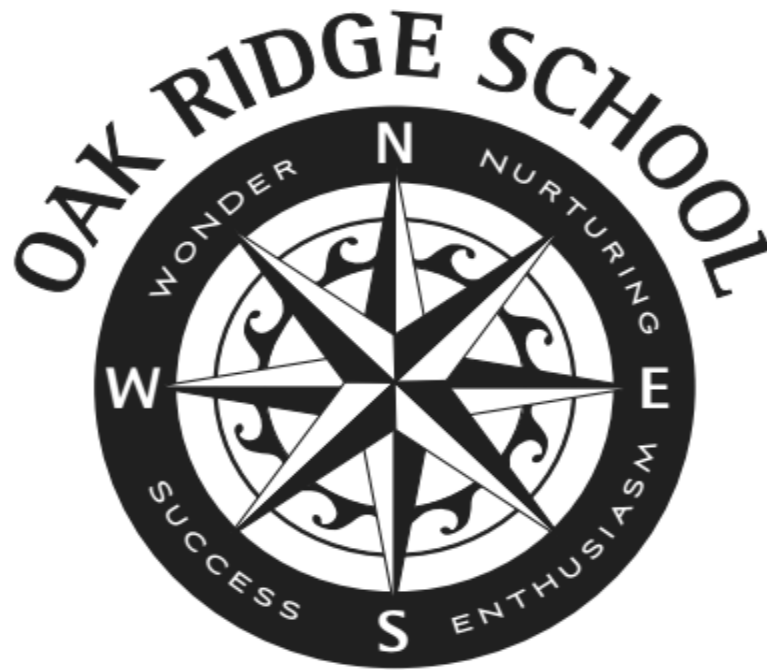


2023-2024
Student/Family Handbook



Oak Ridge School



Our Mission

As a cohesive and diverse community of students in grades 3-6, parents, and staff, we are committed to the successful academic and personal learning, growth, development, and achievement of all members of the community. Our mission is to empower students to become confident and creative navigators of their future. Our focus is on the whole child. Students are taught to meet academic challenges with openness, enthusiasm, and a willingness to solve problems. In our community, we aim for an atmosphere of cooperation with respect for, and appreciation of individual differences.

Core Values

Exploring the Seven “C’s” Together



**COMMUNICATION • CREATIVITY
COMMUNITY • COLLABORATION
CHARACTER • CURIOSITY
• CRITICAL THINKING •**

Oak Ridge School Family Handbook

Table of Contents	Page
Academic Integrity (Cheating & Plagiarism)	27
After School Activities	10
Animals and Pets	21
Arriving Early or Staying Late	10
Attendance Policies	8
Bicycle Rules	28
Bullying Prevention and Intervention	56-58
Bus Rules	37-38
c. 766-Special Education	31
Cafeteria and Lunch	29-30
Club Pass	18
Code of Conduct	33-35
Concussion Management Policy	23
Discipline Policies	33-58
Dismissal Notes	17
Early Closing	18
Dismissing Your Student Early	17
Early Dismissal Days	17
ELE Coordinator	20
Electronic Devices	38
Email Contact Information	14
End of the Day Pick up	17
Equal Educational Opportunity	31
Family Education Rights and Privacy Acts	31-32
Family Vacations	26
Field Trips	22/29
Food Allergy Policy	20
Head Lice	22
Health Information & Policies	20-22
Health Status Prior to Entering School	21
Homework Policy	25- 26
Homework Requests	18

Important Dates	15
Individual Health Care Plan	23
Lockers	34
Lost and Found	28
Medical Concerns for Field Trips	22
No Food in the Classrooms Policy	20
Parent Concerns, Complaints and Compliments	18-19
Parent/Guardian - Teacher Conferences	27
Parental Notification Relative to Sex Education- School Committee Policy	27-28
Personal Appearance	34
Personal Belongings	28
Physical Education Requirements	25
Playground Rules	36-37
PTA	30
Report Cards	26-27
Safety Call Back	16
School and District News Communication	30
School Cancellation	18
School Committee	14
School Council	18
School Day	16
School Insurance	23
Sexual Harassment, Bullying and Hazing Policy Summary	47
Special Education	12
State & Federal Regulations and Policies	23
Student Crisis Team	12
Student Use of Electronic/Digital Communication Devices	30

Telephone Messages	11
Testing Programs	23
Textbook and 1:1 Technology Devices	16
Truancy	9
Using the School Telephone	21
Video/Photo/Interview Release	21
Visitor Security	8
Walkers	28

The Sandwich Public School System

Three separate schools are engaged in public education in the Town of Sandwich.

District

Superintendent's Office
33 Water Street
Sandwich, MA 02563
508-888-1054

Dr. Joseph Maruszczak, Superintendent
Dr. David Quinn, Assistant Superintendent
BJ McNamara Director of Pupil Services
Michelle Austin, Director of Finance and Business Operations
Bryce Harper, Director of Technology
Jennifer Kirk, Elementary Curriculum Coordinator
Robert Moore, Oak Ridge Special Education Department Chair
Camila Oliveira - ELE Coordinator

School Committee Members

Chair: Kevin Serault
krsareault@sandwich.k12.ma.us
Kaleigh Adams kadams@sandwich.k12.ma.us
Danielle Binienda
dbinienda@sandwich.k12.ma.us
Christine Brown cbrown@sandwich.k12.ma.us
Burton Fisher bfisher@sandwich.k12.ma.us
Tracey Goodwin tgoodwin@sandwich.k12.ma.us
Susan Miller smiller@sandwich.k12.ma.us

Sandwich High School Grades 9 - 12

508-888-4900

Sandwich Middle School Grades 7 & 8

508-888-5300

James Mulchahy, Principal
David Aycock, Assistant Principal
Jeanne Nelson, Assistant Principal

Forestdale School Grades PreK - 2

508-477-6600

Christopher Dintino, Principal
Kara Schofield, Assistant Principal

Schools

Oak Ridge School Grades 3 - 6
260 Quaker Meetinghouse Rd.
E. Sandwich, MA 02537
508-833-0111

508-888-0911 Fax

www.sandwichk12.org/schools/oak-ridge-school

Trish Hill - Principal
Brandy Clifford - Assistant Principal
Anna Dunphy - Assistant Principal
Kelli Curtis - Administrative Assistant
Carolyn Perry - Administrative Assistant
Kerry Shastany - Administrative Assistant
Melissa Dougherty- Special Education Admin. Assistant
Anne Edgar - School Psychologist
Carrie Gonsalves - School Psychologist
Katie Hegg & Claire Poole - Social Workers
Jennifer Blackington & Angela Labelle - School Nurses

OAK RIDGE WEB SITE

Students and parents are encouraged to make use of the District website at www.sandwichk12.org. This site provides information regarding programs and activities at Oak Ridge.

Grade Level	Building Entry	Student Hours	Early Dismissal
3 - 6	7:30 am	8:15-2:45	11:45

Parent Conference Nights	Oak Ridge School Open House Dates	School Pictures
October 18th/November 1st & March 20th/April 3rd	September 19th	TBA

VISITOR SECURITY

The main door entrance of our school is the ONLY entrance to be used when parents/visitors/volunteers enter and exit the building. We appreciate adherence to this policy so that our students and staff may be safe.

Upon entering the building, all visitors, volunteers and parents will need to present their identification to the office staff through a security window. The staff will then scan your identification and issue you a badge that is required to be worn on your coat or shirt so that it is easily visible at all times when in the building. After you receive your badge you will be buzzed in at the door located at the far right. Pull the door open when the buzzer sounds.

If Parents are bringing in items that their child forgot, please place it in the security window clearly labeled with student name, grade and homeroom teacher and we will deliver it to them. Larger items that cannot fit in can be left in the vestibule and the office staff will get it.

Weapons of any kind are not permitted on school grounds, except by law enforcement officers on official business. All persons, bundles, bags and packages may be subject to search.

If you are moving around the building without a badge (no matter how short a time you may be here or for whatever reason), you will be asked to go to the office to sign in and secure a badge.

Parents are welcome to school on many occasions, to volunteer, to share in a classroom presentation or play. Classroom visits are at the invitation and arrangement of individual teachers. On special occasions you may have lunch with your child.

STUDENT ATTENDANCE

STUDENT DATA – Emergency Procedure and Health Information

Emergency Procedure and Health Information must be provided for each family at the beginning of each school year. The information provided is used in the event of an emergency to contact parents or guardians. Information should be completed or updated in powerschool immediately in order for our records to be updated in a timely manner. We request that the school office and classroom teacher be notified of any change of address, telephone number or custody arrangements. Please make sure you have recorded an alternative emergency number as well as a work and cell phone where you can be reached.

OUR SCHOOL DAY

Students in grades 3-6 may enter the building at 7:30 AM in the morning and are dismissed at 2:45 PM. Students not arriving by bus should not arrive before 7:30 AM and will be supervised in the MPR. **Students are considered tardy for school if not in their homeroom class by 8:15 AM when classes begin.** Students are dismissed at 11:45 AM on in-service days and half days.

When entering the building students should go to their locker or cubbie, to drop off books and clothing and then report directly to homeroom unless otherwise indicated by their homeroom teacher.

Regular and punctual school attendance is essential for success in school. Parents/Guardians of children attending our school have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly in accordance with State Law. The Massachusetts General Laws (Ch. 76, Sec. 2) specify that a student under sixteen years of age may not be absent more than seven (7) days or 14 half day sessions within any period of six (6) months.

