

**THE FRANCIS X. O'REGAN
EARLY CHILDHOOD
DEVELOPMENT CENTER**

**FAMILY HANDBOOK
2009-2010**

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ADMINISTRATION

FRANKLIN SCHOOL COMMITTEE MEMBERS

Jeffrey N. Roy, Chair
Paula Mullen, Vice Chair
Cora Armenio
Ed Cafasso
Susan Rohrbach
Matt Kelly
Roberta Trahan

SUPERINTENDENT'S OFFICE

Maureen Sabolinski
355 East Central Street
Franklin, Massachusetts 02038
(508)541-5243

PRINCIPAL'S OFFICE

Karen Seyfried
224 Oak Street
Franklin, Massachusetts 02038
(508) 541-8166

LETTER FROM THE PRINCIPAL

Dear Parents/Guardians

It is our pleasure to welcome you to the F.X. O'Regan Early Childhood Development Center (ECDC). The teachers and staff join me in saying how happy we are to have you as part of the ECDC family. We are looking forward to a successful and satisfying year for both you and your child.

We are using this handbook as one means of communicating between the home and school. There are many practices, policies, regulations, and services discussed in these pages. **Please read and keep this handbook available throughout the year.** Many of your questions have been anticipated and are discussed in some detail; however, we are always available to clarify any school matter.

Close cooperation between the home and school is essential to promote the best interests of your child. Parents are encouraged to visit the school and to attend the scheduled parent-teacher conferences. Should you have any questions or concerns, please do not hesitate to contact your child's teacher immediately. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

When your child was selected in the lottery they were guaranteed a slot for the coming year. Prior to our lottery, and **if openings exist**, we would like to offer our current students the three or five-day slots. Please keep in mind that our classes must remain multi-aged and heterogeneous for us to utilize best practices.

It is our hope that this handbook will be helpful to you and that it will promote that understanding.

Sincerely,

Karen Seyfried
Principal

FRANKLIN PUBLIC SCHOOLS'

∞ Vision Statement ∞

The Franklin Public Schools will foster within its students the knowledge and skills to find and achieve satisfaction in life as productive global citizens.

∞ Mission Statement ∞

The Franklin Public Schools, in collaboration with the community, will cultivate each student's intellectual, social, emotional and physical potential through rigorous academic inquiry and informed problem solving skills within a safe, nurturing and respectful environment.

∞ Core Values ∞

Student Achievement

All students are entitled to academic excellence, appropriate facilities and quality materials and instruction.

Social / Civic Expectations

Students will become engaged, responsible citizens who respect the dignity and diversity of all individuals and cultures.

School Climate

Through our words and our actions, we create a culture of civility, thoughtfulness, appreciation and approachability.

School / Community Relationships

An active commitment among family, community and schools is vital to student learning.

Community Resources for Learning

We partner with all members of the community to exchange ideas, solve problems and build a comprehensive educational experience.

The Francis X. O' Regan Early Childhood Development Center

ECDC Philosophy

The Francis X. O' Regan Early Childhood Development Center is a multi-aged integrated preschool operated by the Franklin Public Schools. The program is designed for children who are three to five years old. Parent and community involvement is an integral part of our school.

The highly trained staff utilizes a developmentally appropriate curriculum based on the National Association for the Education of Young Children and Massachusetts Department of Education guidelines. Multi-sensory and hands-on experiences maximize learning opportunities in the areas of social/emotional, language, motor, cognition, and daily living skills.

ECDC Mission

The Francis .X. O' Regan Early Childhood Development Center's mission is to focus on the whole child and their family by providing a safe nurturing environment that supports a high quality early childhood education.

We encourage each child to observe, question, and explore their environment. The Francis .X. O' Regan Early Childhood Development Center believes every child has the ability to learn and will be provided the tools needed for them to succeed.

