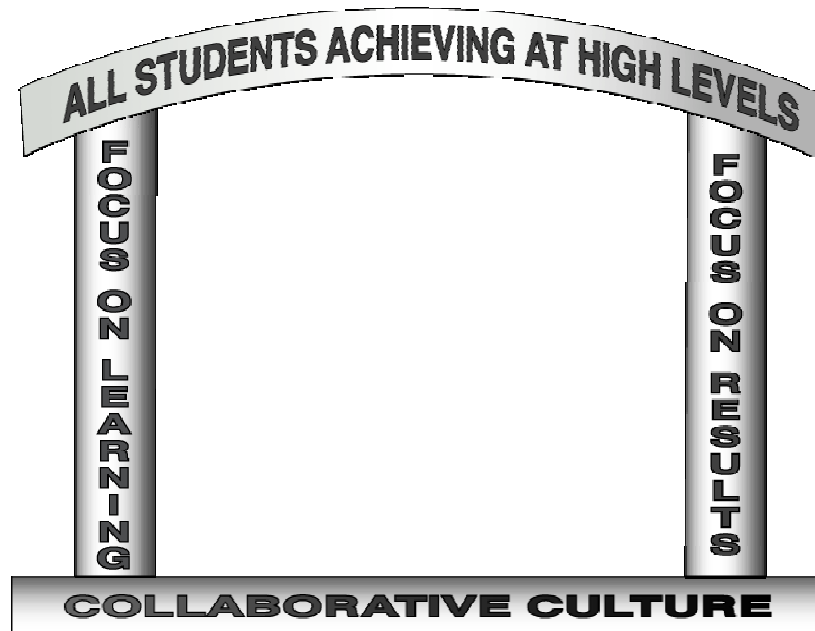


Placentino Elementary School



Teacher Handbook

2011-2012

“There are many little ways to enlarge your child’s world. Love of books is the best of all.”

Jacqueline Kennedy

HOLLISTON PUBLIC SCHOOLS DIRECTORY

Central Office -370 Hollis Street

Superintendent of Schools	Bradford L. Jackson, Ed.D.	429-0654
Assistant Superintendent for Curriculum, Instruction and Technology Integration	Sara Ahern, Ed.D.	429-0654
Business Manager	Keith Buday	429-0654
Director of Student Services	Sandra Einsel, Ph.D.	429-0661/0662
Fax Machine		429-0653

School Buildings

Grades

Instructional Hours

Sam Placentino Primary Elementary School **Preschool – Grade 2** **8:50 a.m. – 3:15 p.m.**

235 Woodland Street

Principal	Linda Weene	429-0647
Assistant Principal	Therese Stewart	429-0647
Student Services Administrator	Carol Dicruttalo	429-0647
Nurse	Beverly DeBruyn	429-0689
Fax Machine		429-0691

Fred W. Miller Intermediate Elementary School **Grades 3 – 5** **8:10 a.m. – 2:33 p.m.**

235 Woodland Street

Principal	David Keim	429-0667
Assistant Principal	Maureen Barnowski	429-0667
Nurse	Lynne Bowler	429-0670
Fax Machine		429-3684

Robert H. Adams Middle School **Grades 6 – 8** **7:30 a.m. – 1:53 p.m.**

323 Woodland Street

Principal (Interim)	Peter Botelho	429-0657
Assistant Principal (Interim)	John Harutunian, Ed.D.	429-0657
Nurse	Cathy Porcello	429-0659
Fax Machine		429-0690

Holliston High School **Grades 9 – 12** **7:30 a.m. – 2:03 p.m.**

370 Hollis Street

Principal	Michael Cournoyer	429-0677
Assistant Principal	Marc Bender	429-0677
Assistant Principal	Nicole Adams	429-0677
Guidance Department	Carol Kelley	429-0675
Nurse	Peggy Coleman	429-0677
Director of Food Services	Holly Everett	429-0673
Fax Machine		429-8225

School Committee Members

			Term Expires
Erica Plunkett (Chairperson)	429-5035	esplunkett@comcast.net	May 2014
Kathi Pennypacker (Vice-Chair)	429-1171	klpenny@navrules.com	May 2012
Carol Emmons	429-8075	carol@theemmons.com	May 2013
Lisa Galeaz	429-7863	galeazfam@comcast.net	May 2014
Donald Gray	429-5926	donaldegrayjr@gmail.com	May 2012
Tom Jones	893-9927	tjones3924@aol.com	May 2012
Ginny Murphy	429-0966	ginny@rsvpri.com	May 2013

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School Instructional Hours

Preschool Half Day 8:55 AM to 11:25 AM 12:45 PM to 3:15 PM

Kindergarten Half Day 8:45 AM to 11:47 AM 12:17 PM to 3:15 PM

Full Day K, Grades 1, 2 and Montessori 6-8 8:45 AM to 3:15 PM

Teacher Absence

If it is necessary for you to be absent from school, please notify our substitute teacher coordinator, Mrs. Anne Marie Osmer at 508-429-6672. You may leave your message 24 hours a day.

1. We encourage that you call in as soon as you know you will be absent but preferred calling times are:

Sunday through Friday from 1:00 PM to 7:00 PM.

Monday through Friday mornings from 6:00 AM to 6:30 AM.

In the mornings, any calls after **6:30AM must be made directly to your Principal's Office.** Mrs. Osmer is not available after 7:00AM to receive calls on her machine so it is essential the office be called promptly for an unexpected absence that occurs after 7:00AM.