STUDENT ABSENCE NOTIFICATION TO THE SCHOOL

Please notify teachers of student absences due to illness or vacations, especially for long term absences. Even so, all absences will be considered UNEXCUSED unless accompanied by a written medical note from the doctor.

Please email orattendance@sandwich.k12.ma.us with your child's information, and please scan any doctor's notes to the same address.

SAFETY CALLBACK – 508-833-0111 ext. 680

If a student is absent the nurse's office will call the parent to ask about the nature/reason for absence.

Oak Ridge School has a Safety Callback Program using the automated system to ensure the safe arrival of our children each morning. Please report your child's absence, date, and teacher by calling 508-833-0111, ext. 680 by 8:00 AM. The automated system will contact you in the event your child is absent and has not been reported absent. If you know that your child will be out for several days, let us know in advance and you will not be called unnecessarily.

TARDINESS

Students who are late to school must report to the office, through the vestibule window, to get a tardy pass before going to their classroom. Tardiness requires a note or telephone call from parents, leaving any notes in the basket on the table in the vestibule which will be collected by the office. Tardiness caused by the bus is excused. Tardiness accompanied by a doctor's note is also excused. All other tardies are considered unexcused. Continued unexcused tardiness will be dealt with through the Student Code of Conduct.

TRUANCY

Parents/guardians are required by State Law to ensure that their child's attendance at school. Excessive unexcused absences and/or tardiness/early dismissals may result in the administrator or their designee filing a Child in Need of Services (CHINS) report to the court, filing with DCF and/or notification to our school's attendance officer. This may result in a home visit and/or a meeting with the authorities that can help to improve a student's attendance.

EARLY DISMISSAL

NEW FOR 2021-2022: Students will wait in the lobby for their family to sign them out through the security window.

Leaving school prior to 2:45 PM is a dismissal. Parents/guardians or persons designated by them are not to pick up children in the classroom. They must report to the school office to sign the child out. Children will only be dismissed from the office, not the classroom or other school grounds.

Parents/guardians are encouraged not to dismiss their children early from school except for emergencies, as it interferes with the learning process. **Teachers should be alerted of an early dismissal in writing in the morning.** At the appropriate time, the student will be sent to the office where the parent/guardian may pick them up. The practice of waiting in the parking lot is unacceptable for safety reasons. If the student is being picked up by someone else, we request a note from you to verify this individual is authorized to do so by you and we will ask for identification.

DISMISSAL

If a child attends a weekly function for the entire year such as Girl Scouts, the parent/guardian may write only one long-term note to the teacher concerning dismissal of the child for the weekly function. If this changes at any time another note is required. Notes are required for both early dismissals and for students not riding the bus home on a given day. No child is to be removed from a bus or a bus line during dismissal procedures. Last-minute (dismissal time) dismissal requests by phone are discouraged, although it is understood that on rare occasions a last minute emergency may, from time to time, occur.

END OF DAY PICKUPS

Students who will be picked up instead of taking their regularly scheduled bus **will be dismissed after the buses depart the premises.** The school should be notified in writing of alternate arrangements for transportation. A note to your child's teacher when plans change from the established plan. If the arrangements are on a regular basis, one note for the school year is sufficient.

ARRIVING EARLY OR STAYING AFTER SCHOOL

Students may not arrive and/or may not stay late without teacher or administrator's permission or unless they are participating in a regularly scheduled before or after school program. When teachers keep students after school, they are required to notify the parent by either having a student call the parent, call the parent themselves, or by sending home written notification to be signed and returned. Failure to stay after school at teacher request will likely result in an office referral and detention.

AFTER SCHOOL ACTIVITIES

Students participating in after school activities are under the supervision of the program running the activity. Parents should be aware that there is no nursing staff on duty after the school day. Students with specific needs should see the nurse for an emergency health plan form and parents should share that form with the advisor/instructor of the after school activity.

CLUB PASSES

Clubs and activities run through the school district are fee based. Students participating in these clubs must purchase a Club Pass. The Club Pass is good for the school year in which it is issued and allows the student to join as many of the school run clubs/activities they would like to join. Club Passes are \$50 and are purchased in the Main Office. The form can be found on our website.

BEFORE AND AFTER SCHOOL

SCHOOL CANCELLATION:

Delayed Opening and Early Closing

Occasionally in inclement weather when transportation by bus is impossible, school will not be in session. Notice of such will be broadcast over **local radio stations and WBZ Radio Boston**. An **Alert Now** message from the Superintendent will be sent to your primary phone number.

In the event of a decision to delay the start of school all school start times will be delayed two hours. Oak Ridge times are indicated here:

2 hour Delayed Opening 10 AM
Early Dismissal 11:54 AM (or TBD per the Supt.)

TELEPHONE MESSAGES

To maintain optimal classroom instructional time, please make every effort to communicate plans to your child before they leave for school in the morning AND send a written note describing the planned change from regular routine to the classroom teacher as we can only deliver truly urgent messages to students. In the case of emergency messages, we will continue to make a determined effort to deliver them prior to school dismissal.

HOMEWORK REQUESTS

Learning Plans will be available on Google Classroom. Students who are absent should follow the activities and evidence of learning assignments and submit them as soon as possible upon their return to school.

SCHOOL COUNCIL

Under the Education Reform Act of 1993 each school in Massachusetts has a School Council made up of elected parents and teachers, community volunteers, and building administrators. Oak Ridge School Council meeting times will be posted in the main office of the school and at Town Hall. All parents, teachers and residents of Oak Ridge are welcome at these meetings. The primary goal of the School Council is to support the construction of an annual School Improvement Plan for the Oak Ridge School.

PARENT/GUARDIAN CONCERNS, COMPLAINTS AND COMPLIMENTS

Parents are encouraged to discuss compliments, issues, or concerns when they arise **first** with the classroom teacher. Addressing concerns early on usually results in a workable solution that is mutually acceptable to all parties. Compliments are welcomed at any time as well!

Any compliments, issues, or concerns received by the administration will be shared with the staff members involved and if deemed appropriate, recommendations and commendations will be made by the Principal and Assistant Principals. Administrators are always available to meet with parents and teachers at either one's request at a mutually agreeable time.

Parent compliments, concerns, or complaints should be in writing prior to a meeting with the Principal or Assistant Principals.

Attendance - Main Office 508-833-0111
Buses - Dr. Dunphy

Free/Reduced Lunch -508-888-4900 ext 5014

Health of your child - Ms. Blackington, R.N. and Ms. Labelle R.N.

Special Needs program - Office of Pupil Personnel Services, Bernard McNamara 508-888-1054 Ext. 122

Student Discipline - Ms. Clifford (Gr. 5 & 6)

Dr. Dunphy (Gr. 3 & 4)

Our Teachers/Educational Staff: Teachers are hired by the school system to provide optimum classroom opportunities for students to learn. While students are at school, teachers assume the responsibilities of their parents (in loco parentis) and as such should treat their students with respect and caring. Likewise, it is expected that teachers should receive respect and consideration from each and every one of their students.

Our School Psychologists: Ms. Edgar, our school psychologist, manages our special education testing. Our other school psychologist, Mrs. Gonsalves's work includes crisis counseling and she is always available to speak with students or parents who are in need of assistance or have concerns about school. She can be reached at (508) 833-0111. Mrs. Gonsalves will be working at SHS and with our students at Oak Ridge.

Our School Social Workers: Our school Social Workers, Mrs. Hegg (Grades 4&5) and Ms. Poole (Grades 3 & 6) are available for crisis counseling, and they are always available to speak with students or parents who are in need of assistance or have concerns about school. They may be reached at 508-833-0111.

STUDENT SUPPORT TEAM

The Student Support Team is a committee that meets regularly to determine if there are any students who have academic, social, or emotional concerns brought to their attention by teachers or parents/guardians who have concerns or information of this nature. The group will determine the best course of action to take to help each child be successful in the school setting. The committee members may include: the Principal, Assistant Principals, School Nurse, School Psychologist, School Social Workers, Teachers, Special Educators, Behaviorists, and School Resource Officer.

STUDENT CRISIS TEAM

The Student Crisis Team is an emergency committee that is called into action for any suspected child abuse. Teachers or parents, who have concerns or information of this nature, should contact a member of this committee. The committee members may include: The building Principal, Assistant Principals, School Nurse, School Psychologist, School Social Workers, Behaviorists, and School Resource Officer.

SPECIAL EDUCATION

The Special Education program has been developed to meet the special learning needs of children within the Sandwich Public Schools. As well as experienced teachers of Special Education, there is a School Psychologist, School Social Workers, Speech and Language Pathologists, and Occupational Therapists to assist in serving children with special needs.

English Language Education (ELE) Program

Sandwich Public Schools seek to provide every child, regardless of national origin or home language equal access to the curriculum. Consequently, students who are Emergent Bilinguals (English Learners) are provided instructional services designed to meet their unique needs. We have a full time ESL teacher. Interpreter services are available whenever it is needed.

OAK RIDGE FOOD ALLERGY POLICY

It is important to note that we **cannot guarantee** that Oak Ridge is nut free. Officially we are a “nut aware” building but we are all doing our best to try to be “nut free,” to keep all students safe and healthy. You will be notified if your child needs to have a nut free snack in the classroom due to someone's allergies. However, students may eat peanut products in the cafeteria.

Sandwich Public Schools: No Food in the Classroom Policy (Approved by School Committee June 20, 2012)

General Guidelines / Statement:

The Sandwich Public Schools recognized the increasing prevalence of life threatening allergies (LTA's) in students, and the high percentage of students who are overweight in our schools, as indicated in the district's *Annual Status Report (2007-2010)*. The rationale for this protocol is to assure the safety of students with LTA's, and to promote wellness and healthy eating habits in students during the school day. The school day is defined as the hours of the day that students attend school for their education program(s).

