian be allowed to remove a child from the bus line for dismissal. For any pick-up that needs to take place, a parent/guardian must check in at the main office first, and a staff member will accompany the parent to take the child out of a bus line.

POLICY ON STUDENT ABSENCES AND EXCUSES

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

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

- Illness or quarantine.
- Bereavement or serious illness in family.
- Weather so inclement as to endanger the health of the child.
- For observances of major religious holidays.

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

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance where possible. In instances of chronic or irregular absence reportedly due to illness, the school administrator may request a physician's statement certifying such absences to be justifiable.

DISCIPLINE OF SPECIAL NEEDS STUDENTS

Chapter 71B of the Massachusetts General Laws, Chapter 766 and Individuals with Disabilities Act (IDEA), requires that additional provisions be made for student who have been found by an evaluation TEAM to have special needs and whose program is described in an Individual Education Program (I.E.P.). The following additional requirements apply to the discipline of special needs students:

1. The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the modification will be described in the I.E.P.
2. The principal (or designee) will notify the Special Education Office of the offenses punishable by suspension of a special needs student, and a record will be kept of such notices.
3. Short-term suspensions, appropriate interim alternative settings or other settings may be ordered for not more than 10 school days (to the extent such alternatives would be applied to children without disabilities).
4. If the suspensions of a student with special needs accumulate to more than 10 school days, the TEAM will reconvene an I.E.P. meeting to:
 - Determine whether the behavior was or was not related to the student's disability (a manifestation determination).
 - Develop a functional behavioral assessment plan to address the behavior.
 - Review the plan and modify it as necessary if the student already has a behavior plan.

If a student with special needs violates the discipline code by possessing, using, selling, or soliciting illegal drugs or carries a weapon to school or a school function, the student may be placed in an interim alternative placement for up to 45 days. The school district also may place the student in an appropriate

interim setting for up to 45 days upon order of a hearing officer who determines the current placement is substantially likely to result in injury to self or others.

A copy of the Parental Rights in Special Education Brochure is available by contacting the Special Education Office at (978) 957-4649



PARENT NOTICE - SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under 504, the Dracut Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices on the school system.

The Dracut Public Schools has the responsibility under Section 504 which includes the obligations to identify, evaluate and if the student is determined to be eligible under Section 504 to afford access to appropriate educational services.

If the parent of guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to:

1. inspect and review his/her child's educational records
2. make copies of these records
3. receive a list of the individuals having access to those records
4. ask for an explanation of any item in the records
5. ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child/s rights
6. a hearing on the issue if the school refuses to make the amendment

If there are questions, please feel free to contact the Section 504 Coordinator for the Dracut Public Schools at (978) 957-4633.

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND GRIEVANCE PROCEDURE

The Dracut Public Schools is committed to maintaining and promoting an educational environment free from all forms of discrimination including harassment. The civil rights of all school community members are guaranteed by law and the protection of those rights is of utmost importance and priority to the district. Discrimination including harassment on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability (hereinafter “membership in a protected class”) will not be tolerated. Retaliation against any student or other individual who has complained of discrimination including harassment or individuals who have cooperated with an investigation of such a complaint is also unlawful and will not be tolerated.

The district will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct and will also develop procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including but not limited to students, district employees, the school committee, school volunteers and independent contractors.

I. What Is Discrimination and Harassment?

- A. Discrimination: Treating persons differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.
- B. Harassment: Oral, written, graphic, electronic or physical conduct relating to a person’s actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person’s ability to participate in the district’s programs or activities by creating a hostile, humiliating, intimidating or offensive educational environment.

Harassing conduct based on a person’s protected status may include but is not limited to:

1. Degrading, demeaning, insulting or abusive verbal or written statements;
2. Taking personal belongings, taunting, teasing, name-calling or spreading rumors;
3. Drawing or writing graffiti, slogans, visual displays or symbols on school or another’s property;
4. Telling degrading or offensive jokes;
5. Unwanted physical contact of any kind;
6. Physical violence, threats of bodily harm, physical intimidation or stalking;
7. Threatening letter, emails, instant messages or websites that come within the scope of the district’s disciplinary authority;
8. Defacing, damaging or destroying school or another’s property.

II. Responsibilities of all Persons Associated with Educational Community

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination including harassment. Further, district employees are obligated to intervene and

stop any discrimination including harassment they witness and to immediately report to the appropriate party instances of discrimination including harassment that are reported to them or of which they otherwise learn.

III. Designated Officials for Addressing Discrimination and Harassment Complaints

In each school building, the principal is responsible for receiving reports and complaints of violations of this policy at the school level. Individuals may file a report or complaint of discrimination, including harassment, with the principal. The principal will inform the Executive Director of Student Services when an individual files a report or complaint of discrimination, including harassment.

If the complaint involves allegations of discrimination based on disability, the person filing the complaint will also file his/her complaint with the Executive Director of Student Services. A report or complaint of a violation involving the principal should be filed with the executive director of student services and the superintendent of schools.

IV. Procedure for Reporting Discrimination and Harassment

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment.

A person who believes that he or she had been discriminated against, including being harassed may, to the extent that they feel comfortable, immediately:

- 1) confront the harasser(s) or person believed to be discriminating against him/her;
- 2) state the conduct that he/she objects to;
- 3) indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
- 4) insist that the person(s) engaging in the conduct stop the conduct immediately; and
- 5) report the conduct immediately to the principal/vice-principal.