Under no circumstances are teachers to engage a substitute. Early notification of an absence is the key to having a good substitute.

2. When calling, please leave the following information on the machine: your name, phone number, grade and/or class, date, and reason for the absence. If you do not need coverage for the entire day please specify the **time of day** (i.e. 8:00AM – 11:30AM). If you don't need a substitute, please make that clear.

3. **All Personal Leave, except under emergency circumstances, must receive the prior approval of the Superintendent of Schools. School Business days and Personal Leave days must be called in at least 2 days in advance.**

4. It is your responsibility to complete the School Business form and contact the substitute coordinator if you will be absent because of school business.

Substitute Folders

You must provide the Office with substitute lesson plans that could be used if you were unable to provide plans specific for the day of your absence. These plans will be used if an unanticipated emergency arises and you have not provided other plans for use during your unexpected absence.

Please note: Plans left in the Office will be used only for emergency situations. At all other times it is the teacher's responsibility to leave full lesson plans for the substitute teacher.

In addition to substitute lesson plans, a folder must be kept in the top drawer of the teacher's desk that contains a copy of the classroom schedule (including specialists, lunch and recess), class lists, and any necessary medical information.

At the end of each day, the substitute will leave a report in the teacher's mailbox or in the substitute folder indicating the work covered in the classes and notes about any difficulties encountered.

All teachers/specialists must provide the Office with **“Emergency Substitute Plans”** by **Friday, September 16th**.

Teacher Attendance

All teachers must be in their classrooms/offices no later than 8:35AM at least ten minutes before the first bell rings at 8:45. Occasionally situations arise (a car fails to start, a car is stuck in the snow, etc.) which may cause a teacher to be late for school. Please notify the Placentino School Office by phone when such situations arise. This will allow us to arrange coverage for your class until your arrival. When you do arrive at school, please check in with the office.

The Placentino School telephone number is: **508-429-0647** Press **“0”** to call the office.

Teachers are expected to remain in the building when school is in session. Teachers may leave Placentino during their lunchtime provided no professional responsibilities are left unattended. There is a “sign-out” book located in the office. Please remember to “sign-out” as you leave the building and “sign in” when you return.

Preparation time (planning time) has been defined in the HFT contract. If an emergency arises that requires a staff member to leave the building during planning time, Linda Weene, Terry Stewart, or Faith Antonioli must be notified. A note stating the specific emergency necessitating departure from school during this time should also be placed in the Principal's mailbox.

The exception to this is those individuals who deliver services to students in several of our schools or who work with others in the area of curriculum and instruction. Their role requires movement between school settings. Other than routine daily scheduled assignments, these individuals will notify their administrator of where they can be reached using the “sign-out” book.

Teachers are expected to remain at school a minimum of 15 minutes beyond student dismissal.

Daily Schedules

Schedules are not to be changed without the permission of the Principal. Copies of current and accurate daily schedules must be kept on file in the Main Office at all times. Please submit your complete, accurate and detailed schedule to Terry Stewart by Friday, September 7th.

Schedules should clearly indicate a breakdown of curriculum areas and designated Open Circle time each week.

School Safety Information

We welcome parents into our schools. However, we wish to protect the safety of our children and avoid disrupting class lessons. **When visiting school for any reason, visitors must first check in at the Main Office and obtain a Visitor's Badge. Anyone not wearing a Visitor's Badge should be stopped immediately and redirected to the Office to obtain a badge.**

All staff should immediately report any strangers to the Office.

Recent incidents of violence within our schools have driven home the need to focus staff and parent attention on ensuring the safety and security of all students and staff in our schools. We hope that that these procedures will provide a safe school and positive school climate. All exterior doors except for the front door will be locked after our students arrive at school. **All doors must remain locked during student recess times.** Teachers are responsible for picking-up and returning the grade level outside door key to the office at the end of the school day. The following safety procedures are in place:

Placentino School: The kindergarten and cafetorium doors will be unlocked only during the times when children are entering the school at the opening and closing times of the day. Parents and visitors will be required to enter the Placentino School using the front entrance. **All parents and visitors must sign in and sign out in the Main Office upon entering the school. All parents and visitors must wear a visitor's badge.**

(Please note: The Kindergarten recess door is open for teachers' arrival in the morning and is locked as soon as all the incoming buses have arrived.)

Class Attendance

E-attendance is to be taken by every teacher in each class at the start of the school day. Students may not be assigned attendance-taking responsibilities. **As soon as all the buses have arrived, all e-attendance must be completed accurately and promptly so that Maureen can begin the "Call Back" process. All attendance must be completed by 9:15AM for all classes and 12:30PM for Kindergarten PM classes and by 1:00PM for Preschool PM classes.**

To ensure the safety of our students, in cases of tardiness or absence parents must call the school and leave a voice-mail message on the "Call-Back" line.

Upon returning from an absence, the student must provide the classroom teacher with a **written note** explaining the absence. **A voice mail or email message is not acceptable. Parents are expected to provide a written note regarding their child's absence.** If a note is not received within three days after the child's return, please notify the Principal's Office. When a child has had frequent absences, it is imperative to report this to the Principal and the Guidance Counselors.

Tardy students must report to the Main Office upon arrival at school. The Office will issue the student a tardy slip with a tardy notation and time of his/her arrival. The student will present the slip to the classroom teacher.

Please do not admit tardy students who do not have an admittance slip from the Main Office.