1. Non curriculum related classroom based parties and celebrations (i.e. birthday parties) are food free. Food brought in from home by students or parents for parties or celebrations is not allowed in the classroom, and will be sent home with the student or parent/guardian at the end of the school day.
2. The use of food as a reward or incentive during the school day is prohibited, except as indicated in a student's Individualized Education Plan, 504 Plan, or Individual Health Plan.
3. Inclusion of food for curriculum instruction requires consultation (at least 2 days in advance of the planned event) with the school nurse, and the approval of the building principal.
4. The use of food for the purpose of fundraising is prohibited.

References: *MA Law "An Act Relative to School Nutrition (H4459)*, *MDPH Comprehensive School Health Manual, 2007, (Volume 1)*, *MA DESE, Managing Life Threatening Food Allergies in the Schools, 2002*, *SPS Annual Status Report (2007-2010)*, *SPS Wellness Police (JLE)*.

HEALTH INFORMATION

OUR SCHOOL NURSES (508-833-0988)

Ms. Blackington and Ms. Labelle, our school nurses, are available from 8:00 to 3:00 daily. Students who feel ill during school must first get the permission of their teacher or adult supervisor before visiting the clinic. If a student is dismissed due to illness or injury, the parent or designee must pick the child up at the main office. Injuries occurring outside the school should be referred to your family physician. Every accidental injury in school, on the bus, or on the grounds, no matter how slight, should be reported immediately to the teacher in charge, to the nurse, and to the main office. **Students are not to contact parents directly, but must be assessed by the nurse prior to dismissal.**

The nurses supervises the following special health services:

- ▶ Physical Examinations
- ▶ Vision and Hearing Tests – Mandatory Grades
- ▶ Yearly Recording of Weight, Height, and BMI – Mandatory All Grades
- ▶ Postural Screening for Scoliosis – Grades 5 – 6

SCHOOL HEALTH POLICIES

Contagious diseases (i.e. strep throat, conjunctivitis, Fifth's Disease, etc.): Students may return to school after four full doses of antibiotics in a 24-hour period. Chickenpox cases may return to school after all lesions are scabbed over - approximately five to seven days from onset. Students need to be checked by the nurse before they can return to school. **All chickenpox cases must be reported to the school nurse as soon as discovered.**

HEALTH STATUS PRIOR TO ENTERING SCHOOL

1. The school nurses will be notified when a student registers for school.
2. Prior to the child's admission to school, the parent will complete the Health Status Information worksheet and provide the school with a copy of the child's immunization history. **Children will be unable to enter school without proof of immunizations.**
3. The nurses will review the child's immunizations and medical history and will determine the following:
 - That immunizations are up-to-date, referral to primary care if needed.
 - Identify the last physical exam on file: refer if needed.
 - Identify major health issues and develop an individualized healthcare plan for students with special health care needs.
 - Identify child's primary care provider and dental provider: refer if needed.
 - Identify child's health insurance provider: refer to state's public health insurance programs if needed.
 - Vision and hearing screening to be completed within two weeks of entry to school (if not already completed during the current school year).
4. Parents must complete the health portion in the parent portal in Powerschool for all students prior to entry to school.
5. The nurses will continue to assist families in accessing both school and community resources.

REGULATIONS CONCERNING THE DISPENSING OF MEDICATION IN SCHOOL

The purpose of this policy is to comply with current Massachusetts State regulations relating to education, and to provide a safe, consistent, and reasonable approach to the administration of medication to students during school hours.

Whenever possible, medication should be given at home. All medication to be administered in school, whether prescription or non-prescription, must be accompanied by a written authorization from the parent/guardian and a physician's written order.

All medications should be brought to the school nurse by a parent or guardian in the original container, clearly labeled with the student's name, name of medication, daily dosage, time the medication is to be taken, side effects (if any) which could be expected, and other pertinent information. Teachers are not required to accept the responsibility of dispensing medication to a student.

Under no circumstances may medication be kept by a student on their person, or in their desk, locker, or anywhere in the school, other than the designated Health office. Any medication found in any area, other than that specified, will be confiscated. Medication shall be stored under the supervision of the school nurse. Medication, not reclaimed at the end of treatment or the end of the school year, will be discarded.

The school nurse shall maintain a record of medication administered to include the name of the student, the medication, and the date and time dispensed.

MEDICAL CONCERNS FOR FIELD TRIPS

The following policy was adopted by the Sandwich School Committee on May 2, 2001.

The purpose of school-based field trips is to enhance the educational experience of our students. To ensure the safety of students with health/medical concerns, the following policy has been developed as a procedure to address these concerns on a field trip.

- The nurse must have a four week notice for customary field trips and a 2-month notice for overnight field trips. The building principal will be responsible for notifying the nurse. This allows the nurse sufficient time to develop a plan to address medical concerns such as medication, allergies, diabetic blood testing, etc.
- When possible, a parent/guardian will be invited to attend the field trip to administer their child's medication or assist with their health needs.
- If a parent/guardian is unable to attend the field trip and the medication can be omitted for the duration of the field trip, the nurse will make arrangements with the parents as to when and by whom the medication will be given. This will be in the form of a written parental consent.
- If the parent/guardian is unable to attend the field trip to address the health concerns of the student, then the nurse will assess the needs of the student to develop an alternate written arrangement with the parent.
- The nurse may delegate the administration of medication to a teacher according to our medication delegation policy. The nurse will train the teacher and written parental consent will be obtained. A copy of the medication delegation policy is kept on file in the health office.
- If the parent/guardian is unable to attend, the teacher is unwilling to administer the medication, the medication cannot be omitted or the health concern addressed, then arrangements will be made to try to find substitute nurse coverage for the field trip.
- If all of the above have failed, and the nursing staff feels they are unable to provide for the safety of the student on the field trip, then the field trip will be canceled.

HEAD LICE

It is imperative that parents notify the school nurse if their child becomes infected with head lice. Head lice are becoming very resistant to current medications and our best and most effective method to help ensure the containment is by checking individual classrooms that are affected. For further information please review the Head Lice Policy on the District Website.

SCHOOL INSURANCE

Students who participate in a school sports program need verification of medical coverage. Information on additional insurance can be found on the district website at <http://www.sandwichk12.org>

CONCUSSION MANAGEMENT POLICY

In July 2010, Governor Patrick signed Chapter 166 of Acts of 2010, a law on sports related head injuries to promote the safety of young athletes in Massachusetts. The Department of Public Health wrote the regulations, entitled Head Injury and Concussions in Extracurricular Activities 105 CMR 102.00 to implement this law- these regulations apply to public, middle and high schools from grades 6 through 12. In compliance with the new state law and regulations, the Sandwich Public Schools developed a Concussion management Policy.

The Sandwich Public Schools seeks to provide a safe return to activity for all students after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

Exclusion from Play: any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may NOT return to the practice or competition on that day. It is mandated that any sports related injury be reported to both the school nurse and coach. In addition, the student shall not return to practice or competition or PE without full medical documentation/clearance. There are required forms that need to be completed per state law – please see the School Nurse for further required forms that need to be completed per state law – please see the School Nurse for further information.

Concussion Treatment: the goal of concussion treatment is to allow the brain injury to heal. The treatment of concussions differs depending on the level of severity. Concussion treatment may include: physical and cognitive rest – provide adequate time for recovery from a concussion. Do not rush back into daily activities for work or school; preventing re-injury – avoid activities that might jolt or jar your head. Never return to a sports activity until your doctor has given you clearance; ongoing medical assessment – to track/monitor the recovery process; follow-up post-concussion ImPACT Testing in the health office – as medically indicated, to track symptom resolution and neurocognitive recovery; and finally, frequent concussion assessment by the School Nurse and periodic evaluation as requested by the Certified Athletic Trainer. The Sandwich Public Schools’ multidisciplinary team (School Nurse, Athletic Trainer, School Physician, and the student’s primary care physician) will develop an individualized plan for the student’s return to play; the student must be symptom free and medically cleared in order to return to practice/play. *A medical clearance authorizing a return to play may be obtained from the examining physician at this time.

INDIVIDUAL HEALTH CARE PLAN

All students who have a special health care need will have an individual healthcare plan on file at the health office. Parents/guardians will complete a Health Status Worksheet prior to entrance to school. The school nurse will review the worksheet and contact parents/guardians regarding any health care needs. A health care plan will be developed and revised by the nurse as needed.

ACADEMICS

TEXTBOOKS AND 1:1 TECHNOLOGY DEVICES

All textbooks and 1:1 technology devices are owned by Sandwich Public Schools and are loaned to students. At the beginning of the school year, teachers will note the condition of all books and technology devices before they are used by students. Normal wear is expected, but students are required to pay for books and technology devices excessively worn or lost during the school year. If a device is lost or inoperable please notify the help desk (help@sandwich.k12.ma.us) and notify the teacher immediately. Students are required to care for all books and technology devices that are used by them.

Sandwich Public Schools Student Technology Agreement

All students and staff are required to review and sign the Sandwich Public Schools Student Handbook which includes the [Acceptable Use Agreement and the Chromebook Agreement](#). *Signing the Handbook and agreeing to the included policies is required to use school issued devices.*

Chromebook Breakage:

Accidents happen, but if it is determined that a Chromebook was damaged due to negligence it is the student's responsibility to repair or replace the device.

Cost of Repairs¹:

Students will be held responsible for all damage to their mobile device including, but not limited to: broken screens, cracked plastic pieces, interoperability, etc.