If the individual with the concern is not comfortable with such a confrontation or feels that such a confrontation is unsafe and/or otherwise inappropriate, he/she should instead report the situation to the principal/vice-principal. Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or within the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

- 1) the specific conduct objected to,
- 2) the date(s) and time(s) such conduct took place,
- 3) the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
- 4) the location(s) where the conduct occurred,
- 5) the name(s) of any witness(es),
- 6) action sought to remedy the situation, and
- 7) any other details or information requested by the designated official.

In addition, the person should provide the principal with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

V. Investigation of Complaints

Upon receipt of a report or complaint, the principal will contact the executive director of student services. The principal should conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser and any other appropriate party to provide information including witnesses or other evidence relevant to the consideration and resolution of the complaint. The principal will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. If further documentation or information is necessary, the principal will notify the appropriate party asking that the information be provided within ten (10) school/working days. A written determination regarding the complaint and any resolution will be provided by the principal to the complainant within thirty (30) school/working days of the complaint.

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the executive director of student services in writing or verbally within seven (7) school or working days of receipt of the written determination of the principal. The superintendent or his/her designee, the executive director of student services will respond to such request within (30) thirty school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the district will take steps to prevent recurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action, counseling, development of a safety plan and other remedies as appropriate.

VI. Consequences of Violating Policy - Discipline & Discharge

Any employee who violates this policy will be subject to disciplinary action consistent with the contractual provisions governing his/her employment. In appropriate circumstances, the district may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action which may range from detention, suspension from schools or expulsion from school. (Note: students with disabilities will be subject to the applicable disciplinary procedures set forth in the Students' Rights and Responsibilities District handbook, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973.) In appropriate circumstances, the district may also refer the matter to law enforcement officials for possible prosecution.

VII. Confidentiality

Investigations of discrimination, including harassment complaints, shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. Please note: some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The Dracut Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

VIII. State and Federal Authorities

In addition to the process described above, the complainant may, at any time, file a complaint with the Office for Civil Rights, Massachusetts Department of Elementary and Secondary Education or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment, based on membership in a protected class.

Federal and State Contact Information:

U.S. Department of Education
Office for Civil Rights
5 Post Office Square
8th Floor, Suite 900
Boston, MA 02109-3921
Telephone: (617) 289-0111
<http://www.ed.gov>

Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906
Telephone: (781) 338-3000
TTY: N. E. T. Relay 1-800-439-2370
<http://www.ma.doe.edu>

District Contact Information:

Dracut Public Schools
Principal
Englesby Intermediate School
1580 Lakeview Avenue
Dracut, MA 01826
Telephone: 978-957-9745
Fax: 978-957-8449

Dracut Public Schools
Executive Director of Student Services
Student Services Department
2063 Lakeview Avenue
Dracut, MA 01826
Telephone: (978) 957-4649
Fax: (978) 957-9706

RESTRAINT POLICIES AND PROCEDURES

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, Dracut maintains a policy to ensure proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff and made available to parents of enrolled students.

Physical restraint may only be used in the following circumstances:

1. When non-physical interventions would be ineffective.
2. The student's behavior poses a threat of imminent, serious harm to self or others.

PROHIBITION AGAINST FIREARMS IN SCHOOLS CHAPTER 269, SECTION 10, MGL

Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph, firearm shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

WEAPONS/CONTROLLED SUBSTANCE/ASSAULT VIOLATION CHAPTER 71, SECTION 37H, MGL

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 or knife or a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine and heroin may be subject to expulsion from the school or from the 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 said hearing before the principal. After said hearing, a principal may, in his 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 from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his 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. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said stu-

dent. If the student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

SEARCH POLICY

The freedom from illegal search of one's person is guaranteed to students by the Fourth Amendment and cannot be violated by the schools. Equipment assigned to students (such as lockers and desks) belongs to the school system. The school system reserves the right to inspect such equipment in accordance with the procedures set forth below:

1. There shall be a reasonable cause for school authorities to believe that a search will disclose possession of items constituting a rule violation.
2. When such reasonable cause exists, a search may be conducted under the authority of the principal or his designee.
3. Any item(s) which may interfere with the educational process or pose a potential threat to safety of students and staff will be removed from the student's possession. If appropriate, the item(s) will be turned over to the police.
4. School officials will assist or permit a police search of students, of student possessions or of equipment assigned to students (lockers, desks, book bags) once the police have obtained a valid search warrant authorizing the search.

Be it enacted by the Senate and House of Representatives in General Court assembled and by the authority of the same as follows:

HAZING

Section 17

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of one thousand dollars (\$1000) or imprisonment in a house of correction for not more than one hundred (100) days or by both such fine and imprisonment.

The term hazing as used in this section shall mean any conduct or method of initiation into any student organization whether on public or private property which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect physical health and safety of any such student or other person to extreme mental stress including extended deprivation of sleep or rest or extended isolation.

Section 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or

others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars (\$500).

Section 19

Each secondary school and each public/private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school and to every member, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen and shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public and private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education certifying that such institution has complied with the provisions of this section and also certifying that a said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report.