Student Absences - Tardiness - Dismissals

The following information concerning student absence, tardiness and dismissal is contained in the Placentino School Student-Parent Handbook. Please remind parents that **they must inform you in writing** if there is any change to the child's expected schedule (i.e. dismissal or dismissal with an adult who is not a family member). **We discourage parents from using voice mail or e-mail for this purpose.** A written note is requested when communicating with the school or teacher around any changes in a child's usual daily schedule.

Absences

(From the Placentino Student Parent Handbook)

If your child is ill we expect that he/she will not be attending school. **Massachusetts law requires that a child attend school every school day except for illness or other reasons approved by the school.** Our teachers devote extra time to prepare outside assignments and to help the child make up the missed work. However, the child must be in school to insure maximum academic growth. **Families are strongly encouraged to plan their vacation times during scheduled "school vacations." Absence during the school year may be disruptive to the child's academic schedule.**

Every child returning from an absence is required to bring to his/her teacher a note containing the date(s) and the reason(s) for the absence(s). If a child has been absent for more than ten consecutive school days due to illness, the parent should call the school to arrange for tutoring. The child is eligible for five hours of tutoring per week at the school's expense.

Tardiness

(From the Placentino Student-Parent Handbook)

An explanatory note should be sent to school with the student. Tardiness caused by bus delays is not recorded. Students who are tardy must report to the Office with a parent and sign in before going to their classroom. No child should enter the building without an adult. Please notify the office if a child arrives at your classroom without an office slip.

Dismissals

(From the Placentino Student-Parent Handbook)

Requests initiated by the parent should be explained **in a note sent with the child.** **Children will be released to designated adults only.** Parents whose children leave school early must sign children out in the Placentino School Office.

If a child is being dismissed to an adult other than a parent, please send the note with the child to the designated dismissal area.

To reduce the disruption to your classrooms at dismissal time, all early dismissals from the Office must be completed by 3:00. After 3:00 children being picked-up will report to the Cafeteria.

Students Excused From Physical Education/Movement classes

Students will be excused from physical education /movement classes when:

1. The teacher receives a note from home signed by a parent or guardian.
2. Our school nurse receives a note from the child's physician indicating that the child will be unable to participate in physical education/movement for an extended period of time. A follow up note should be sent when the student may return to class.
3. At the discretion of the school nurse or the physical education instructor it is determined that the student should be excused from physical education/movement.

The classroom teacher must make a copy of any note received from a parent or medical professional excusing a student from physical education/movement and provide the copy to the Physical Education or Movement Teacher.

Student Visitors

From time to time we get requests from parents asking permission to allow the children of their visiting relatives and friends to attend classes at our schools. Student visitors are not allowed.

No Smoking

Chapter 71, Section 37H of the State Law has been amended to prohibit the use of any tobacco products within the school buildings, on the school grounds, or on school buses. We respectfully request that all adults honor the law and refrain from the use of tobacco products at any and all school functions. (Note: Fines may be imposed according to the Town of Holliston regulations.)

Telephones

Telephones are provided in each classroom for teacher's use. Personal calls should be kept at a minimum. Teachers should not make a personal long distance call that will be charged to the school phone. Please use a personal calling card for these long distance calls. Classroom phones have limited access to local area codes only.

Technology and Doors/Windows Security

It is the teacher's responsibility to ensure that all classroom windows are closed and locked at the end of the school day. Classroom doors must also be locked each evening. **To conserve energy and ensure security, computers must be shut down at the end of each day.** Shutting down your computers during hot weather will also help reduce the temperature in your classroom.

Keys

Each teacher is issued a room key which must be returned to the office at the end of the school year, **During the day, this key must be clipped onto the plastic emergency file container located in each classroom. This provides the availability of a key to secure the classroom in the event of a lockdown situation.**

Your Car at School

At Placentino School: To insure the safety of every child, please drive with extreme caution and respect the stop signals displayed by the school buses. It is a state law that cars cannot pass school buses when the bus has its lights flashing. Parking on the access road located near the PreKindergarten entrance is reserved for Staff Parking Only.

Housekeeping

We work hard to maintain a high quality of cleanliness in our school so that it will be fully operational at all times. The custodial staff and maintenance crew are responsible for keeping the building clean and in good order. Your assistance is sincerely appreciated. At the end of each school day, classroom teachers are asked to have children pick up crayons, pencils, and paper from the floor

and to put all chairs on top of tables and/or desks. If something in your room needs to be repaired, please complete a Request for Maintenance form that can be found in the main office.

Requests for Information

From time to time, information is requested by office personnel, curriculum committees, and parent groups. We ask that teachers promptly comply in meeting the established date for return of information. If you have any questions or concerns please see Linda Weene or Terry Stewart.

Supplies and Materials

Teachers who need supplies which are not contained in the supply rooms that are directly available to staff should submit a supply request form to the administrative secretary. Please remember:

- When laminating, please position materials to be laminated in a way that minimizes waste of the laminating paper.
- Please remind your students to take “responsible care” of their crayons, pencils etc.
- Post-its and other office supplies at a minimum. Copying should be double-sided when possible.

Technology and Audio-Visual Equipment

Requests for setting up technology or audio-visual equipment must be received with adequate notice so that our technology specialists have adequate time to set the equipment up properly. Please submit your requests to the Multi-Media Center allowing sufficient time for our specialists to coordinate your individual needs.