The F.X. O' Regan Early Childhood Development Center
is accredited by the National Academy
for the Education of Young Children
(NAEYC)

ADMISSION TO SCHOOL

Staffing and School Hours

9:00 AM – 11:30 AM and 12:30 PM-3:00 PM

Rebecca Diggle
Randi Heiselmeyer
Jennifer Ramsdell
Jennifer Jacobs

9:30 AM – 12:00 PM and 1:00 PM – 3:30 PM

Chris Duggan
Ellen Versprille

Paula Stock	Lead Teacher
Karen Russo	Administrative Assistant
Mary Nuzzo	School Nurse
Diane Peavey	Speech and Language Pathologist
Linda Bishop	Speech and Language Pathologist
Jennifer Haroian	Speech and Language Pathologist
Ratna Patel	Physical Therapist
Terri Smith	Occupational Therapist
Rebecca Ballinger	Social Worker

Absentee Call-In Procedures

Provide the following information when calling **school personnel (508-541-8166)** when your child is absent from school due to illness

- Student's name
- Teacher's name
- Date(s) of absences
- Children riding the van must also call the **special education transportation office at 508-553-4831**.

Do **NOT** leave confidential medical information-please speak to the nurse directly.

When Should You Call the School Nurse About a Child with an Illness?

We encourage parents/guardians to call any time they have concerns about symptoms or an illness and specifically for the following reasons:

- A new medical diagnosis, or a change in your child's health status i.e. the diagnosis of an allergy
- A newly prescribed medication
- Any change(s) in a current medication
- A serious injury such as an illness, or hospitalization
- A fracture, sprain, stitches, cast or need for crutches/wheelchair
- A contagious disease such as chicken pox, flu, strep throat, whooping cough (pertussis), salmonella, measles etc.
- If your child is absent for an extended period of time with atypical symptoms for a prolonged period of time do not hesitate to call the nurse to share information
- If there are any recent changes in your family that may affect your child; such as, a birth, recent loss, or sudden illness

Age of Admission

The F.X. O' Regan Early Childhood Development Center has established the age of admission at three years of age on or before August 31st. Students eligible for kindergarten, five years old on or before August 31st of the same year to enter kindergarten will not be eligible for enrollment at the F.X. O' Regan Early Childhood Development Center.

Attendance

The Franklin Public Schools expect parents/guardians to make every reasonable effort to have their child/children attend school every day. The continuity of day-to-day instruction is a critical dynamic to the overall success of each student.

Arrivals and Departures

It is necessary that children arrive and depart at the designated time. The staff will meet all the children. Please inform the staff, in writing, of any transportation changes (i.e. if your child is not going home on the van or if someone other than a parent/guardian is picking up a child). Without a note, children will be sent home by their regular transportation or will only be released with their parent/guardians.

Arrivals and departures will take place outside the ECDC front door or playground. During inclement weather please wait in your car until the teachers signal you in. Due to confidentiality issue, please remember not to discuss your child's academic or social progress. The ECDC teacher's are always available for a telephone or in person conference to discuss your concerns.

Traffic can be very congested during arrival and departure times. Please hold your child hand when crossing the streets

Please be prompt when picking up your child. The time between classes is our lunch/planning time.
IMPORTANT: We will not dismiss students to anyone unless we have written authorization directly from the parent/guardian. The authorized adult will be asked for picture identification.

Tuition Rates

<u>Day</u>	<u>Hours</u>	<u>Monthly Tuition</u>
2 day	2.5	\$145.00
3 day	2.5	\$198.00
5 day	2.5	\$337.00

Tuition Procedures

All payments are due by the 1st of the month
Your annual payments (ten increments) start September 1st through May 1st
There is a \$10.00 late fee for all payments received after the 10th of each month
There is a \$20.00 fee for bounced checks

If payments are not received by the 30th of each month, your child will be terminated from the program.
Reminders are not sent out

The F.X.O'Regan Early Childhood Development Center is dependent upon tuition revenues for supporting early childhood programs and we expect the enrollment agreement to be honored. We are obligated to collect fees in a timely fashion in order to meet payroll and other operating expenses.

If you are having financial difficulties, please contact the Director of Early Childhood Programs. There are various financial scholarships available, based on need for children between the ages of three and five. ECDC scholarships are offered for our two-day program **only**.