DUE PROCESS

All students who are suspected of an infraction of the stated Rules of Conduct which warrant suspension or expulsion shall be entitled to a hearing. The student will be confronted with the charges and if the student denies them, an explanation of the evidence that the authorities have will be presented. The student will have an opportunity to explain the his/her side of the story.

There need be no delay between the time notice is given and the time of the hearing. The hearing should precede the removal of the student from school. Students whose presence poses a continuing threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practicable.

For the purpose herein, the term *hearing* shall be defined as any formal or informal procedure where the student is confronted with charges and if denied, provided with an explanation of existing evidence and given the opportunity to defend him/herself. For the purpose of this definition, hearings can be conducted by any school authority (i.e., teacher, principal, assistant principal).

A hearing may be delayed (at a student's request) for a reasonable amount of time in order for a parent or legal representative to be present.

This procedure is in full compliance with the Supreme Court decision entitled *Goss vs. Lopez, 1975*.

COMPUTER NETWORK, INTERNET AND E-MAIL ACCEPTABLE USE POLICY FOR STUDENTS

The Internet is a vast, global network linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files of educational value are available for downloading. Because of its enormous size, the Internet's potential is without boundaries. It is possible to speak with prominent scientists, world leaders, and close friends. With such great potential for education also comes the potential for abuse. It is the purpose of these guidelines to make sure that all who use the Dracut Public Schools Computer Network, which includes Internet access and electronic mail capability, use this resource in an appropriate manner.

The Dracut Public Schools Computer Network, which includes Internet access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The Dracut Public Schools computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Dracut Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Dracut Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Dracut Public Schools respects each family's right to decide whether or not their child will have access to the Internet and electronic mail at school. In making this decision, families should be aware that their child's level of access to the Internet and e-mail will depend on that child's grade level. The following is a description of the manner in which the Dracut Public Schools intends to incorporate network use, Internet access and e-mail in the schools:

- a. Grades kindergarten through four: Students at these grade levels will not have individual computer network passwords or e-mail accounts. During school time, teachers of students in grades kindergarten through four will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use. Students will not be conducting independent research on the Internet.
- b. Only during directly supervised instruction.
- c. Grades five through twelve: Students in grades five through twelve may be given individual access passwords and receive individual e-mail accounts, and may have the opportunity to access the Internet and conduct independent research on the internet, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member. The Dracut Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not

happen. Through the use of suitable technological safeguards, education, supervision, and responsible use, the Dracut Public Schools believes that the Internet can be used safely and effectively.

In order for a member of the Dracut Public Schools community to use the computer network, s/he must read the following rules and return a signed Acceptable Use Policy Agreement form to their appropriate school. Users under the age of 18 must have an Acceptable Use Policy Agreement form signed by a parent or guardian.

Users need to be aware that certain course grades may be affected without the return of a signed Acceptable User Policy Agreement.

Disciplinary action by the appropriate authority may be taken if users do not follow the rules described within the AUP.

RULES:

Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Dracut Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension and/or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Dracut Public Schools and could also result in criminal prosecution where applicable. The Dracut Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Dracut Public Schools computer network.

Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:

- a. No unauthorized use of student and/ or staff photographs, video or other electronic media including recordings using cell phones while under school conditions.
- b. Intentionally placing unlawful or inappropriate information on a system.
- c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message using any electronic media while under school conditions.
- d. Sending messages or posting information that would likely result in the loss of a recipient's work or system. Using the network in a manner that would violate any US or state law. This includes, but is not limited to, copyrighted material, (such as pictures, video and audio) threatening material and spreading of computer viruses. Downloading unauthorized files (including games, but not limited to Peer to Peer).
- e. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "list-serves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
- f. Participating in other types of use, which would cause congestion of the network or interfere with the work of others, including downloading music files.

g. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value using all electronic devices.

i. Accessing any prohibited sites on the Internet, including sites that by-pass filtering software or devices.

j. Revealing one's own personal address or telephone number as such actions could pose harm to one's identity and safety while using the district network.

k. Revealing one's own password to anyone else, using anyone else's password or pretending to be someone else when accessing the district network and/or sending information over the computer network Using your username and password to logon anyone other than yourself onto the Dracut Public School's network. The failure to log off the computer network at the conclusion of a work session or at the request of system administrators.

l. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.

m. Attempting to harm, modify or destroy data of another user.

n. Exhibiting any other action whatsoever, which may in any way subject the user or the Dracut Public Schools to any civil or criminal action.

o. Discussing highly sensitive or confidential school department information in any electronic communication.

p. Using the Dracut Public Schools technology network to buy, sell or advertise anything without proper authorization.

q. Using the Dracut Public Schools technology network for game site without authorization for educational purposes.

r. Accessing chat rooms and social networking sites.

s. Using the Dracut Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.

t. Using the computer network for recreational purposes or activities relating to personal hobbies.

The student, parent or guardian assumes all financial responsibility arising out of deliberate unauthorized use. The Dracut Public Schools assumes no responsibility for:

a. Any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.

b. Any cost, liability or damages caused by a user's violation of these guidelines.

c. Any information or materials that are transferred through the network.

The Dracut Public Schools makes no guarantee, implied or otherwise regarding the reliability of the data connection. The Dracut Public Schools shall not be liable for any loss or corruption of data while using the network.