Textbooks

All teachers should follow these procedures:

1. No books should be issued unless they are properly stamped and numbered.
2. All teachers should frequently check the books used by their students. All books should be free of marks and should not be damaged.
3. If a book is lost or damaged, the teacher will be responsible for:
 - a. Determining that the book is lost/damaged.
 - b. Notifying the secretary that payment should be made for the book.
 - c. Issuing a new book as needed.

Sending Home Information

Any information that is sent home in backpacks must be approved by the Principal. The Holliston Public Schools is committed to significantly reducing paper notices.

Parents may access all notices through the Holliston Public Schools website.

All school related notices and flyers are accessible through:

The Holliston Public Schools website, www.holliston.k12.ma.us

(follow the directions on the RSS Subscribe link at the bottom of the left column.)

OR

The Holliston Public Schools website, www.holliston.k12.ma.us and click on the Placentino School icon and go to "Backpack Express."

On the Placentino website, you will also find, **Mrs. Weene's "blog" - "Placentino on Parade."** Click on the link directly below the picture of the school on the Placentino website to access Mrs. Weene's latest updates about activities and important information relative to our school.

Any family that does not have computer/internet access should notify the Placentino School Office immediately, and paper copies of all notices and flyers will be provided.

Field Trips

The purpose of field trips is to enrich the regular school curriculum. Three field trips are allowed per classroom per year. Additional "local" field trips will also be allowed at the discretion of the Principal. Teachers must speak with the Principal or Assistant Principal concerning the proposed field trips before booking dates and sending information home to parents.

Students are required to pay for field trip transportation and any admission charges required. A special fund has been established for students unable to pay. Because this involves considerable preparation, the proposed field trip must receive approval of the Principal at least 30 days prior to the proposed date. The nurse **must** be notified at least two weeks before the planned trip. In some cases, a parent may be required to accompany a child with medical needs. (Example: children who are severely allergic to bee stings.)

Teachers **must** not transport students in private cars. All transportation must be approved by the Principal.

Parent Observations

It is our goal that the classrooms at Placentino Schools offer children the best possible learning environments. All observations require a minimum of 24 hours notice and should be scheduled through the Main Office. A specific time for the observation is then established. The office will notify parents that all visits will be for a 30-minute period. We offer only one observation per parent per grade. We also ask that visitors not conference with the teacher, or interact with the teacher or children during the observation period. Observations are limited to parents and consulting personnel (as a specialist) only.

Pupil Progress Reports

Placentino School provides two methods of reporting pupils' progress to parents. The first method is the fall or winter parent/teacher conference. Each parent(s) is asked to come to the school to discuss their child and his/her progress. The parent/teacher conferences have been extremely successful in the past with almost 100% participation.

The report cards, a second method of communication with parents, are sent out twice a year: once in February and again in June. Specialist reports for Placentino students (grades 1, 2 and Montessori

6-8) in Art, Music, Physical Education, Spanish and Science/Health are also issued in February and in June. Preschool and Kindergarten Progress Reports will be distributed at the January Parent Conferences and in June.

Teacher Conferences

Requests for a conference with a teacher are welcomed and encouraged by the school. We require that the request be made with a note or telephone call to the teacher so that he/she may make the time available and have the necessary material(s) at hand. **We encourage parents to first meet with the teacher and then, if necessary, meet with an administrator.**

Parent/Teacher Conference Outline

The following outline of topics and ideas has been developed to assist parents in discussing the progress and growth of their child in the school environment. A parent can convey information about a child's:

- | | |
|----------------------------|------------------------------|
| 1. Health | 6. Hobbies and interests |
| 2. Attitude towards school | 7. Friendships |
| 3. Family relationships | 8. Responsibilities |
| 4. Emotional problems | 9. Successes and failures |
| 5. Cooperation | 10. Strengths and weaknesses |

A teacher will provide information about a student's:

- | | |
|---|---------------------------|
| 1. Abilities | 5. Citizenship traits |
| 2. Activities | 6. Samples of work |
| 3. Attitudes toward school and other children | 7. Tests and records |
| 4. Work habits | 8. Grouping in class |
| | 9. Successes and failures |

Toward the end of the conference, try to review the action steps that will help the child:

- | | |
|------------------|------------------------|
| 1. Remedial work | 3. Outside reading |
| 2. Study habits | 4. Credit for strength |

Fire Drills, Containment and Lockdown

Teachers are responsible for reviewing the fire drill, containment, and lockdown procedures with their children. Each classroom has its specific emergency exit plan posted near the hall door entrance. Please make sure that your students are familiar with the location of the plan and that you review the exit procedure with them.

In the event of a FIRE DRILL:

- If a teacher is at lunch of during planning time, they must evacuate the building and immediately go to the location where their students have been evacuated.

- Teachers must prepare copies of a current class list and the emergency forms for each child for evacuation purposes. When evacuating from the classroom, teachers must carry this information with them.
- Volunteers will be asked to check bathrooms, empty classrooms, and be sure that all doors are closed.