Should the cost to repair exceed the cost of purchasing a new device, the student will pay full replacement value. Lost items such as cables will be charged the actual replacement cost.

Required Replacement:

Families agree to pay all associated costs relating to device replacement not to exceed \$250.00 (per device) should the device be stolen, lost, or damaged in any way. A signature from parents/guardians of agreement to this plan is to be submitted to Sandwich Public Schools before a student is allowed to receive a device. In the event of damage, loss, or theft, parents/guardians will be responsible to pay for the replacement cost.

Machines can be sent to the manufacturer for repair or sent to a local or online repair facility. On a continued trial basis, we will also offer in-house repair for Chromebooks. Pricing for in-house repair is listed below for supported Chromebook models.

Screen	Keyboard	Trackpad	Full replacement
\$65	\$35	\$65	TBD based on market price, not to exceed \$250

***Note pricing may vary from device to device. The new Lenovo 100e parts are currently difficult to get and more expensive.**

Broadband Internet at Home:

- [FCC Lifeline Program](#)
- [EveryoneOn.org](#)
- [Verizon Lifeline Program](#)
- [Comcast Internet Essentials](#)

FEDERAL LAWS AFFECTING STUDENTS / PROTECTED PRAYER IN SCHOOLS

Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965 as amended by the No Child Left Behind Act of 2001 (NCLB) provides for constitutionally protected prayer in public schools. As stated in the guidance offered by the Secretary of Education, "The First Amendment forbids religious

¹ Chromebook Agreement, Sandwich Public Schools Handbook: Oak Ridge School

activity that is sponsored by the government but protects religious activity that is initiated by private individuals.” Therefore, among other things, students may read their Bibles or other scriptures, say grace before meals, prayers, and study religious materials with fellow students during recess, lunch hour, or other non instructional time to the same extent that they may engage in nonreligious activities. At the same time, school officials may not “compel students to participate in prayer or other religious activities.” Nor may teachers, school administrators and other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

PHYSICAL EDUCATION REQUIREMENTS

- Participation is mandatory.
- Students needing to be excused must present a medical note.
- Students should wear clothing and footwear appropriate for activity on the days of the week they are scheduled for Physical Education.

HOMEWORK POLICY

Homework can be a necessary extension of the school day and some time should be provided in the home for a student to complete homework. Homework gives students an opportunity to practice, reinforce, and extend skills and concepts taught during the school day. Homework helps the children to develop responsibility for the constructive use of time.

Regular homework is given Monday through Friday. Long term assignments and projects may extend over weekends and students need to spend some time each night working toward project completion in order to meet due dates.

These approximate times are suggested for your student and reflect the inclusion of reading at home:

- Grade 3 - 30 minutes per night
- Grade 4 - 40 minutes per night
- Grade 5 - 50 minutes per night
- Grade 6 - 60 minutes per night

HELPFUL HOMEWORK REMINDERS TO THE CONCERNED PARENT/GUARDIAN:

1. Provide a quiet place free from distraction, including television and family activities.
2. Check each assignment to see that it is complete.
3. Find out why a child is having problems with homework by keeping close contact with school.
4. Do not do homework for a student, but provide encouragement and seek the advice of the teacher about how best to assist.
5. Recognize that each child is an individual and may proceed with homework in ways that the parent/guardian did not.
6. Recognize that homework is a logical extension of the school day, and make sure that the homework policy is carried out.
7. Recognize that teachers will understand that occasionally circumstances may prevent the completion of homework, and a parent note will be accepted.

We believe that the schedule cited above, and recognition of the factors listed as reminders, will reinforce your child's school program and thus foster their educational growth.

FAMILY VACATIONS

While we realize it is sometimes necessary to take children out of school for reasons other than illness, every effort should be made only to schedule family vacations during school vacation. Should you have

a planned absence for extended periods of time (over 5 days); please fill out a **STUDENT LEAVE OF ABSENCE** that will be emailed to you. While students can make-up paper assignments, they will miss class time, learning activities, and discussions. Currently, school procedure is for students to read each day and keep a journal when on vacation during scheduled school time.

Students should stay up to date on their assignments through the Learning Plans on Google Classroom.

REPORT CARDS, PROGRESS REPORTS AND PARENT/GUARDIAN CONFERENCES

The current grading system for the Sandwich Public Schools in grades K-6 is a standards-based model. Consistent and specific data will determine student progress to gain an accurate measure of growth in precise skill areas. Resources to support families in this method of grading and reporting can be found on the District’s website www.sandwichk12.org under Teaching & Learning.

**STANDARD BASED REPORT CARDS
MARKING GRADES FOR GRADES 3-6**

The following indicators for academic performance and behavior will be used:

- M The student meets grade level expectations consistently and independently.
- P The student is **progressing** toward meeting grade level expectations with additional time and/or support.
- N The student is **not yet** demonstrating consistent progress toward the grade level expectations.
- / Not assessed during this term.

Marking periods are now on a trimester basis. Parent/Guardian-Teacher Conferences will now be held in December and March. Of course, parents/guardians and teachers should schedule additional conferences or meetings when circumstances warrant. Parents/guardians are encouraged to speak with teachers when they have concerns or when they feel a problem exists.

<i>End of Term</i>	<i>Report Cards</i>	<i>Parent Teacher Conference Dates</i>
December 1st	December 4th	October 18th (afternoon), November 1st (afternoon & evening)
March 13th	March 18th	March 20th (afternoon), April 3rd (afternoon & evening)
June 13th (anticipated)	Last day of School June 13th (anticipated)	

CLASS PLACEMENT

Due to the complexities of grouping, requests for individual teachers for the upcoming school year cannot be honored. Parent input is important prior to teachers assigning students to next year’s class. During parent/guardian-teacher conferences information as to how your child best learns should be discussed. This assists the teacher and administration when placement for next year is completed. Parents/guardians should complete the **Parent Information Survey** online.

**SANDWICH SCHOOL COMMITTEE POLICY:
PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION**

In accordance with General Laws Chapter 71, Section 32A, the Sandwich School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education of human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll after the start of the school year will be given written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

- Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after the process may send a written request to the Commissioner of Education for review of the issue in dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

Source: MASC

REF: Dept. of Elementary and Secondary Education

Approved by School Committee: September 7, 2011

Under Massachusetts' Law and School Committee policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send the principal a letter requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

Currently, copies of our health curriculum are available for your perusal at all the Sandwich School libraries, as well as the Sandwich Public Library.

We look forward to working with you to ensure that your child has a positive and educationally enriching experience each school year. If you have any questions about sex education or any other matter concerning your child's education, please call the school principal. Thank you.

LIVE ANIMALS AND PETS IN SCHOOL

Classroom teacher, nurse, and principal approval is required for live animals to be in school for a presentation. Transportation of live animals is not allowed on school buses. Pets must not be left in classrooms overnight. Parents are requested to transport animals to and from school and to remain in class during presentation.

PERSONAL BELONGINGS / LOST AND FOUND

Please label your child's clothing and any other items. We will be donating lost and found items regularly. Students who need to look through the lost and found will be asked to wear gloves and dispose of them after.

Please discourage students from bringing toys to school unless they are appropriate for some specific classroom project. Personal belongings, such as toys and games, may result in distraction and could be lost or even stolen. Students are encouraged to turn in items to the "Lost and Found."

Parents/guardians are encouraged to put their child's name on jackets, sweaters, hats, lunch boxes and other personal articles which may be lost or misplaced. It is much easier for the office to return these items to the owner if the name is included.

The "Lost and Found" area is located across from the gym. Please have students check frequently for missing clothing, lunch boxes, books, etc. Valuable items such as jewelry and eyeglasses will be kept in the office. Items not claimed are regularly given to charity organizations.

MONEY IN SCHOOL

Students are expected to be responsible for their money if brought into school. Families are encouraged to use myschoolbucks.com to purchase lunch. Other monies for programs, such as field trips and clubs are usually collected by the teacher. Students should never bring large sums of money to school.

USING THE SCHOOL TELEPHONE

The telephones in the office are business phones and are for student use only in an emergency. Students should only use the phone in the classroom, with the permission of the teacher.

VIDEO / PHOTO POLICY

During the school year we would like to video or photograph students at school. These media productions would include events such as science fairs, author hours, plays, musical performances, and orientation and Open House programs. These works would be kept in-house, others may be used for educational purposes outside the school system, aired on the local access channel, or published on social media. All final products will be viewed by the school's principal before release. The video or photograph shall remain the property of the school system. Please review and sign the Video/Photo Policy release included on the Emergency Procedure Information Card, if you so choose.

FIELD TRIPS

Field trips may be scheduled by teachers to augment and experience the curriculum. Requests for field trips are approved by the principal of the school and the Superintendent. The cost of transportation, lunch and admission fees are provided by parents/guardians. Assistance is available upon request for financial hardships. If you have questions or concerns about this, please contact your child's teacher.

Parents/guardians who wish to chaperone field trips must have a completed CORI check prior to attending.

CAFETERIA AND LUNCH

Breakfast and lunch are free for all students during the 2022-23 school year.

Parents/guardians are encouraged to put money in their child's lunch account so that purchasing lunch is convenient for the child and the lunch line moves more quickly. Parents/guardians may use the myschoolbucks.com website to monitor purchases, get a low balance email alert, or place money in their child's account. Parents/guardians will need to ask their child for their ID number before doing so. Parents/guardians may also send a check or money order into school to be deposited into their account.