All messages and information created, sent or retrieved on the network are the property of Dracut Public Schools. All electronic mail messages (including personal accounts via the Dracut Public School network) and other use of electronic resources by students and staff are also the property of the Dracut Public Schools and are not to be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. Dracut Public Schools reserves the right to access and monitor all messages and files on the computer system as it deems necessary. Where appropriate, communications including text and images will be disclosed to law enforcement or other third parties, upon approval of the Superintendent of Schools, without prior consent of the sender or receiver.

The Dracut Public Schools condemns the illegal distribution (otherwise known as pirating) of software. All users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked, restricted and will face further disciplinary action from the appropriate authorities. , 7. If a user finds materials that are inappropriate while using the Dracut Public Schools Technology Network, s/he will immediately notify the appropriate authority and shall refrain from downloading and sharing this material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.

Should a user, while using the Dracut Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Dracut Public Schools, that user shall immediately notify the appropriate authority.

All accounts will be deactivated and purged, including all files prior to the start of the new school year. Users will be required to sign a new Acceptable User Policy every year to have account activated.

The Dracut Public Schools administration reserves the right to amend this policy at any time without prior notice. Users will be notified in writing of any amendments to this policy.

School Committee Approved: June 25, 2001
Amended: September 9, 2002
Amended: June 22, 2009

The Family and Educational Rights Privacy Act (FERPA)

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

- (1) The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record that they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records *except to the extent that FERPA authorizes disclosure without consent*.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Dracut Public Schools as an administrator, supervisor, instructor or support staff (including health or medical staff and law enforcement unit personnel), a person serving on the Dracut School committee, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Dracut Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notice of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ***Consent before*** students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behaviors or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations or beliefs of the student or parents; or
 8. Income other than as required by law to determine program eligibility.
- ***Receive notice and an opportunity to opt a student out of***
 1. Any other protected information survey regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under Massachusetts state law; and
 3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- ***Inspect, upon request and before administration or use***
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Dracut Public Schools will develop and adopt policies in consultation with parents regarding these rights as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes and after any substantive changes. **(The Dracut Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year.)**

The Dracut Public Schools will also directly notify parents and eligible students such as through U.S. mail or email at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by the Department of Education.
- Any non-emergency invasive physical examination or screening as described above.

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

Family Policy Complaint Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Health and Wellness Policy

The Dracut Public Schools is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Additionally, the Dracut Public Schools is committed to promoting the health and well being of its employees. Therefore, it is the policy of the Dracut Public Schools that:

- The school district will engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students enrolled in the Dracut Public Schools will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school or provided on school property will meet or exceed the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and will be prepared and provided according to the operational policies established by the Dracut Public Schools and the Dracut Board of Health.
- The district shall ensure that its guidelines for reimbursable school meals shall meet or exceed the requirements and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1), 1766(a)0.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs.

TO ACHIEVE THESE POLICY GOALS:

I. School Wellness Committees

- A. A District Wellness Steering Committee will establish priorities for the district annually. Additionally, each building principal will establish school-based committees to set goals and objectives for their respective schools. The Steering Committee and building committees shall be comprised of administrators, teachers, parents, and where appropriate, students.
- B. The Superintendent of Schools will direct the Steering Committee to develop oversight criteria to ensure that building level Wellness Committees are actively pursuing objectives set by the superintendent and enacted through the Steering Committee.

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

- The Food Service Director will seek to provide nutrition related educational and informational resources to the school community.
- The collaborative effort between the Dracut Public Schools and the University of Massachusetts at Lowell will continue with the goal of having every food and beverage item sold or provided in the district documented as to its nutritional contents. That information will be made available to each school principal and nurse.
- Given that the Massachusetts Legislature is actively considering nutrition guidelines that could exceed Federal requirements, the District will await final guidelines before finalizing its own.
- The district/schools will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.

III. Nutrition Education and Physical Education

- A. The Dracut Public Schools aims to teach, encourage and support healthy eating by students, faculty and staff members.
- B. Staff wellness: The Dracut Public Schools highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The Steering Committee will consider programs of support for employees of the District.
- C. Physical education K-12: All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive appropriate physical education opportunities for the entire school year. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will be avoided as a substitute for meeting the physical education requirement. Physical Education teachers will maximize the amount of time students are engaged in vigorous physical activity during physical education classes.
- D. Curriculum: A goal of the Steering Committee will be to review the district's current Health, Wellness, and Physical Education Curricula for grades one through eight including a consideration of mapping the curricula of both Health and Physical Education

Adopted by Dracut School Committee: June 26, 2006

File: JICFB

SEXUAL HARASSMENT, BULLYING AND HAZING POLICY

1. Policy

- A. It is the policy of the Dracut Public Schools to provide a learning and working atmosphere for students, employees and visitors that is free from sexual harassment, bullying, hazing and intimidation. These terms are referenced herein as "harassment." Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment or bullying in any form.
- C. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school, but has a connection to school, or is disruptive to an employee's or student's work or participation in school related activities. Reports of cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a connection to work or school exists, will result in discipline. Parents/guardians of students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber-bullying will not be re-admitted to the regular school program until his or her parent(s)/guardian attend such meeting.
- D. It is the responsibility of every employee, student and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
- E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- F. The building principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

II. Procedures

File: JICFB

A. Definitions

Sexual Harassment: Prohibited

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronically transmitted or physical conduct of a sexual nature including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD (Massachusetts Commission Against Discrimination) policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in school activities or programs;
2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions: Bullying

Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying or cyber bullying in any public education institution:

1. "Bullying and cyber-bullying," means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:
 - a. That are being offered through the school district; or
 - b. During any education program or activity; or
 - c. While in school, on school equipment or property, in school vehicles, on school buses, at designated bus stops, at school-sponsored activities, at school-sanctioned events; or
2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute, including

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public library.