In the event of a Containment

- Scan hallway and bring children into classrooms
- Pull down shades
- Assigned teachers check bathrooms
- Email Faith (antoniolif) and the appropriate classroom teacher advising him/her that you have “taken in” a student not assigned to your classroom.
- After 5 minutes, if you have any “missing” children call office (ext. 1101, 1102, 1103)
- Medical emergencies dial “4444”
- Business as usual in all classrooms

In the event of a Lockdown:

- Teachers with “Lockdown” signs place them on exterior doors.
- Scan hallway and bring children into classrooms
- Lock all doors
- Pull down shades
- Place children in a safe place not visible from door or exterior windows.
- Slide red or green card under door and into the hall and place same color card in an exterior window.
- Assigned teachers check bathrooms and lock any empty rooms.
- Email Faith (antoniolif) and the appropriate classroom teacher advising him/her that you have “taken in” a student not assigned to your classroom.
- After 5 minutes, if you have any “missing” children call office (ext. 1101, 1102, 1103)
- Medical emergencies dial “4444”

Accidents-Medical Needs-Illness-School Nurse

The elementary nurse is on duty from the time that school opens until school closes. Students who become ill should be sent to the nurse. If a teacher leaves the classroom to accompany a sick child, he/she should make certain that the class is supervised.

- **In case of a medical emergency, dial 4444, the Placentino Emergency Number which connects you directly with the "RED Phone" in our nurse's office.**

All accidents must be reported to the school nurse and the Principal or the Assistant Principal. This includes accidents that may seem trivial. Teachers should follow Universal Precautions when dealing with accidents involving blood or other bodily fluids. Gloves will be distributed to all teachers. The teacher in charge of the class or activity in which the accident occurred must report the accident to the Main Office and to the school nurse immediately. The teacher will be expected to provide the information necessary for the nurse to complete a detailed accident report.

The nurse must be notified in writing two weeks before a field trip is scheduled. This will allow her to make arrangements with parents of children who have medical needs.

All staff are reminded to follow the appropriate protocols for safety when dealing with bodily fluids of any origin. Gloves are provided in every classroom for use when a situation arises that requires potential contact with bodily fluids. When dealing with young children, the possibility of exposure to blood is very possible. **It is essential that staff take proper precautions by using the gloves provided in these situations. At a minimum, tissues should be used for protection if gloves are not immediately available.**

CLASSROOM FOOD AND SNACK GUIDELINES

In order to ensure the safest environment possible for all of our students, the following limitations apply to ALL of the classrooms at Placentino:

1. ALL classrooms are “nut free.” No food containing any type of nuts or that is produced in a facility that includes nut products may be brought into any classroom. The only exception would be an item that is contained in a lunch box for a student’s lunch.
2. No food may be provided for any classroom birthday celebrations.
3. We are continuing the “Wellness Wednesday” snack initiative requesting that families provide a “healthy” snack on Wednesdays.

All staff are reminded to follow the appropriate protocols for safety when dealing with bodily fluids of any origin. Gloves are provided in every classroom for use when a situation arises that requires potential contact with bodily fluids. When dealing with young children, the possibility of exposure to blood is very possible. **It is essential that staff take proper precautions by using the gloves provided in these situations. At a minimum, tissues should be used for protection if gloves are not immediately available.**

PBIS

Positive Behavior Interventions and Supports (PBIS)

PBIS is a positive, school-wide systems approach that is research-based and data driven. It is designed:

1. to establish clearly defined expectations within the school setting and define consistent responses to those positive and negative behaviors
2. explicitly teach and reinforce appropriate behaviors across all areas of the school
3. provide a common school-wide language
4. pro-actively utilize data to guide decision-making with the goal of increasing positive student behaviors in all areas of the school

Placentino students...

CARE

Cooperation Acceptance Responsibility Effort

Student Discipline

All staff members have a responsibility to insure proper supervision of all students. Students are to be held accountable for discourteous and disrespectful behavior in corridors, playgrounds, cafetorium, lavatories, the gymnasium and in classrooms. There is to be no running in the corridors, no pushing or shoving, and no fighting. Students who are walking through the hallways should be encouraged to keep their voices low so as not to disturb others.

The policy on disciplining students with Special Education IEP's is on Pages 12, 13, and 14. This policy includes all students that we are "deemed to have knowledge" about. Please note that these students may be included in the guidelines described in the new policy. Please read this policy in full to ensure compliance in all classrooms.

Supervision of Students

Students in your care must be under the supervision of a teacher at all times.

Therefore, teachers should not allow students assigned to them to work unsupervised in the corridors or in empty rooms. Failure to follow this procedure could result in personal liability should any accident occur.

Similarly, students should not be sent to the corridors for discipline. If a child cannot be controlled in the classroom, he or she should be sent, with a short note or explanation and an escort, to the Principal or Assistant Principal.

Teachers must avoid using either derogatory comments or physical contact to control students' inappropriate behavior. Many discipline cases can be resolved by early contact with the student's home. A telephone call to a parent or guardian often makes further actions unnecessary.

Teachers are expected to assist with the supervision of students in the following manner:

1. Observe the corridors adjacent to their classrooms five minutes before school begins.
2. Escort classes to the cafetorium at lunchtime. Please ensure that you arrive on time both at the beginning and end of the lunch period.
3. Escort classes to art, music, physical education and science/health. Please ensure that you arrive on time both at the beginning and end of the Unified Arts classes.
4. Prepare children for dismissal at the end of the school day and escort them to the front door.

Teachers may not ask paraprofessionals:

1. To supervise the classroom except in emergency situations.
2. To assume any duties for which the teacher is responsible.

Behavioral Safety/Safety Care

Holliston Public Schools are committed to providing quality education to our students while promoting behavioral safety within our schools. Our school has adopted the Safety-Care™ Training Program, developed by Quality Behavior Solutions, Inc., which is a behavioral safety program for our educators and is in compliance with the State of Massachusetts Department of Elementary and Secondary Education (DESE) regulations. This program provides our educators with the skills they need to confidently, safely, and respectfully prevent, minimize and manage student behavioral challenges. **Safety Care trained staff will be introduced to the faculty at our first meeting.**

Please feel free to contact our building administrators or our district Behavior Inclusion Specialist if you have any questions or would like more information about this program.