Tuition is collected at the beginning of each month. Teachers are responsible for keeping tuition fee records.

Please give monthly tuition to your child's classroom teacher at the beginning of each month. The tuition must be secured in an envelope with your child's name clearly printed on the front.

Late Pick-Up and Departures

Five-minute grace period after your child's class ends. We will be using the ECDC school clock as our guide.

The first time you are late we will give you a verbal warning.

The second time and there after the following fees will be charged:

- 5 – 10 minutes after class ends: \$5.00
- Each additional minute: \$1.00

Your child will not be able to return to school until late pick-up fees have been paid. Fees will be paid by check to the "Town of Franklin".

Transportation

Transportation for all children will be the responsibility of their parents/guardians, unless otherwise prescribed on the child's Individual Education Plan (I.E.P.). All questions and concerns regarding special education transportation should be directed to the Transportation Coordinator: Lisa Bassignani- 508-553-4831.

Parking

Please **do not** park anywhere in the circle in front of the building. This area is reserved for the special education vans.

Tardiness

Although, we realize that emergencies occur on occasion, **we expect students to arrive at school on time.** Tardiness can be very disruptive to your child and his/her classmates.

Winter Guidelines and Early Dismissals

In the event that weather conditions require changes in normal school operations, these changes will be disseminated as soon as possible through early morning announcements on the following radio stations: **WBZ am 1030, WPRO am 630, and WRKO am 680.** The information will also be given to TV Channels **WBZ (4), WCVB (5), WHDH (7).**

The following are the changes in school procedure that may occur:

1. **School Cancellation:**
In the event that weather conditions dictate school cancellation, these announcements will be made on radio, television and via connect-ed as early as possible.
2. **Delay in School Starting Time:**
When Franklin Public Schools has a delayed opening the ECDC morning session will be cancelled. The afternoon session will open at its usual time. Full-day students will attend the afternoon session
3. **Unscheduled Early Dismissal:**
In the event that adverse weather occurs or intensifies after school has begun, it may be necessary to release students earlier than normal so that buses can operate before the roads become more hazardous. In this event, all afternoon educational programs, activities and PM pre-school classes will be canceled. Parents need to use their discretion in deciding whether or not to send their child to school during inclement weather conditions. In the event that it becomes necessary to dismiss early at the ECDC, **we will attempt to contact all parents.** Please keep emergency cards updated with current cell and telephone numbers.

The school district is also a member of **Connect-ED.** This service will allow us to send personalized voice messages to your home, work, cell phone and/or e-mail. Changes in your phone numbers or e-mail address should be reported to the school secretary.

CURRICULUM

General Statement

The ECDC curriculum is aligned with the Massachusetts Curriculum Frameworks and the Franklin Public School's Curriculum Guides. The curriculum is presented in meaningful learning experiences that are developmentally appropriate, concrete, and multi-sensory.

The Massachusetts Curriculum Frameworks are continually revised. Copies of the Massachusetts Frameworks may be found on the Department of Education website: www.doemass.org and copies of the Franklin Public School's Curriculum Guides may be found on the district website.

The ECDC also uses the *Second Step* program. This program is a series of curriculum kits designed to increase student's level of social skills and competence as well as provide strategies for resolving conflicts. If you would like more information on the *Second Step* program please check out the family overview video.

Conferences

By working together, the school and the home can help children attain their maximum growth. The teachers, Principal, and specialists welcome conferences with parents. A conference by appointment saves time and avoids conflicts. Planned parent-teacher conferences are scheduled for **January** and **June.** During these conference parents/guardians will receive a copy of the progress report.

English Language Learner

Massachusetts General Laws, Chapter 71A defines an English Language Learner as "a child who does not speak English or whose primary language is not English and who is currently not able to perform ordinary classroom work in English." As required by Chapter 71A, Title VI of the Civil Rights Act of 1964 and related federal statutes, educational services for English Language Learners (ELL) are based on the individual needs of the student. Professional staff assesses student's needs and develops strategies and interventions and services which will enable the student to acquire language skills and access the educational curriculum.