3. As used in this section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone computer or pager or similar device.

C. Definitions - Hazing

Prohibited

The term "hazing" shall mean any conduct or method of initiation even if consented to into any student organization whether on public or private property which willfully or recklessly endangers the physical or mental health of any student or other person.

1. Such conduct shall include but is not limited to whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. Whoever knows that another person is the victim of hazing and is at the scene of such activity shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline, including suspension if a student, or termination in the case of an employee who fails to report.

D. Guidelines for Investigating Harassment Claims - In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member or student to student. Guidelines for dealing with any charge of harassment are as follows:

- By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
- Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying or intimidation shall immediately report it to administration. Each school shall document any prohibited incident that is reported and confirmed and report all incidents of discrimination, harassment, intimidation, bullying or cyberbullying and the resulting consequences, including discipline and referrals to the superintendent's office as they occur.

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- A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
 - If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/Dean of Students or the Building Principal.
 - If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the building principal, assistant principal/dean of students or superintendent immediately.
 - In a situation involving a charge of student to staff member sexual harassment, the staff member should notify the building principal, assistant principal/dean of students or superintendent.
 - In a situation involving a charge of staff member to staff member harassment, the staff member should notify the building principal, assistant principal/dean of students or superintendent.
 - Once a charge of harassment has been made, including charges of mental, emotional or physical harassment, as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.
 - The building principal should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students, the principal should engage the appropriate classroom or special subject area teacher. Parents/guardians shall be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.
 - If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the principal/designee or superintendent, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting, the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline, up to and including suspension or expulsion.
 - If after a resolution meeting with the involved parties, the building principal determines that further disciplinary action must be taken, the following could occur: in instances involving student to student or student to staff member harassment, the student may be subject to discipline including, but not limited to, counseling, suspension, and in appropriate cases, expulsion.

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- In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the superintendent of schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.
 - In all cases a referral to law enforcement will be considered by the principal or superintendent based on the circumstances. School officials will coordinate with the police department to identify a police liaison for harassment cases.
 - Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and or removal from the educational setting for a student. A referral to law enforcement may be made.
 - Confidentiality: Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

NOTE: If the alleged harasser is responsible for conducting an investigation, the superintendent or committee shall designate an alternative harassment coordinator.

For further information about these guidelines or help with sexual harassment problems, bullying, cyber-bullying, hazing or any other form of harassment consult Title IX Coordinator, Dracut Public Schools.

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LEGAL REFERENCES

1. Title VII of the 1964 Civil Rights Act, Section 703
2. Title IX of the 1972 U.S. Civil Rights Act
3. Chapter 151 C., Massachusetts General Laws
4. M.G.L. Chapter 76 § 5
5. M.G.L. Chapter 269 § **17, 18, 19**
6. M.G. L. Chapter **71**, § 82, 84

Approved by the Dracut School Committee: July 26, 2010

AHERA (ASBESTOS POLICY)

AHERA management plans are located in each principal's office. Parents, teachers, employees and organizations may review these plans.

ENGLISH AS A SECOND LANGUAGE

The district shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Education regulations and guidance.

The district shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The district shall certify to the Massachusetts Department of Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The district shall provide additional information as required by the Massachusetts Department of Education to comply with the No Child Left Behind Act.

Legal Ref.: 20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)
603 CMR. 14.00

Adopted by Dracut School Committee:
February 24, 2003
Revised: July 10, 2006

PUPIL TRANSPORTATION POLICIES

SCHOOL COMMITTEE

The school day begins when the students board the school bus coming to school and ends when the students disembark from the school bus returning home. Each student is under the jurisdiction of the school administration during this entire period. With respect to pupils being transported, a written policy statement is required to provide the school committee, administrators, school bus contractor, pupils and parents with uniformly applied guidelines. Such a policy should be widely disseminated and clearly understood by all.

Riding the school bus is a privilege. This privilege will be taken away from any student who is not well behaved, courteous, or who endangers the health or safety of any student.

Any decision revoking the privilege of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student, the parent(s) or guardian(s) of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's parents/guardians must meet with the committee or designee to discuss the matter.