Student Misbehavior

Whenever a student is referred to the Principal for reasons of serious misbehavior, the teacher will accompany the student or call the Main Office to describe the misbehavior. The problem will then be discussed with the child, and a call will be made to the parents as needed. At the parent(s) or Principal's discretion, a meeting might be scheduled to further discuss the incident.

As noted, all due process with regards to the rights of students as outlined below will be observed:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. The opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).
4. The right to appeal the administrator's decision to the superintendent of schools.

Grounds for Suspension

In certain cases, students are suspended from the Placentino School. The length of the suspension is determined by the administration but will not exceed five days. A student's parents or guardian will be informed about the suspension. Please review the due process procedures that protect the student's rights in these cases. Grounds for suspension include:

1. Fighting.
2. Bullying.
3. Use of threats or acts of intimidation.
4. Possession of any weapon (including pocketknives).
5. Acts endangering the safety of others.
6. Destruction of property.
7. Disruption of school activity.
8. Theft of property.
9. Profanity or obscene language.
10. Theft of property.
11. Causing a false fire alarm (in addition to \$100.00 fine from the Holliston Fire Dept.).
12. Possession of drugs.
13. Possession and/or use of alcoholic beverages.
14. Use of tobacco.
15. Possession of fireworks.

Under the new Education Reform Act, a student attending public school can be expelled for possession of drugs or a weapon (including pocket knives) or assault on a staff member.

The Special Education Department's policy on disciplining students with special needs will be applicable when suspending students who have I.E.P.'s. **A copy of this policy is available below.**

The School Committee has adopted Chapter 269, which deals with student hazing, and a Memorandum of Understanding with the Holliston Police Department for dealing with drugs and alcohol. Copies of these policies and General Laws may be requested from the Central Office or the Placentino School Office.

The General Laws, c. 269, section 10 by Chapter 150 of the Acts of 1987 prohibits firearms to be brought to school:

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

Bullying

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. Relevant sections of the law (M.G.L. c. 71, § 37O) are described below.

Definitions

Aggressor is a student who engages in bullying, cyberbullying, 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 cyberbullying.

Cyberbullying 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.

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.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Prohibition Against Bullying

Bullying is prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether 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, or through the use of technology or an electronic device that is owned, leased, or used by a school district or school and (ii) at a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, 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. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

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

Responsibility of Staff to Report Bullying

A member of a school staff is required to report immediately any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the Plan as responsible for receiving such reports or both.

[Contact – Linda Weene, Principal, 508-429-0647 ext. 1204, weene1@holliston.k12.ma.us and/or Therese Stewart, Assistant Principal, 508-420-0647 ext. 1203, stewartt@holliston.k12.ma]

Staff includes, but is not limited to, an educator, administrator, counselor, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

Upon receipt of such a report, the school principal or his/her designee shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, the school principal or designee 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

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 cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

Additional information about the school's or district's Bullying Prevention and Intervention Plan is available on the District website under School Committee – Policies.

Discipline of Students with Special Needs

All students are expected to follow the Holliston's Code of Conduct, unless otherwise determined by the student's Individualized Education Plan Team and written in the student's IEP or 504 Plan. Federal and state laws provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability.

A brief overview of these rights is provided below.

In general, if your child has violated Holliston's disciplinary code, the school may suspend or remove your child from his or her current educational placement for no more than 10 consecutive school days in any school year. If your child possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school function; or inflicts serious bodily injury upon another person at school or a school-sponsored event, the school may place your child in an interim alternative educational setting for up to 45 school days. If your child has been placed in an interim alternative education setting as a result of a disciplinary action, your child may remain in the interim setting for a period not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon educational placement unless you or Holliston have initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement, or you and Holliston agree to another placement.

Any time Holliston wishes to remove your child from his or her current educational placement for more than 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year when a pattern of removal is occurring, this is a "change of placement." A change of placement invokes certain procedural protections under federal special education law. These include the following:

- (a) Prior to any removal that constitutes a change in placement, the school must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address your child's problematic behavior. If a behavioral intervention plan has been previously developed, the Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.
- (b) Prior to any disciplinary removal that constitutes a change in placement; the school must inform you that the law requires that the school district consider whether or not the behavior that forms the basis for your child's disciplinary removal is related to his or her disability. This is called a "manifestation determination." Remember that you, as the parent, always have the right to participate as a member of the group of people making this determination.

Consideration of whether the behavior is a manifestation of the student's disability:

The law provides that Holliston and the parent, along with relevant Team members, must consider all evaluation information, observational information, the student's IEP and placement; and must determine whether your child's behavior that prompted disciplinary removal was a manifestation of his or her disability. The behavior is considered a manifestation of your child's disability if the conduct in question was caused by, or had a direct and substantial relationship to your child's disability, or was a direct result of the school district's failure to implement his or her IEP.

If the manifestation determination decision is that the disciplinary behavior was related to your child's disability then your child may not be removed from the current educational placement (except in the case of weapon or drug possession or use, or serious bodily injury to another) until the IEP Team develops a new IEP and decides upon a new placement and you consent to that new IEP and placement, or a Hearing Officer orders a removal from the current educational placement to another placement.