Services provided to English Language Learners are designed to minimize barriers to educational services and extracurricular activities and to provide an appropriate education in the least restrictive learning environment.

The Franklin Public Schools is committed to teaching English to students whose primary language is not English. Personnel will provide instructional supports and services to teach language skills to students as rapidly and effectively as possible.

Screening and Assessments

During the month of October all new students entering the ECDC will be screened using the Early Screening Inventory-Revised. This is a brief survey of various areas of development including language, cognition, perception, and motor development. The purpose of the screening is to identify children who might need extra support with classroom activities. Parents/guardians will be informed, through a letter, about the screening results.

Throughout the school year the staff will use the ECDC developmental skills checklist, based on the Franklin Public School's standards based preschool curriculum, and student portfolios. These ongoing assessments will monitor student's understanding of the curriculum and adjust instruction and materials when needed. Information gathered from these assessments will be shared with parents/guardians during parent- teacher conferences. All assessment information will be kept confidential.

DISCIPLINE

Student Discipline Procedures

It is important that the ECDC maintains a pleasant, safe, and orderly environment. The teaching staff reserves the right to judge the severity of any act, which inhabits the rights and safety of others. Our caring staff serves as role models and administers classroom rules. If behavior management becomes necessary, the staff will re-direct the child, offer a choice if possible, and set limits in a kind firm manner. In addition to informal daily communication between parents/guardians and staff, the Principal and/or teacher will advise you of any unusual behavior that suddenly surface in the classroom. Parental input will be sought. No child will be subjected to cruel or severe punishment, humiliation, or verbal abuse. No child will be denied recess or food as a form of punishment.

As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Education Regulations (766 Reg. 603 CMR 46.00). If a student's behavior poses a threat of imminent harm, he/she may be restrained until calm. Qualified, trained staff will carry out specific procedures, and parents will be notified. For students with an Individualized Education Plan (IEP), procedures and specific interventions will be documented in the IEP.

Corporal Punishment

Corporal Punishment is prohibited by the Franklin Public Schools. Corporal punishment includes, but is not limited to the use by any staff member of any type of physical force or contact, physical redirection, verbal abuse or demeaning of an individual student or group of students in a classroom or at a school sanctioned event. Corporal punishment also includes damaging or destroying of a student's personal property or school property assigned to a student.

Upon receipt of a complaint of corporal punishment, the Superintendent of Schools or his/her designee will conduct an investigation in accordance with Massachusetts General Laws.

Non-Violent Physical Crisis Intervention/Physical Restraint

All schools and programs within the Franklin Public Schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Education Regulations (766 Reg. 603 CMR 46.00). If a student's behavior poses a threat of imminent harm, he/she may be restrained until calm. Qualified, trained staff carries out specific procedures and parents are notified. For further information, contact your child's school.

Early Childhood Addendum/Non-Violent Physical Crisis Intervention

Young children need to be taught pro-social behaviors. They do not automatically control their impulses; notice other's feelings or have the language to express their feelings or needs. Preschool and kindergarten personnel teach children to make caring connections through multi-sensory teaching. Good programming incorporates guiding children's auditory, visual and movement reception and expression. Guiding always involves positive, helpful touch and at times physical redirection by personnel. This is part of teaching. Only on the rare occasions that staff must protect anyone from "imminent, serious, physical harm", early childhood

personnel will use non-violent physical crisis intervention/restrain according to the new regulations 603 CMR 46.00. All restraint procedures set forth above must be followed if there is any injury from holding the child or if the required restraint lasted for longer than 5 minutes. Teachers who are not on the Crisis Response Team are assured that, under the Department of Education Regulations, "the training requirements...shall not preclude a teacher or employee...from using reasonable force to protect students".

GENERAL INFORMATION

Address and Phone Numbers

Please advise the school immediately when an address change occurs. In case of an emergency, it is of the utmost importance that the school be informed of current information. In addition, if contact persons' addresses and/or phone numbers listed on the emergency cards change, please notify the school as soon as possible.

Animals and Pets

With the exception of fish, animals and pet are not allowed on the grounds or in the ECDC.