RESPONSIBILITIES OF THE STUDENTS

- 1) Only authorized students may ride the bus.
- 2) Obey the driver in all matters pertaining to the operation of the school bus. The bus driver is the representative of parents and teachers and is directly responsible for the safety of each on the bus.
- 3) Exercise courtesy toward others while loading, riding, and leaving the bus. Application of this simple rule will result in a more enjoyable ride to school each day and will prevent many unpleasant situations from arising.
- 4) Arrive at the bus stop on time and wait for the bus in a safe location on the curb or shoulder off the road. There will be **NO FIGHTING AT THE BUS STOP**. If you should have a problem with someone at the bus stop, inform the principal of your school so that the matter can be resolved. Appropriate school behavior is expected at the bus stop as defined in the student handbook
- 5) Cross highways and streets only in front of the bus. Move away from the front of the bumper of the bus approximately (10) ten feet so that the driver can observe your crossing. **DO NOT RUN OR DASH INTO THE STREET OR ROAD WITHOUT LOOKING BOTH WAYS EVEN THOUGH THE BUS DRIVER HAS TRFFIC STOPPED. DO NOT WALK ALONG THE SIDE OF THE BUS OR CROSS-BEHIND THE BUS.**
- 6) Do not trespass on private property.
- 7) Approach and board the bus in an orderly manner when the bus has come to a full stop, and the driver has opened the door.
- 8) Take your seat promptly and remain seated throughout the bus trip

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- 9) Assignment of seats is left to the discretion of the bus driver with the final approval by school authorities when necessary. Priority is set for the Kindergarten and first grade students to sit in the front of the bus, but front seats are also made available when we have discipline problems. If seat assignments are made, compliance is mandatory.
 - 10) Remain seated until the bus comes to a full stop, then leave in an orderly manner. **NO PUSHING OR SHOIVING IS ALLOWED. ANYONE WHO IS CAUGHT DOING THIS WILL BE REPORTED TO THE PRINCIPAL, AND DISCIPLINARY ACTION WILL TAKE PLACE. BE CURTIOUS NOT TO BUMP INTO THE PERSON IN FRONT OF YOU.**
 - 11) Do not talk to the driver while the bus is in motion except in an emergency.
 - 12) Avoid actions that might distract the driver.
 - 13) **KEEP YOUR VOICE LOW. NO SHOUTING, WHISTLING, PUSHING, FIGHTING, OR THROWING OBJECTS ON THE BUS. THIS WILL NOT BE TOLERATED. ABSOLUTELY NO NOISE WILL BE MADE WHILE CROSSING RAILROAD TRACKS.**
 - 14) Do not extend arms or any other parts of your body out the window. **DO NOT THROW ANY OBJECTS OUT THE WINDOW OR SPIT OUT THE WINDOW.**
 - 15) **THERE IS NO SMOKING ON THE BUS AND AT BUS STOPS. BUS STOPS AND BUSES ARE CONSIDERED SMOKE AND DRUG FREE ZONES.**
 - 16) Ask the driver's permission before opening the window.
 - 17) Help keep the bus clean and report anything damaged in the bus to the driver. **EATING FOOD AND OR CHEWING GUM ON THE BUS ARE NOT ALLOWED. NO PENCILS OR PENS SHOULD BE USED ON THE BUS DUE TO VANDALISM SAFETY PURPOSES.**
 - 18) Keep books/bundles out of the aisles, and do not carry heavy objects on the bus that might cause injury to other students.
 - 19) Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parents, and agreement is reached between the principal and the bus driver.
 - 20) Report any violation of these rules to the bus driver or to your teacher.
 - 21) **ONCE THREE (3) DISCIPLINE SLIPS HAVE BEEN SUBMITTED ON ANY CHILD, THE CHILD WILL BE REPORTED TO THE PRINCIPAL OF THE SCHOOL AND PUT OFF THE BUS. A CHILD WILL NOT ALLOWED TO RIDE THE BUS UNTIL A MEETING HAS TAKEN PLACE WITH THE CHILD, PARENT AND PRINCIPAL.**
 - 22) All elementary school pupils (K-6) residing more than one mile, and all high school and junior high pupils (7-12) residing more than 1 ½ miles from the school attended are

entitled to transportation privileges. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when health of pupils makes this service essential.

RESPONSIBILITIES OF PARENTS

- 1) Please instruct children of the important bus codes that are listed above.
- 2) Support the bus driver in maintaining discipline on the bus.
- 3) Insure children arrive at the bus stop on time. Supervise children when necessary.
- 4) Make suggestions in writing to the Principal and to the Office of the Superintendent to make any improvements to the routes.
- 5) Report any concerns or violations to the Principal of the school that your child is attending.
- 6) **NO KINDERGARTEN CHILD WILL BE DROPPED OFF AT THE BUS STOP WITHOUT A PARENT/GUARDIAN THERE TO MEET HIM/HER. IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN OF THE CHILD TO HAVE ARRANGEMENTS MADE IN THE EVENT THEY CANNOT BE AT THE BUS STOP. IF NO ONE IS THERE, THE CHILD WILL BE RETURNED TO SCHOOL AND THE PARENT/GUARDIAN WILL HAVE TO TRANSPORT THE CHILD HOME SAFELY.**
- 7) In the event that a child is returned to school due to misbehavior on the bus the principal will contact the parent/guardian and it will be the responsibility of the parent/guardian to transport the child home.
- 8) Parents, or persons authorized to pick up children at dismissal time or for extenuating circumstances must have this in writing, which will be kept in the office of the Principal. Pupils who do not have written permission to either stay for after-school activities or to be transported by car will be placed on their regular bus home.
- 9) Please do not ask that we transport children of friends or relatives who may be visiting on a temporary basis.
- 10) The school should be made aware of any known health problems such as allergies that might require special assistance.
- 11) **DO NOT DISCUSS WITH THE BUS DRIVER ANY PROBLEMS THAT YOU MAY HAVE WITH THE BUS DRIVER, ROUTE OR OTHER CHILD. PLEASE REFER ALL PROBLEMS TO THE PRINCIPAL OF YOUR SCHOOL. DRIVERS HAVE BEEN INSTRUCTED NOT TO DISCUSS ANY PROBLEMS WITH PARENTS WHILE EN ROUTE.**
- 12) **PARENTS ARE NOT ALLOWED TO BOARD THE BUS.**