If the manifestation determination is that the behavior was not related to your child's disability, then the school may suspend or otherwise discipline your child according to the school's code of student conduct, except that for any period of removal exceeding 10 days the school district must provide your child with

educational services that allow your child to continue to make educational progress. Holliston must determine the educational services necessary and the manner and location for providing those services.

In the case of a disagreement with the Team’s determination:

If you disagree with the Team’s decision on the “manifestation determination” or with the decision relating to placement of your child in an interim alternative education setting or any other disciplinary action, you have the right to appeal the Team’s decision by requesting an expedited due process hearing from the Bureau of Special Education Appeals (BSEA).

Discipline of Students Whose Eligibility for Special Education is Suspected:

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Possession or Use of Weapons, Possession or Use of Illegal Substances or Weapons, The Use of Force, Vandalism, or Violation of Other Students' Civil Rights

In cases involving the possession or use of weapons, the possession or use of excessive force, provided that the violation occurs on school property, the principal of every school system within each city, town or district shall have the authority to suspend a student, including an indefinite suspension, and no other disciplinary measure adopted as a rule or regulation may inhibit this authority to suspend. When a student has been suspended by a principal or headmaster under the authority of the previous sentence, the superintendent may review such suspension and alter the disciplinary measure after a hearing. Codes of discipline shall be filed with the Department of Education. (Chapter 71, Section 37H.)

Tobacco on School Premises

Use of any tobacco products within the school buildings, school facilities, or on school grounds, school buses or school sponsored trips by an individual, including school personnel and students, is prohibited at all times. Additionally, possession of tobacco products by students is prohibited within the school buildings, school facilities, or on school grounds, school buses or school sponsored trips.

Touching and Threatening

All students have the right to come to school without being afraid of physical harm, threats or being touched inappropriately. Students may not fight with, push, trip or hit anyone else. (This includes play fights.) An in-school or out-of-school suspension will be considered when disciplining students who are involved in physical conflict. A student may not do anything that may hurt another person. A student may not threaten another person or ask someone else to threaten another person. Hazing is not allowed. These are serious offenses, with a suspension possible for up to five days, if a student harasses, bullies or threatens another student.

Discrimination

Discrimination or lack of opportunity to equal access to the programs and offerings of the Holliston Public Schools to any person because of race, age, color, creed, religion, national origin, ethnic background, marital status, disability, sex, sexual orientation or unless required by law by membership or activity in an employee organization or political party is forbidden. Staff members will act in a way that insures that this philosophy is maintained and will work towards a goal of equality in all situations. Discrimination in any form violates state and federal laws and therefore is a violation of the policies of the Holliston School Committee.

Any student who feels he or she has been, or is currently, the subject of discrimination must report the discrimination to the building Principal or to the Superintendent of Schools or his/her designee.

Harassment

Holliston School Committee Policy ACAA

I. Statement of Policy:

The Holliston Public Schools are committed to maintaining a school environment free of harassment. This includes, but is not limited to, harassment based on race, color, sex, religion, national origin, sexual orientation, age or disability. Harassment by administrators, certified and support personnel, students, vendors and all other individuals at school, at school sponsored events or on school transportation is unlawful and is strictly prohibited. The Holliston Public Schools requires all employees, students and visitors to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community. Any individual who believes she/he has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal as soon as possible.

II. Definition of Harassment:

A. In General. Harassment includes communication such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offends or shows disrespect to others based upon race, color, sex, religion, national origin, sexual orientation, age or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic(s) on which the harassment is based. What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also

important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

B. Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires further definition. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;
2. The individual's response to such conduct is used as a basis for employment decisions affecting a student;
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities; or
4. The conduct creates an intimidating, hostile or offensive work or school environment.

III. Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and all other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school, or who has cooperated in an investigation of a complaint under this policy, is unlawful and will not be tolerated by the Holliston Public Schools.

Persons who engage in harassment or retaliation are subject to disciplinary action, including, but not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

IV. Investigation

Any individual, who believes she/he has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with the Principal, or if the individual believes that the issue requires further attention, the individual should inform the Superintendent of Schools at 370 Hollis Street, Holliston MA 01746, (508) 429-0654 or the Director of Pupil Personnel or Title IX/622 Coordinator who can be reached at 370 Hollis Street, Holliston, MA 01746, (508) 429-0662. Any staff member who observes a student being harassed should intervene to stop the harassment and encourage the student to bring the matter to the attention of the building principal and shall report the matter him or herself.

The Holliston Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under state law. The Holliston Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

V. Closure of Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for the Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

VI. Notifications

Notice of this policy will be circulated to all schools and departments of the Holliston Public Schools and distributed to all employees on an annual basis. It will be incorporated into teacher and student handbooks. The Superintendent is charged with establishing procedures that include scheduling regular training for staff and students in the prevention of harassment, the scope of the harassment policy, and the proper procedures to be followed when complaints arise.

VII. Other Resources

The Holliston Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue. The state agency responsible for enforcing laws prohibiting harassment in public schools is the Massachusetts Department of Education, or the Massachusetts Commission Against Discrimination. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission. The agency responsible for enforcing the federal law prohibiting harassment on the basis of sex in public school settings is the Office for Civil Rights within the United States Department of Education.