If families are experiencing financial difficulties, federal applications for free and reduced lunch are available in the school office throughout the year. A selection of hot entrees and sandwiches are available. Please visit myschoolbucks.com for more information on the SPS lunch program and cost. You may also call the Sandwich School Lunch Program to establish an account to pay for your child in advance. Contact the Cafeteria Supervisor at 508-833-0111 Ext. 3741.

Cafeteria procedures are as follows:

- Students should stay in line and adhere to traffic patterns.
- A student in line is to remain there in that order - no cutting in lines or saving places.
- Once seated at a cafeteria table, students will remain there until dismissed.
- Limit quiet conversation to people at your table.
- Behave in the cafeteria and at the table with respect for others. Use good table manners.
- Clean table and floor area of all rubbish before leaving the cafeteria.
- Students should not throw anything in the cafeteria. Pick up anything dropped on the floor.
- Courtesy should be shown to the lunchroom staff at all times.
- No food will be taken outside the cafeteria without permission.
- Students should wait for teachers' dismissal before leaving the cafeteria.
- Students must check out a bathroom pass for the restroom they are using.

FREE AND REDUCED LUNCH

Federal applications for free and reduced lunch are available in the school office throughout the year for those eligible for those in need of assistance due to income level and/ or temporary circumstances.

PTA

The Sandwich Elementary School Parent Teacher Association is the organization representing the children in both the Oak Ridge School and Forestdale School. The PTA helps parents to contribute to their child's school life. It is a member of the National PTA, which has been an advocate of children for decades. You are strongly encouraged to join the PTA. There is a link to the PTA on our homepage.

www.sandwichpta.com

TESTING PROGRAMS

The Massachusetts Department of Education has provided the following schedule window for Massachusetts Comprehensive Assessment Program testing. Their website is <http://www.doe.mass.edu/mcas/cal.html>. Once dates are finalized, they will appear on our school calendar.

If possible, it is very important that students being tested attend school on these days. While students should always arrive promptly and be well rested on school days, it is particularly important on test dates as testing begins promptly during the first period.

SCHOOL AND DISTRICT NEWS/COMMUNICATION

School news and events are communicated via the Principal's Newsletter, ALERT NOW messages, monthly calendars, curriculum topic sheets, the school web page at www.sandwichk12.org, and Twitter @OakRidge_SPS, and on the Oak Ridge Facebook page.

STATE & FEDERAL REGULATIONS AND POLICIES

CHILDREN WITHOUT A PERMANENT ADDRESS HAVE A RIGHT TO GO TO SCHOOL

The law says you have the right to:

- Immediately enroll your child in school
- Choose your child's old school or the school closest to where you're staying
- Get your child transportation to and from school
- Get automatic free breakfast and lunch for your child
- Have your child receive the same services as other students
- Have disagreements settled quickly by contacting the district liaison

If you have questions about getting your child in school, call your principal at 508-833-0111 (local district liaison) or State Coordinator at 781-338-3000.

Or you may call one of these organizations:

- Massachusetts Coalition for the Homeless at 781-595-7570
- Greater Boston Legal Services at 617-371-1234
- New England Network for Child, Youth and Family Services at 978-266-1998
- Massachusetts Advocacy Center at 617-357-8431

CHAPTER 766 - Special Education

The Massachusetts Comprehensive Special Education Act, commonly called Chapter 766, became effective, September 1, 1974. Chapter 766 assures all children with special needs the specific education, training, and assistance they require within their own school or system of cooperative schools.

Any child with special needs between the ages of three and twenty-two, who has not received a High School diploma or its equivalent, can be referred by a parent or guardian, teacher, physician or qualified person for evaluation. Children covered by this law are those children who, because of temporary or more permanent adjustment difficulties or attributes arising from intellectual, sensory, emotional or physical factors, cerebral dysfunctions, perceptual factors, or other specific learning impairments, or any combination thereof, is unable to progress effectively in a regular education program. The child's needs are identified by an evaluation team comprised of qualified personnel, appropriate services are recommended by the team and are implemented only with parental consent. The child's program is continually evaluated for its effectiveness.

Within the Sandwich School Department, all children are screened upon entering Kindergarten to determine if they have any potential learning problems. Older children are evaluated based on referral.

EQUAL EDUCATIONAL OPPORTUNITY

Chapter 622: No person shall be excluded from or discriminated against in admission to a public school in any town, or in obtaining the advantage, privileges and courses of study of such public school on account of race, color, sex, religion or natural origin, sexual orientation or disability.

Section 901: Of Title IX of the Education Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

FAMILY EDUCATION RIGHTS AND PRIVACY ACTS - SANDWICH PUBLIC SCHOOLS

Each year the Sandwich Public School System shall inform all parents/guardians and students of their FERPA RIGHTS under Section 99.6 of the Regulations in the Sandwich High School's handbook and in the K-6 handbook.

A student or parent/guardian, who would like to review a student's educational records, should follow the procedure described below:

- Call the Principal's office at the 3-6 school.
- State the purpose of the appointment (review of educational records).
- An appointment will be scheduled within two school days.

A record of the request and the review will be logged in the student's folder.

Testing protocols (answer forms) will not be copied. In addition, copies of psychological reports will be available 48 hours prior to the parent/guardian or eligible student meeting with the school psychologist to interpret the results.

The parent/guardian of a student or an eligible student may inspect and review the educational record at no cost for the search of or the retrieval of said record. Should a copy of this record be requested, a charge of .08 per page shall be made, and paid at the time of deliverance.

Student records include all information concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the Sandwich Public Schools.

- Transcript (an official copy of a student's record at school).
- Temporary Records (Official written information kept for a limited period of time).
- Student directory (alphabetical list containing names, addresses, phone numbers and other pieces of information on the students of a school).

There may be incidental or occasional records that are not included in the above list and that may not be found in the usual locations.

The custodians of the records will be as follows:

- Sandwich Middle/High School Principal or designee
- Forestdale School Principal or designee
- Oak Ridge School Principal or designee
- Special Education Director of Special Education or designee

The Sandwich School Department will not disclose information contained in a student's educational record without the prior written consent of the parent/guardian or the eligible student, except as

otherwise permitted by sections 99.31 and 99.37 of the Family Educational Rights and Privacy Act of 1974.

EXCLUSION: Under the provision found in FERPA in section 99.34 (a), (I), (II), the Sandwich School Department will forward education records or requests to a school in which a student seeks or intends to enroll without prior written consent.

The school officials who may have access to a student's education records are:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Certain government officials who need to know to carry out lawful functions.
- Sponsors of financial aid to a student.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- Organizations of individuals who are conducting studies in accordance with 99.31 (6) of the regulations.

Legitimate educational interests include: Student's educational background, transfer to another school, career planning, job placement and planning, college placement, sponsors of financial aid; suspicion of learning, psychological, emotional or behavioral problems; approved professional studies.

The items of information to be included in the Student Directory are: ID number/name, phone number, sex, administration subdivision, entry date/code, withdrawal date/code, homeroom (room number or teacher name), counselor number, birth date, street/town address, parent/guardian name. If a parent/guardian or eligible student wishes to exclude one or more of the above items in the student directory, the parent/guardian or eligible student must inform school authorities in writing.

The Sandwich Public School System shall maintain a record of request for and disclosure made from the educational record of a student under section 99.32 and shall permit a parent/guardian of the student and the eligible student to inspect that record.

The Sandwich Public School System shall provide a parent/guardian of a student or an eligible student an opportunity to amend students' educational records through a request to amend the record or through a hearing under subpart C of the FERPA regulation.

The Sandwich Public School System also recognizes the right of a parent/guardian or eligible student to place a written rebuttal in the record under Section 99.21, section c.

To obtain or gain access to the Sandwich Public School Department's written student records policy, a parent/guardian or eligible student may contact the Office of the Superintendent.

The Sandwich Public School System also recognizes the right of a parent/guardian or eligible student to place a written rebuttal in the record under Section 99.21, section c.

To obtain or gain access to the Sandwich Public School Department's written student records policy, a parent/guardian or eligible student may contact the Office of the Superintendent.

DISCIPLINE POLICY

The Sandwich School Committee has adopted the following policy for school discipline: "The School Committee feels that order and discipline are necessary and must be maintained within the school in

order that effective learning can take place. It is each student's right to receive their education within an environment free of avoidable distraction and disturbances. At the same time, no student has the right to impede other students' learning progress. Therefore, the School Committee charges its administration with the responsibility to develop and institute rules, regulations, and procedures whereby a proper learning atmosphere may continually exist in all Sandwich Schools."

In accordance with the above, a **Code of Conduct** has been developed for grades 3-6. This document is included in this handbook and parents/guardians are requested to review the rules with students.

Student Conduct and Discipline

Corridor Regulations -

- Walk in the halls.
- Walk on the right unless otherwise instructed by staff.
- Keep your hands to yourself.
- No talking in the halls in order to respect other students' right to learn and work.
- Older children will yield to younger children.

Assemblies -

- Students are expected to act appropriately during all assemblies.
- Students should keep their feet off of the chairs in front of them.
- Students are expected to show their appreciation for programs presented in an appropriate manner (applause, etc.).
- At the end of an assembly program, students will wait to be dismissed by their teacher.
- Students will file in and out of the assembly room in an orderly fashion.

Cafeteria Regulations -

- Students will stay in lines and adhere to traffic patterns.
- Students in line are to remain there in that order - avoid cutting into lines or saving places in lines.
- Once seated at a cafeteria table, students will remain there until dismissed.
- Limit quiet conversation to people at your table.
- Behave in the cafeteria and at the table with respect for others. Use good table manners.
- Clean table and floor area of all rubbish before leaving the cafeteria.
- Students will not throw anything in the cafeteria and will pick up anything you drop on the floor.
- Courtesy should be shown to the lunchroom staff at all times.
- Food and beverages should not be taken from the cafeteria without permission.