RESPONSIBILITIES OF THE BUS DRIVERS:

- 1) Read, comply with and periodically review the rules and regulations as stated in the contract agreement with said contractor and residents of the town.
- 2) Become familiar with current state laws on school buses and safety procedures.
- 3) Immediately report in writing any and all accidents, even if minor, to the School Department Business Office, the Police Department and the Registry.
- 4) Avoid potential hazards. **ABSOLUTELY NO SMOKING OR EATING ON THE BUS.**
- 5) Assume full charge of the bus and the pupils while they load, ride, and leave the bus.
- 6) Insure the bus is fully stopped with red signal lamps flashing while loading and unloading pupils.
 - a. The bus should not proceed until all pupils are seated and the door is closed
 - b. When pupils are loading and unloading, do not wave vehicles to pass the school bus
 - c. Report the registration number to your supervisor of any vehicle passing the school bus while the red signal lamps are flashing.
- 7) Take necessary disciplinary action with students riding school buses as outlined in the disciplinary procedures. Any and all violations should be written up and a copy submitted to the principal. After three written violations students should be reported to the principal for temporary suspension from transportation.

A driver shall not put pupils off the bus at any stop for reason of discipline. The driver will return the offending child/children back to the school of origin and inform the principal or designee that you are returning so that they will be prepared for the child/children.

- 8) Perform routes as outlined and assigned. Make notations for any and all special requirements of your route. Be sure that there is a roster of your route in your bus at all times in the event there is a substitute driver that they may follow your route
- 9) Schedules are to be kept as neatly as possible. If the bus is on time and a pupil is not at the designate stop, the driver shall not wait.
- 10) Bus drivers are cautioned about their language. Derogatory remarks about pupils and/or others are to be withheld. Any complaint will be discussed with your Supervisor and will not be tolerated.
- 11) **IN NO WAY SHOULD THE DRIVER ENTER INTO A DISCUSSION WITH PARENTS CONCERNING THE MISCONDUCT OF A RIDER. REFER THE PROBLEM TO THE PRINCIPAL.**
- 12) Exercise extreme caution when buses pass each other in opposite directions on a narrow roadway.
- 13) Transport students only to designated points on scheduled routes. Deviations are allowed only if agreed upon by the parent, driver, contractor, and school department.

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- 14) Instruct children on safety procedures in case of emergency. Conduct bus drills twice a year demonstrating the use of the emergency exit.
 - 15) Place no devices for locking or securing any exit or windows while actually engaged in transporting school children.
 - 16) Inspect vehicles before the start of routes each day to insure it is in safe operation condition. Inspect vehicles at the end of each day to insure that all students are off the bus and articles/children left on the bus are taken off and brought to the proper authority.
 - 17) Transport only authorized students attending public schools in Dracut the transportation of additional passengers is not allowed.
 - 18) No kindergarten child will be dropped off at a designated bus stop without a parent/guardian at the stop to meet them unless other arrangements have been made with the parent or guardian. In the event no one is at the stop, the driver will contact the Principal's office by the phone on the bus and inform them he/she will be returning the child to the school and to please try to contact the parent.
 - 19) ALL DRIVERS MUST BE CPR AND FIRST AID CERTIFIED.

RESPONSIBILITIES OF THE POLICE DEPARTMENT:

- 1) Adjust routes and bus stops if students are subject to safety hazards. Review any bus stops by the school department.
- 2) If requested, handle disciplinary complaints.
- 3) Conduct classes to instruct bus drivers, students, patrol leaders, etc. on safety measures.
- 4) Monitor the behavior of pupils at bus stops when requested. Parents assume primary responsibility for monitoring the behavior their children at bus stops.

RESPONSIBILITIES – PRINCIPAL:

- 1) Process disciplinary reports received from the bus drivers.
- 2) If necessary, establish safety guidelines for the buses.
- 3) Insure prompt supervision during loading and unloading of students from the buses each day before and after school.
- 4) Clear all traffic from bus loading areas each morning and afternoon.
- 5) As appropriate, instruct students on general safety procedures observed while riding school buses.
- 6) Be available to assist any parent or bus driver if they have any problems with the school buses.

RESPONSIBILITIES – TEACHERS:

- 1) Perform duties in relation to school buses as directed by the principal.
- 2) Assist drivers in maintaining discipline when riding the buses.
- 3) Instruct students on bus codes at the start of the school year.