Addresses and telephone numbers for the above named agencies are:

- Massachusetts Department of Education, 75 Pleasant St., Malden, MA (781-338-3300)
- Massachusetts Commission Against Discrimination, One Ashburton Place, Sixth Floor, Room 601, Boston, MA (617-994-6000) TTY- 617-994-6196
- Equal Employment Opportunity Commission, JFK Building, 475 Government Center, Boston, MA 02203 (617-565-3196) TTY – 1800 669-6820
- Office for Civil Rights within the U.S. Department of Education, John W. McCormack Building, Post Office Square, Room 701, Boston, MA 02109-4597 (617-223-9662).
- This list will be updated annually to ensure accuracy.

Child Abuse/Neglect Information and Reporting Procedures

Rules and Regulations for Reporting Child Abuse

Authority: Chapter 1076 of the Acts of 1973, through amendments and additions to Chapter 119 of the Massachusetts General Laws, establishes for Massachusetts a new system for the reporting, investigation, evaluation and management of cases or alleged serious physical or emotional injuries to children due to abuse, neglect or addiction at birth. The regulations in this part are adopted pursuant to this authority.

Purpose: “It is hereby declared to be the policy of the Commonwealth to direct its efforts, first to the strengthening and encouragement of family life for the protection and care of children: to assist and encourage the use by any family to all available resources to this end; to provide substitute care of children only when the family itself or the resources available to the family are unable to provide the necessary care and protection to insure the rights of any child to sound health and normal physical, mental, spiritual and moral development.” G.L.C. 119 s. 1

Definitions: Since the law does not define abuse or neglect, the Department has formulated its own definitions in an attempt to clarify any misconceptions.

Abuse: A. A physical injury or emotional injury by other than accidental means which causes or creates a substantial risk of death or protracted impairment of the function of any bodily organ.
B. The commission of a sex offense against a child as define in the Criminal Laws of Massachusetts.

Neglect: A condition in which a caretaker responsible for the child either deliberately or by extraordinary inattentiveness permits the child to experience avoidable present suffering by failing to provide one or more of the ingredients generally deemed essential for developing a person's physical, intellectual and emotional capacities, such as:

- A. Adequate food, clothing, shelter, or education, or medical care, though financially able to do so or offered financial or other reasonable means to do so.
- B. Proper supervision or guardianship
- C. Physical dependence of a child upon an addictive drug at birth

Child: Any male or female under the age of eighteen years.

Mandatory Reporter: Any physician, medical intern, medical examiner, dentist, nurse, public or private school teacher (including personnel or licensed day care center who have supervisory responsibilities towards the children in such centers), educational administrator, guidance or family counselor (including any psychologist, who as part of his/her duties, performs the duties usually performed by a guidance or family counselor), probation officer, social worker or policeman. All members of the professional staff and health units are mandatory reporters under the rules and regulations covering reporting of child abuse.

Recommended procedures for cases where child abuse and/or neglect is suspected:

1. Report your concerns to the student's counselor or to your administrator.
2. The counselor or administrator will see the child under some other pretense to gather more data.
3. The counselor or administrator will notify the school nurse who will also see the student.
4. The counselor, nurse and the teacher involved will consult with the building administrator.
5. The principal will assume the responsibilities of the mandatory reporter and take appropriate action, if any one member believes that such reporting action is warranted.

Note: Child abuse cases may be reported directly to the Department of Welfare by any member of the staff.

Crisis Intervention Plan of Action

This plan of action is intended to be a general guideline for the Crisis Intervention Team to follow in the event of any crisis or traumatic incident affecting the school community. It is a resource document that can be used in part or in total depending on the need at the time of the crisis.

The Crisis Intervention Team (CIT) will include the Principal, guidance counselor, and any other appropriate personnel (i.e. teachers, nurse, fire chief, police chief, school psychologist) under the direction of the Principal.

Understanding the Crisis

After any crisis, or rumor of crisis, the facts regarding that particular matter should be verified by the principal or her designee. The CIT will be activated. The Superintendent of Schools will be notified. The Principal or other designated person will make a concerted effort to contact the family and determine their wishes regarding kinds of information that should be disseminated to the school community. The family's right to privacy will be of utmost importance.

The CIT will assimilate available information and draft an appropriately accurate outline/statement for staff. This statement will be presented at a staff meeting. All press related issues will be referred to and dealt with by the principal or his/her designee so that the school community may return to its normal daily routine without interference. The staff phone chain will be used to inform the staff when school is not in session.

A designated person will draft a letter to parents. This letter should contain information that was shared with students. This letter will be sent home with all students at the end of the day. CIT members should be prepared to establish telephone contact with parents of students experiencing extreme difficulty with the crisis.

A staff meeting may be held at the end of the school day to discuss the day's happening. (Parents should be contacted if their son/daughter shows undue emotional stress).

Grieving and Commemorating

In order to assist and support students and faculty in dealing with a crisis, counselors, members of the CIT and /or other appropriate personnel should be available to talk with individuals or small groups. Guidance counselors, our school psychologist and any other appropriate community resources will be available. Our school administration and many of our staff members have participated in "Good Grief" crisis planning workshops with Maria Trozzi.

Each crisis should be handled individually. Faculty and students (if appropriate) should meet to discuss the possibility of sending representatives to a wake or funeral. Time should be granted for such an endeavor. Allowances will be made for any member of the school community to attend the services.

Going On

The school will do all it can to stay in tune with the feelings of the family and students in crisis. If a person is having a particularly difficult time coping, it will be up to parents and friends to inform the school. Cooperation, assistance and communication are needed in order to support people who need it. The school, after dealing with the crisis, should take the lead in returning to a desirable state of normalcy.