General Rules for Behavior -

- Children will be respectful of all adults and peers in the school and will respond to adult directions.
- Children will show respect for other students' property and for school property.
- Students will check with teachers before bringing items from home into the classroom.
- Children are to remain on school grounds from the time they first arrive in the school day until they depart for home at dismissal.
- Hats and coats will not be worn in the school.
- No chewing gum is allowed in the school.

Through **Responsive Classroom**, rules will be created by the school community in the first few weeks of school. Guiding principles for students until those rules are created:

Be Safe
Be Respectful
Be Ready to Learn

Student Discipline: Please refer to the Code of Conduct.

Student Disciplinary Referrals: Discipline Referral slips should go home for parent notification.

LOCKERS

Students in grades 3-6 may be assigned lockers or cubbies. ***School lockers or cubbies that are provided for student use remain the property of the school and are subject to search at any time.*** Valuables and money should not be kept in the locker. The school cannot be responsible for either personal or school property missing from the locker or cubbie. Lockers and cubbies should be kept clean and in good order as students are responsible for any damage or repairs beyond regular wear and tear. Students should not decorate the locker or cubbie inside with anything permanent and there should be nothing on the outside. All lockers and cubbies remain unlocked at all times.

Right to Privacy: Lockers and desks are the property of the Sandwich Public Schools and are loaned to students for use during the school year. If deemed necessary by an administrator, lockers and desks may be inspected without student permission any time during the school year.

YOUR PERSONAL APPEARANCE

We expect students to take pride in their appearance. Students are expected to dress in a reasonable fashion and reflect the purpose of the school setting. Clothing, footwear, and hair should conform to reasonable standards for health, safety, and cleanliness. If a teacher has a concern regarding a violation of the standards of dress, they will ask the student to report to the office to meet with an administrator. Students may be sent home or asked to change. The school holds non-tolerance for harassment and discrimination on the basis of race, color, national origin, sex, gender identity, religion, or sexual orientation.

The following standards of dress will apply:

- Outdoor clothing, i.e. hats, coats, bandannas, or visors must be kept in lockers and not worn inside of the school building.
- Sunglasses may only be worn inside the building if a doctor's note is provided.
- No bare feet as prohibited by state and local laws.
- No spaghetti straps, tank tops, or low cut tops that expose private body parts or undergarments.
- Clothing may not expose midriffs.
- Clothing with lettering or symbols that are obscene or offensive as determined by the administration will not be permitted.
- Jeans with tears above the knee are not acceptable for school
- Shorts that expose excessive skin are not allowed.
- Clothing that promotes drugs, tobacco and/or alcohol, or sex is not allowed.
- Undergarments may not be showing at any time.
- Pajamas or pajama type pants may not be worn to school (except during specific spirit days)
- Jewelry and accessories, including chains, which could be considered dangerous or construed as weapons are prohibited.

ACADEMIC INTEGRITY (CHEATING AND PLAGIARISM)

Cheating is defined as using unauthorized materials or receiving unauthorized help during a test or assignment.

Our school promotes an environment where academic integrity and honesty are valued. Remember that honesty is always the best policy. Without exception you should NOT:

- Forge any note, pass, academic report, or other official paperwork for yourself or another student
- Cheat on any quiz, test, or other academic exercise
- Copy from a published library source or someone else's paper and submit this work as your own.

Any student who cheats on a test or assignment will receive no credit for it. Instead the student will be expected to re-do an alternate form of the test, complete another assignment or create an original project within a time frame determined by the teacher. Plagiarism is a form of cheating. Parents/guardians will be notified by the teacher.

Digital, electronic, and computer-based cheating consists of downloading pre-existing papers, copying and pasting from any electronic or digital source, and using Internet translation resources without authorization or permission. Transmitting unauthorized information via any electronic or digital device, such as graphing calculators, cell phones, pagers, PDA (Personal Digital Assistant) or handheld organizers, is also considered cheating.

In order to avoid any possible misunderstanding relative to the misuse of technology for cheating, students' desks must be clear of all electronic devices (exception: calculators with teacher permission and technology devices sanctioned for educational needs).

WALKERS

A student in **grades 4 – 6** may walk to and from school only after the parent permission form has been completed. Students in **grade 3** are allowed to walk to and from school ***only*** when accompanied by an adult.

BIKES, SKATEBOARDS, AND SCOOTERS

A student in **grades 4 – 6** may bike to and from school only after the parent permission form has been completed. Students in **grade 3** are allowed to bike to and from school ***only*** when accompanied by an adult. If you have permission to ride your bicycle to school, obey all road and traffic rules, **wear a helmet (it's the law!)** and avoid riding near buses or parked cars. Park and lock your bike in designated areas. Due to the limited bus and building space and other safety concerns, skateboards, roller blades, and scooters may not be brought to school or used on school property.

To ensure that all students are aware of the rules with riding bicycles to school, it is requested that a parent permission form be completed and returned to the homeroom teacher. Students may also be required to attend a "Safe Bicycle Riding Program" with the Assistant Principal and/or Sandwich Police Department.

BICYCLE RULES

1. A student in **grades 4 – 6** may ride his/her bicycle to school only after the parent permission form has been completed. Students in **grade 3** are allowed to ride bikes to and from school ***only*** when accompanied by an adult.

2. A list of all approved bicycle riders will be maintained by the Administration.
3. All students must use extreme caution while riding their bicycle on all roadways. Students must use bicycle paths located on Quaker Meetinghouse Road and Mill Road.
4. **It is a state law that students must wear protective headgear whenever riding their bicycle.**
5. Students riding bicycles to school should arrive at 8:00am.
6. Upon arrival at school, bicycles **must** be placed in a bicycle rack. It is the responsibility of the student to see that their bicycle is locked at all times.
7. Bicycles are not to be used during the school day.
8. There is to be **NO** riding of bicycles on school parking lots, sidewalks, lawn areas, playing fields, or tennis/basketball courts.
9. **At dismissal time, bicycle riders must report to the Multipurpose Room and wait for all school buses to depart before leaving the bicycle rack area.**
10. Students riding bicycles are to leave the school grounds as quickly as possible.
11. All rules for safe bicycle riding must be observed. There is to be no riding double unless your bicycle is a two-seater.

PLAYGROUND RULES

Weather permitting, recess is observed daily in grades 3-6. The following rules apply:

- There will be no pushing, tripping, running, or general rough housing in the playground or play area.
- Pupils must wait their turn for equipment use.
- When difficulties or disagreements develop between students they should seek the advice and help of the recess duty teachers.
- Students must stay in designated areas for supervision.
- Students should dress appropriately for outdoor activities and may be denied recess if not prepared for weather conditions.

INFRACTIONS: A violation of any of the above rules will result in the loss of privilege for that part of the playground area, possible loss of recess time, or referral to the administrator.

BUS RULES AND REGULATIONS

(Please see Code of Conduct for further details and consequences for infractions.)

- **Students are expected to ride only their assigned bus. No bus changes are allowed per the bus company and district policies.**
- **Only in rare and in extenuating circumstances will an administrator authorize a bus change and only in advance.**
- **Students must have permission from the building principal or assistant principal to transfer from one bus to another. Students are to get on and off the buses at their assigned bus stop unless they have a bus stop change slip signed by the principal or assistant principal or their designee in the main office.**
- **Unless otherwise authorized, students should sit with grade level companions, with third graders in the front, followed by fourth, then fifth, then sixth graders in the back.**

Bus rules are as follows:

1. Obey the bus driver.
2. Face front and remain seated while the bus is in motion.
3. Feet and hands to yourself.
4. Talk quietly.

Bus riding is a privilege that may be denied due to infractions of the bus rules and regulations. Since it is part of our students' school day, the building principal or assistant principal enforces the bus rules according to the Sandwich Schools' Code of Conduct.

Drivers are in complete charge of the bus while on the road. Students are under the authority of the driver while being transported and they are expected to cooperate with the driver for the safety of all. Students must identify themselves when asked by the driver. Bus drivers cannot wait at bus stops for students. All students must be on time.

All students must remain seated and facing forward while the bus is moving. Students are not allowed to kneel or stand on the seats. Depending on the number of students on a bus, up to three students may share a bus seat.

- Students are not allowed to bring toys (including skateboards), tools, live animals, weapons, any object that impedes a student's hearing, and anything not directly related to a student's schoolwork on the bus.
- Articles such as athletic equipment, books, and musical instruments must be out of the aisles.
- Students will not open or close bus windows without the permission of the driver.
- Under no circumstances should students extend their hands, arms, heads, or objects through the window.

When students are crossing a road to board the bus, they must wait for a signal from the driver. They should always cross at least ten feet in front of the bus to ensure the driver's visibility. Upon leaving the bus, students are to move away from the loading zone immediately. Students should never go under a bus under any circumstances.

Bus drivers will issue a Bus Incident Report to students who do not follow the bus rules outlined in our handbook. The building principal or assistant principal will address the report according to our Code of Conduct.

STUDENT USE OF ELECTRONIC/DIGITAL COMMUNICATION DEVICES - (Cell/Smart phones, etc.)

Student use of personal electronic and digital communication devices during the school day is prohibited except with administrative approval through teacher request. This includes, but is not limited to: sending or receiving text messages, photos, or instant messages, taking or storing photos, and secretly recording audio or video. All personal devices brought to school must remain off and stored out of sight in your locker. If a child must carry one, it will remain out of sight and turned off while in school. If it is seen or heard it will be confiscated for the day and returned at dismissal time. A second offense will require a parent/guardian to be notified and arrangements made with them to pick up the cell phone or device. A third offense will result in disciplinary consequences and turning in the device to the main office each morning until further notice.