Appropriate Dress

Dress should not hinder the educational process and should present a comfortable atmosphere for students and staff. All students are expected to attend school appropriately dressed and properly groomed. The trends in fashion have brought some complications to this matter. Shoes and footwear such as **flip-flops and open back beach shoes are also not permitted** as they pose a safety risk on stairs and in the event of an emergency. Shirts with inappropriate symbols or slogans written on them are highly discouraged. Hats may be worn to school but must be removed upon entering the building. **Wheelies/heelys** No matter what you call them, these shoe "skates" are not permitted on school property or in the building.

Book Club

We participate in the "Firefly" Book Club on a monthly basis to provide parents with the opportunity to purchase developmentally appropriate books of high quality at a very low price. Additionally, each time a book is ordered the classroom teacher gets points toward free classroom books. Please do not feel any obligation to participate.

Chain of Authority

To make the most of your child's education, it is important to address any questions or concerns **with your child's teacher** as soon as they arise. This can be done by writing a note to the teacher or by calling the school and leaving a message for the teacher. If concerns remain after discussing them with the teacher, the Principal should be contacted.

Change in Staff

Occasionally staff changes take place during the school year. When this occurs, parents will be informed in writing about these changes.

Family Resource Lending Library

The ECDC has a wide range of reading materials in our resource room for parents to borrow. Topics include: Behavior Management, A.D.H.D., Sleep Problems, Developmental Delays and many more. If you are interested in borrowing books from our library, please contact your child's classroom teacher.

Hand Washing Guidelines

- Use liquid soap and running water
- Rub your hands vigorously for at least 10 seconds

Wash everywhere:

- Backs of hands
- Wrists
- Between fingers
- Under fingernails

Rinse well.

- Dry hands with a paper towel
- Turn water off using a paper towel, not your clean hands

Lost and Found

Please label sweaters, coats, hats, mittens, lunch boxes, etc. When you send money to school, please put it in an envelope and label it with the name of the child, teacher's name, the amount of money and purpose.

A Lost and Found area is located in the front office. Parents and students should regularly check for items that have been lost.

Newsletters and Communication

Newsletters will be sent home weekly informing parents/guardians about the curriculum theme, past and future activities as well as important dates to remember. In addition, daily communication will be provided through a "Choice activities checklist". Open communication between teachers and parents is very important to the ECDC staff. **Please contact your child's teacher before or after school hours.** You may leave a voice message with your child's teacher and she will return your call at the end of the school day.

No Smoking Policy

The Franklin School Committee prohibits the use of any tobacco products within the school buildings, the school facilities, on school grounds or school vehicles including buses by any individual, including school personnel, consistent with Massachusetts General Laws, Chapter 71, Sections 37H.

Holiday or Birthday Celebrations and Invitations

For birthday celebrations we invite parents/guardians to send in a white tee shirt for their child's birthday. Classmates will draw pictures on the tee shirt. Your child will then wear the tee shirt and a crown to celebrate their birthday. In addition, on birthday and holiday celebrations, please DO NOT send in any edible or non-edible treats (snack, cake, or "goody/party" bags). Some students at the ECDC have restricted diets.

Invitations **may not** be handed out at school unless the entire class is invited. If you can only accommodate some children, please mail the invitations and thank you cards from home.

Parent Communication Council

The PCC extends a warm welcome to you! We are an independent volunteer organization that endeavors to assist teachers and students, enhance the education process, offer family social activities and foster a proud school community. The PCC also advises the school Principal about school matters and to help develop school improvement plans. We meet on a monthly basis to discuss upcoming events at school, plan future activities, share ideas and socialize with other parents.

The PCC has a busy schedule throughout the year in providing assistance with special programs, volunteering time in a variety of ways during the school day and in fund raising events. PCC yellow flyers will be sent home regularly in your child's backpack.