ACCIDENT PROCEDURE – RESPONSIBILITIES BUS DRIVERS:

- 1) In the event of an accident involving a school bus take proper precautions to protect lives.
- 2) Turn off ignition and activate flashers and flares to warn traffic.
- 3) Check passengers for physical injury and administer any first aid if required.
- 4) Evacuate students if a fire is located. If the possibility of a fire is remote and if it is safe to do so, keep students on the bus.
- 5) Contact police or fire department to report the location of the accident and to request an ambulance, if required.
 - a) Request a police officer to attend the scene of the accident.
 - b) Procure the names and addresses of any witness or other operators of motor vehicles involved in the accident.
 - c) Notify the Business Office immediately and the Principal with the names of students involved in the accident even if it is a minor accident or incident.
- 6) Fill out accident or incident reports as required.
- 7) Submit one copy of the report to the Superintendent of Schools and also to the Principal of the school building involved.

ACCIDENT PROCEDURE - RESPONSIBILITIES – STUDENTS

- 1) Keep calm, and follow the directions of the bus driver. Stay in your seat until the bus driver tells you what action to take.
- 2) Do not touch any emergency equipment unless told to do so by the driver.
- 3) In case of fire, leave the bus in an orderly manner, as directed by the driver and move to the nearest exit away from the fire.
- 4) If the driver is injured and unable to move, notify the nearest adult or contact the police or fire department on the nearest phone.
- 5) Report any injuries to yourself or other students to the driver.

DISCIPLINARY PROCEDURE-RESPONSIBILITIES PRINCIPAL:

- 1) Evaluate disciplinary reports.
- 2) Counsel students on the nature of the violation.
- 3) Recommended necessary action:

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- a) Depending on the nature of the offense, the principal will reprimand, give a warning, or suspend the student's right to ride the bus.
 - b) No fixed number of disciplinary reports is required to take away a student's riding privilege if the offense is severe.
- 4) Inform the parents of the nature of the offense.
 - 5) Advise the bus driver of the action taken.

DISCIPLINARY PROCEDURE-RESPONSIBILITIES-BUS DRIVER:

- 1) Utilize your good judgment, experience, and maturity in handling the students. Never exceed the bounds of good taste in disciplining a child and never strike a child or use profane language. This will only aggravate the situation severely.
- 2) Fill out disciplinary report clearly and completely as provided. Be sure to fill out this report whenever deemed necessary to do so. Action cannot be taken if this form is not filled out.
- 3) Report immediately any disciplinary reports you write out to the Principal's Office and maintain a copy for yourself.
- 4) Never discharge students from the bus for disciplinary reasons in the middle of a run or any other time without proper authorization. If you have a problem with students on the bus you must bring them back to the school they are from and inform the Principal that you are taking them back because of discipline problems. The Principal will then deal with the situation.

EVACUATION PROCEDURE:

- 1) Passengers are to remain seated and pay attention to the driver.
- 2) The driver will stay at the front of the bus, indication that passengers should move out left to right.
- 3) Passengers should not take anything with them – musical instruments, athletic equipment, lunch boxes, etc. The objective of the drill is to empty the bus as quickly as possible in an orderly manner.
- 4) The driver will designate a helper to assist in leading the students to a designated location on the school grounds approximately 100 feet from the bus. Students are to walk, not run to this location. A second helper will be appointed to stand outside the bus door to assist passengers as they leave the bus.



Handbook Signature Page

Each family will receive a handbook that includes an additional Signature Sheet. Each child must return a signature sheet to his/her teacher. Your support and cooperation is most appreciated.

1. We understand the expectations of the school community regarding behavior in the following areas:
 - Guidelines for student behavior, dress and expectations.
 - The Dracut Public School District Internet Usage Policy
2. From time to time, the local media covers student activities and accomplishments. Please indicate below your permission for your child's photograph and/or quotes from your child to be included in media coverage of the school. This also includes publication in our school monthly newsletter.
 I give my permission for my child to appear in media coverage, including in our school monthly newsletter.
 I do **NOT** give my permission for my child to appear in any media coverage.

As parent/guardian, I have read the Acceptable Internet Use Policy for the Dracut Public Schools. As parent/guardian of the below named student, I have read the Acceptable Use Policy of the Dracut Public Schools. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I also understand that the level of my child's access to the network depends on my child's grade level, as explained in the Acceptable Use Policy. I have discussed with my son/daughter his/her responsibilities regarding the use of the Dracut Public Schools Computer Network and Internet access. My son/daughter understands and agrees to follow the Acceptable Use Policy of the Dracut Public Schools. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her Internet and/or computer privileges (other than directly supervised use during classroom instruction) and may also result in school disciplinary action. I will not hold the Dracut Public Schools liable or responsible for any materials my son/daughter accesses, acquires or transmits via the Dracut Public Schools Computer Network and/or Internet connection.

I hereby give permission for my son/daughter to use the network/Internet at school. I further agree to indemnify the Dracut Public Schools for any losses, costs or damages, including reasonable attorney fees, incurred by the Dracut Public Schools relating to, or arising out of, any violation by my son/daughter of the Acceptable Use Policy.

3. I give my permission for my child to access information via the Internet.
4. As parent/guardian, I have read the section titled, "Student Dress Code Policy," and I agree to assist the administration in their efforts to promote a healthy and appropriate learning environment for the intermediate level youngsters in our building.
5. As parent/guardian, I have read the section titled, "No Cell phones or camera phones allowed."

Our signature(s) below indicates that we have read and discussed the handbook with our child and understand and support the expectations for appropriate behavior and permission as noted.

Parent or Guardian

Parent or Guardian

Date

Child's Name and Homeroom