Students are not to use cell phones to call home to be dismissed due to illness. Students must report to the nurse's office and the nurse will call when dismissal is warranted.

SPECIAL EDUCATION - STUDENT DISCIPLINE

All students, whether classified as requiring special services or not, are expected to meet the requirements for behavior according to the Sandwich School Committee policy and according to procedures outlined in the Code of Conduct. Provisions for students identified by an evaluation team as having "special needs" and whose prognosis is described in an I.E.P. (Individual Education Program)

will be made in conformity with Chapter 71B, Section 3 of the Massachusetts General Laws and in compliance with procedures established by the Department of Education.

1. The I.E.P. for every special education student will indicate whether the student is expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any professionals involved with the discipline of a special education student will be aware of and implement these modifications.
2. Suspension shall be defined as any action which results in the removal of a student from a program which is in their I.E.P. This includes in-school suspensions as well as any exclusion from transportation services which prohibits the child's participation in their program. In the case of student suspension, the principal (or their designee) will notify the Special Education office of the suspendable offense of a special needs student, and a record will be kept of such notice.
3. When it is known that the suspension(s) of a special needs student will accumulate ten days in a school year, a review of the I.E.P., as provided in the Special Education Regulations, will be held. The TEAM will:
 - Make a judgment as to the relationship between the students' misconduct and their handicapping condition.
 - Determine if the misconduct was the result of an I.E.P. that was not fully implemented.
 - If appropriate, provide the student with an alternative educational program.
 - Notify the Department of Education as required by law.
 - Follow the procedures promulgated by the Department of Education for requesting approval of the alternative plan.

SANDWICH PUBLIC SCHOOLS

Oak Ridge School

Code of Conduct for Grades 3- 6

DISCIPLINE POLICY

This is the Code of Conduct for all students attending the. The Code of Conduct applies to students while on school premises, including school buses, or at school-sponsored or school-related events. The Code of Conduct lists prohibited conduct and a range of possible consequences for a violation of the Code. The severity of the consequence will depend upon the severity of the student's misconduct.

Student conduct violations will be accepted, investigated, and resolved in accordance with all applicable non-discrimination policies consistent with federal and state requirements that affirms the school's non-tolerance for harassment and discrimination on the basis of race, color, national origin, sex, gender identity, religion, or sexual orientation.

The following list is a list of prohibited conduct. The list is not exhaustive as it is impossible to anticipate every eventuality that could result in discipline. Students should realize that if they engage in behavior that is inconsistent with maintaining an appropriate educational environment, they subject themselves to possible disciplinary action.

Note that any suspected criminal activity may be referred to the appropriate law enforcement authorities. Such referral is separate and distinct from discipline that may be imposed in the school

setting. However, for student’s information, “notification of authorities” is referenced next to those actions that may be criminal in nature and thus are likely to result in referral to law enforcement authorities.

OFFENSES AND RANGE OF ADMINISTRATIVE ACTION

Offenses	Range of Administrative Action for Offenses
1. Continued class disruption 2. Rude/discourteous 3. Gambling 4. Loitering 5. Obscene language/gesture 6. Possession of obscene material 7. Cheating/no credit for assignment 8. Gum chewing	a. Administrative conference b. Loss of activity period c. Detention/parent notification and/or conference d. Suspension/parent/guardian conference
9. Unauthorized absence from class 10. Inciting others, provoking, promoting, planning and/or pursuing conflict including instigating, and setting up fights	a. Loss of activity period b. Detention/parent notification and/or conference c. Suspension/parent/guardian conference d. Notification of Authorities
11. Defacing school or personal property 12. Insubordination	a. Loss of activity period b. Detention/parent/guardian notification and/or conference c. Suspension/parent/guardian conference d. Notification of authorities
13. Forgery	a. Administrative conference b. Loss of activity period c. Detention/parent/guardian notification and/or conference d. Suspension/parent/guardian conference
14. Lying to obtain a personal advantage or cause another to be unjustly accused	a. Administrative conference b. Loss of activity period c. Detention/parent/guardian notification and/or conference d. Suspension/parent/guardian conference
15. Tardiness to school/class on more than 3 occasions In one term	a. Loss of activity period b. Detention/parent/guardian notific/guardianation and/or conference c. Suspension/parent/guardian conference

	d. Notification of authorities
--	--------------------------------

Offenses	Range of Administrative Action for Offenses
16. Truancy: a student is truant when absent without consent of parent	a. Detention/parent/guardian conference b. Suspension/parent/guardian conference c. Notification of juvenile court

17. Attendance: absence 7 days or 14 half-days in a 6 month period	a. Notification of parent/guardian b. Detention/parent/guardian notification and/or conference c. Notification of juvenile court
--	--

18. Failure to serve assigned consequences	a. Loss of activity period b. Detention/parent/guardian notification and/or conference c. Suspension/parent/guardian conference
--	---

19. Bus- general misconduct: failure to remain seated, refusing to obey the driver, spitting/littering, unnecessary noise, consuming food or beverage, rude, discourteous or annoying conduct. Note: the Code of Conduct applies to students when they are on the school bus or when loading and unloading the bus.	a. Administrative conference b. Loss of activity period c. Detention/parent/guardian notification and/or conference d. Suspension of bus riding privileges/parent notification e. Suspension/parent/guardian conference
---	---

20. Bus- gross misconduct: improper boarding/ departing procedures, bringing articles on the bus of injurious or objectionable nature, fighting/tripping pushing, hanging out of window, throwing objects in or out of the bus, lighting matches/smoking on the bus, possession/use of chemical substances, tampering with bus equipment, destruction of property.	a. Administrative conference b. Loss of activity period c. Detention/parent/guardian notification and/or conference d. Suspension of bus riding privileges/parent notification e. Suspension/parent/guardian conference f. Notification of authorities
--	---

21. Chronic school offender: repeatedly violates the Code of Conduct	a. Suspension/parent/guardian conference b. Notification of authorities
--	--

22. Harassment	a. Administrative conference
23. Fighting	b. Loss of activity period
24. Intimidation/bullying	c. Detention/parent/guardian notification and/or conference
25. Assault	d. Suspension/parent/guardian conference
26. Threat to commit a crime, including any communication which an individual perceives to threaten their safety and well-being	e. Expulsion
	f. Notification of authorities

27. Theft	a. Administrative conference
28. Possession and/or trafficking of contraband	b. Loss of activity period
29. Disorderly conduct/disruption of assembly	c. Restitution for stolen property
	d. Detention/parent/guardian conference
	e. Suspension/parent/guardian conference
	f. Notification of authorities

30. Extortion	a. Suspension/parent/guardian conference
	b. Expulsion
	c. Notification of authorities

31. Hazing: The Sandwich School Committee forbids hazing in any form	a. Suspension/parent/guardian conference
32. Violation of computer policy & digital devices	b. Expulsion
	c. Notification of authorities

Offenses	Range of Administrative Action for Offenses
33. Arson	a. Detention/parent/guardian conference
34. False alarms	b. Suspension/parent/guardian conference
	c. Notification of authorities
	d. Expulsion

35. Vandalism	a. Detention
	b. Suspension/parent/guardian conference
	c. Restitution of destroyed property
	d. Notification of authorities

36. Possession and/or use of tobacco products	a. Detention/parent/guardian conference
	b. Suspension/parent/guardian conference

37. Possession, use or distribution of alcoholic beverage	a. Suspension/parent/guardian notification
38. Possession, use or distribution of controlled substances such as marijuana, cocaine, and heroin	b. Notification of authorities
	c. Expulsion

39. Possession and/or use of dangerous weapons such as firearms, knives, slingshots, explosives or other articles deemed dangerous	a. Suspension/parent/guardian conference b. Notification of authorities c. Expulsion
--	--

40. Verbal abuse of staff members	a. Loss of activity period b. Detention/parent/guardian notification and/or conference c. Suspension/parent conference d. Notification of authorities
-----------------------------------	--

41. Assault/battery on staff members	a. Suspension/parent/guardian conference b. Notification of authorities c. Expulsion
--------------------------------------	--

In addition, a student may be suspended/expelled if charged/convicted of a felony based on actions that may not have occurred on school premises or at school-approved or school-related events.

STUDENT SUSPENSION/EXPULSION

A. Short-Term Suspension

Unless a student presents a danger or substantial disruption to the educational process, the student shall receive the following prior to suspension of one to ten days:

- 1) oral or written notice of the charges against them;
- 2) if the student denies the charges, an oral or written explanation of the evidence against them; and
- 3) an opportunity for hearing with a parent/guardian.

In the case where the student’s presence presents a danger or substantial disruption to the educational process, this process will occur immediately after – rather than before – the suspension.

The principal or assistant principal will attempt to notify a parent or guardian of the suspension by telephone. Written confirmation of the suspension will be provided. If the suspension is imposed during the school day, the parent or guardian may be required to transport the student home.

B. Expulsion or Long-Term Suspension

Prior to expulsion or suspension for more than ten days, the student shall receive:

- 1) written notice of the charges against them;
- 2) written explanation of the evidence against them;
- 3) an opportunity for a hearing with a parent/guardian;
- 4) the right to be represented by an attorney or advocate at the hearing (at the student’s expense);
- 5) the right to cross-examine the school district’s witnesses and to present witnesses and other evidence on their own behalf; and
- 6) A reasonably prompt written decision, including specific grounds for the decision.