Required Written Notes

- When your child is to be dismissed before the end of the day
- For alternate transportation after school

Snacks

Your child needs to bring a snack to school. Drinks are provided by the ECDC. We encourage good health and proper nutrition. Some snack suggestions are:

Yogurt	Fresh vegetables	Granola Bars
Sandwiches	Low sugar cereal	Cheese
Applesauce	Fresh fruit	Dry fruit
Bagel	Pretzels	Cracker

If snack items are perishable in warm weather, please put an ice pack in the lunch box. Please do not send in the following foods: hot dogs; whole grapes; nuts; popcorn; raw peas; hard pretzels; spoonfuls of peanut butter; chunks of raw carrots or meat larger than can be swallowed whole.

Special Traditions

Given the diversity of our families we would like to encourage parent/guardians to share their special family traditions throughout the year. Please contact your child's teacher for more information.

Transitions From Home To School

For some children the transition between home and school can be difficult. We strongly encourage a partnership with parents to support a positive transition. The staff will make sure to provide high interest developmentally appropriate activities along with a nurturing environment. Some suggestions to support a positive transition are:

- Prepare your child by being excited about school.
- Do not prolong the good-bye. If your child whines or clings, staying will only make it worse.
- Create comfortable routines
- Always say good-bye to your child.

If your child does experience transition difficulties we will call you and give reassurance that your child is doing fine.

What To Bring To School

- Backpacks - Children should have an appropriate size backpack to carry materials and information to and from school. It should be large enough to hold school projects and notices, yet small enough for them to carry independently. Please **do not** send your child to school with a backpack that has wheels. These backpacks are a safety issue when going up and down the stairs. Please label the backpack with your child's name and check it daily for school information.
- Clothes - Please dress your child in play clothes. Even though we wear smocks for messy activities it is difficult to keep paint, etc., off clothing. Additionally, dress your child according to the weather. We try to go outside on a daily basis, weather permitting. Flip flops or shoes that could be potentially dangerous while outdoors or on the stairs should not be worn to school. Please label all clothing items.
- Diaper Wipes - If your child is still wearing diapers, please provide a box of diaper wipes.
- Diapers - Please keep several disposable diapers in your child's backpack. When they have been used, please replace them

HEALTH SERVICES

Emergency Cards

To help provide prompt care for you child, the schools **REQUIRE** that you complete an emergency card containing the name of your family physician and other persons to contact if you are not available. The accuracy of this information is vital. Emergency cards **MUST** be updated on a yearly basis. **If information changes during the school year, please update the emergency card immediately.**

Please provide the school with any relevant COURT DOCUMENTS concerning custody, visiting privileges, etc.

Accidents and or Illness at School

A school nurse is available for parents and children at the school on a daily basis. Students who are ill or injured are urged to tell their teacher, education support person (ESP) on duty, or the nearest staff member immediately. In the event of serious injury or illness at school, the school nurse will provide immediate first aid. If follow-up care is needed, or if the child cannot remain at school, parents will be notified. The nurse or principal will assume responsibility for determining whether your child should be sent home because of illness. Please do not send your child to school if you detect a fever, rash or other signs of illness.

Communicable Diseases

A student showing signs of ill health, or of being infected with a disease, shall be sent home as soon as safe and proper transportation can be arranged. He/she shall remain at home until the communicable condition has been resolved to the satisfaction of the school nurse.

Parent help and cooperation are essential to prevent the spread of communicable diseases, such as conjunctivitis (pink eye), strep infections, and viruses. Students under treatment for conjunctivitis and strep throat **must** stay out of school for the first 24 hours of antibiotic treatment. **A child who has been ill with a fever or symptoms of vomiting or diarrhea should not return to school until he/she has been symptom-free for 24 hours.**

Franklin Public Schools' Health Department Nursing Procedure

Subject: Serious Communicable Disease

Purpose: To establish guidelines regarding the role of the school nurse and school administrative staff in response to an outbreak of a serious communicable disease.