The school department will make a record of the hearing (by tape recorder or other appropriate means) and will make a copy for the student upon request. The school department will translate the

notices and the hearing into the student's/parent's primary language if necessary for their understanding of the hearing.

All hearings involving possible long-term suspension will be held before the principal, with appeal to the Superintendent of Schools. In the case of a student charged with possession of a dangerous weapon or a controlled substance on school premises or at school-sponsored or school-related events, or with assault of staff, the hearing will be held before the Principal, with appeal to the Superintendent of Schools. This is in accordance with Mass. Gen. Laws Chapter 71, Section 37H. Notwithstanding the above, students who face possible long-term suspension or expulsion based on a felony conviction or charge will be disciplined in accordance with Mass. Gen. Laws Chapter 71, Section 37H1/2.

C. Make-Up Work

A suspended student will have the opportunity to complete any class work missed during the period of suspension, including, but not limited to examinations. However, a time limit equal to the number of days of suspension will apply to the completion of such work.

D. School Activities

Suspended students are prohibited from being on school premises during the period of suspension unless the principal otherwise permits. Suspended students may not attend or participate in any form of extra-curricular activities from the imposition of the suspension through midnight of the last day of the suspension.

E. Readmission Conference

The school will inform a suspended student's parent or guardian of the date, time and place for a readmission conference. This conference must occur before a student is readmitted to school.

SPECIAL NEEDS STUDENTS/STUDENTS ON 504 PLANS

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

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from their program for more than ten school days in the school year, the student's special education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was related to their disability (a "manifestation determination").

If the Team determines the behavior was not related to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excluded from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent(s) consent(s) to a new IEP.

In the event a student possesses, uses, sells, or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim

setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

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

Additional information regarding the procedural protections for special education students can be obtained from the school principal or the Director of Special Education at 508-888-1054 ext. 20

Chapter 71, Section 37H

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- 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 ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b) Any student, who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at 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 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 students or to provide educational services to said student. 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.

Chapter 71, Section 37H1/2

Felony Complaint or Conviction of Student; suspension; Expulsion/ Right to Appeal

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

- 1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial

detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

Alternatives to Suspension under Section 37H¾

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

Notice of Suspension and Hearing under Section §37H¾

- (1) Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.
- (2) The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:
 - (a) the disciplinary offense;
 - (b) the basis for the charge;
 - (c) the potential consequences, including the potential length of the student's suspension;
 - (d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - (e) the date, time, and location of the hearing;
 - (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
 - (g) if the student may be placed on long-term suspension following the hearing with the principal:
 1. the rights set forth in 603 CMR 53.08 (3)(b); and
 2. the right to appeal the principal's decision to the superintendent.
- (3) The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
- (4) Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

53.07: Emergency Removal under Section 37H¾

- (1) Nothing in these regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
 - (b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
 - (c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
 - (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.
- (2) A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Principal's Hearing under Section 37H¾

- (1) The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.
- (2) Principal Hearing – Short-term Suspension
- (a) The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
 - (b) Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
 - (c) The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The

determination shall be in writing and may be in the form of an update to the original written notice.

- (d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

(3) Principal Hearing – Long-term Suspension

- (a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.
- (b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:
 - 1. In advance of the hearing, the opportunity to review the student’s record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - 2. the right to be represented by counsel or a lay person of the student’s choice, at the student’s/parent’s expense;
 - 3. the right to produce witnesses on his or her behalf and to present the student’s explanation of the alleged incident, but the student may not be compelled to do so;
 - 4. the right to cross-examine witnesses presented by the school district;
 - 5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.
- (c) The principal shall provide the parent, if present, an opportunity to discuss the student’s conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- (d) Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:
 - 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 - 2. Set out the key facts and conclusions reached by the principal;

3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
- (e) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

53.09: Superintendent's Hearing under Section 37H½

- (1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
- (2) The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (c) 5.a). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
- (3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
- (4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made

efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

- (5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- (6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).
- (7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
- (8) The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

53.10: In-School Suspension under Section 37H¾

- (1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
- (2) The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in 603 CMR 53.10(3) through 603 CMR 53.10(5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).
- (3) The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
- (4) On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior,

strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

- (5) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Exclusion from Extracurricular Activities and School-Sponsored Events

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in G.L. c. 71, § 37H¾ or 603 CMR 53.00.

Disciplinary Offenses under Section 37H or 37H½

- (1) School districts shall adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under G.L. c. 71, §§37H or 37H- ½. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.
- (2) The principal may remove a student who has committed a disciplinary offense under G.L. c. 71, §§37H or 37H½ from school for more than ninety (90) days in a school year.
- (3) Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ shall have an opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13.

53.13: Education Services and Academic Progress under Sections 37H, 37H½, and 37H¾

- (1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
- (2) Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

- (3) The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under G.L. c 69, §§ 1D and 1F.
- (4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.
- (a) The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
- (b) For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

Adopted Date: June 9, 2004 Effective Date: September 7, 2004

SCHOOL PROCEDURE AND RESPONSE TO DRUG AND ALCOHOL ABUSE BY STUDENTS

BEHAVIOR	IN-SCHOOL RESPONSE	INTERACTION WITH POLICE	STUDENT INTERVENTION AND DISCIPLINE
Student voluntarily confides a drug or alcohol problem to teacher.	Teachers should encourage the student to speak with our crisis management counselor and follow up immediately by so notifying this counselor. In addition, a formal referral must be made to the student assistance committee following a simple procedure defined by the teacher's handbook.	None	Referral, assessment, counseling.
Student suspected or found being under the influence of drugs or alcohol. No contraband found.	Teachers must contact the administration immediately, following procedures defined in the teacher's handbook. If a student is found to be under the influence of a substance, he/she will be sent home with a parent	Involvement of the police in this matter will be made at the discretion of the principal. Repeated offenses will result in such a referral.	Suspension from school in accordance with the provisions of the student code of conduct. Appropriate notification follow-up by the student assistance committee and crisis management counselor.

	or placed under protective custody of the police. The student will also be referred to the “assistance committee” by the administrator involved.		
Student found to be in possession of a drug or alcohol.	All professional and support staff shall have a responsibility to immediately report this to an administrator. The student will be suspended from school according to the provisions of the student code of conduct. and the matter shared with the police who will assume all contraband. Charges will be filed at the discretion of the principal and juvenile officer.	This matter will result in police notification and confiscation of all contraband. Formal charges will be filed at the discretion of the principal with appropriate input from the juvenile officer.	The student will be referred to the assistance committee for review and appropriate follow-up.
Selling or distributing drugs or alcohol.	All professional and support staff have a responsibility to immediately report this to an administrator. If the facts so warrant, the student will be suspended from school according to the provisions of the student code of conduct.	This matter will be referred to the police who will assume all contraband and file charges on behalf of the school.	Maximum penalty defined in the student code of conduct and a recommendation to the superintendent and school committee for expulsion.

STUDENT SEARCHES

Searches of the students, their hand-carried belongings, lockers, or desks may be conducted by the building principal or assistant principal if search is based on reasonable suspicion that a substance or object is present which is potentially harmful to that student and others.

HAZING

The Sandwich School Committee forbids hazing in any form. All provisions of Massachusetts General Law, Chapter 269, Sections 17, 18 and 19 shall be adhered to. Please see Code of Conduct for consequences.

Sexual Harassment, Bullying and Hazing Policy Summary

This summary is intended to provide a guideline for Sandwich Public School (SPS) members. Please refer to the Sexual Harassment, Bullying and Hazing Policy for more information.

- A. SPS aims to provide an environment free from sexual harassment, bullying, including cyber-bullying, hazing, and intimidation for any reason including, but not limited to race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. All members of the SPS community are responsible and expected to recognize and report acts of harassment to the building administration immediately. Retaliation, false accusations or failure to report acts of harassment, may subject the parties to disciplinary action. The administration will determine if the cooperation of law enforcement is appropriate per MGL chapter 71B.
- C. All members of the SPS community are committed to creating a positive learning environment and will respond to harassment that occurs in school, school vehicles, at bus stops, school-sponsored or sanctioned activities or outside of school if it creates a hostile environment in school.
- D. Reports of harassment will be kept confidential, consistent with necessary investigation procedures and legal restraints on the dissemination of information about students.

Definitions

- A. "Sexual Harassment" - unwelcome and inappropriate verbal, written, electronic, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts. By law, harassment is defined by the victim's perception in combination with objective standards or expectations
- B. "Bullying" - repeated unwelcome physical, written, verbal or electronic expression or actions, directed at a victim that:
 - causes physical or emotional harm or reasonable fear of harm to the victim or damage to the victim's property
 - creates a hostile environment at school for the victim
- C. "Cyber-bullying" - bullying through the use of technology, such as texting, instant messaging, email, blogs, etc. It includes, but is not limited to, written, audible and visual messages. Cyber-bullying is not permitted through the use of personal or school materials if it creates a hostile environment in school.
- D. "Hostile environment" - a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.
- E. "Hazing" - any method of initiation, even if consensual, into any organization, which endangers the physical or mental health of the victim.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 370) that are important for students and parents or guardians to know are described below.

These requirements will be included in the school's or district's Bullying Prevention and Intervention Plan. The Plan will include the requirements of the new law, and also information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. In developing the Plan, schools and districts must consult with school and local community members, including parents and guardians.

[Sandwich Public Schools Bullying Prevention and Intervention Plan](#)

Definitions

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber-bullying.

Cyber-bullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyber-bullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet),
- at any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development for School and District Staff

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) Internet safety issues as they relate to cyber-bullying.