1. When there is a confirmed case of a serious communicable disease (i.e. salmonella, pertussis, meningitis), the school nurse will immediately contact principal, pupil services office and superintendent of schools. In consultation with administrative personnel, the nurse will determine with the MDPH epidemiologist the guidelines for notification, exclusion and treatment of close contacts. Copies of all letters will be sent to superintendent for review before dissemination.
2. The director of Pupil Personnel Services and school nurse, in consultation with building principal will be responsible for:
 - a. Determining close contacts as defined by MDPH
 - b. Notifying parents of close contacts by letter and/or phone, depending on the urgency of seeking preventative treatment
 - c. Assigning additional personnel to assist with notification (i.e. guidance, secretarial staff, ESP's)
 - d. Providing general notification to staff and the school community as indicated
3. School nurse will contact health care professionals in other schools if close contacts and/or siblings are involved.
4. School nurse shall be responsible for direct communication with family, physicians and all health care agencies.
5. Students with a significant medical disability requiring a Section 504 Plan and/or and Individual Health Care Plan (IHCP) will be contacted by the school nurse, (as per the health plan), if they may be impacted by the spread of a communicable disease within the school community.

Immunizations

The School Immunization Law, Chapter 76, Section 15 of the General Laws states: "No child shall be admitted to school except as hereinafter provided." The provisions are:

- A physician's certificate listing immunizations given and/or the diseases the child has had. A physician's certificate stating immunization is contraindicated for health reasons.
- A parent or guardian's statement that immunization conflicts with religious beliefs.

The law requires immunization against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, and rubella (German measles). Principals are responsible for refusing school admittance to children who have not had the required immunizations or who are not otherwise exempted as explained above. Non-immunized or partially immunized children whose private physicians certify they are in the process of receiving the required immunizations shall be regarded as in compliance with the law. However, all immunizations must be complete for admission to kindergarten.

In addition, the Massachusetts Department of Public Health requires Hepatitis B immunization for all students in preschool programs as a condition of school attendance. A second dose of measles vaccine will be required for entry into the 7th grade until 2002. Effective September 1996 a second dose of measles vaccine will be required for entrance into kindergarten. Hepatitis B vaccine and proof of lead screening are also required for kindergarten entry for all children born on or after January 1, 1992. A tetanus/diphtheria booster is required in grades 10 -12.

Medications

The policy of the Franklin Public Schools is that no medication will be dispensed in school without a written physician's orders and written parental consent. This includes over the counter medications and medicinal substitutes such as nutritional supplements. All medications will be dispensed by a registered nurse (including on field trips).

When a student is required to take any medication during school hours, the following are necessary:

1. Written permission for the school nurse to dispense the medication must be signed by the parent and physician before any medication will be dispensed. These orders must be renewed at the beginning of each academic year. (Medication forms may be obtained from the school nurse).
2. The medication, which shall be limited to a 30-day supply, must be brought to the school nurse in a properly labeled, original prescription bottle. Over the counter medication must be supplied in the original manufacturer's labeled bottle. No medication will be administered from plastic bags, envelopes, or any other container.

3. A parent, guardian, or designated responsible adult shall deliver all medications to be administered in school, to the school nurse. In extenuating circumstances, as determined the school nurse, the medication may be delivered by other persons provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and of the quantity of medication to be delivered to the school.
4. The medicine will be kept in a locked cabinet or when required in a locked box in a refrigerator in the nurse's office and dispensed only by the registered nurse.
5. Most prescription medication is available in a 2 or 3 times a day dosage form. Parents should inquire about the availability of these medications from their physicians. This will eliminate the need to take medication during school hours.
6. Medication may be retrieved by the parent at any time and the medication will be destroyed if it is not picked up with one week following termination of the order or one week beyond the close of school.

Physical Examination

The state law requires that all students present evidence of a physician's physical examination on entry into preschool

Pediculosis

The Franklin Public Schools have a "nit free" policy which means that a student treated for head lice will not be readmitted to school until there are no nits observed by the school nurse.

Screenings

All children are screened for vision and hearing annually in preschool. Parents of those children failing to pass either of these screenings will be notified. It then becomes the parent's responsibility to seek additional professional follow-up.

School Nurse

The school nurse is available for parents and children on a daily basis. Parents should **keep the nurse informed of any change** in the child's health in order that records remain current.

Managing Life Threatening Food Allergies in the Educational Environment

Franklin Public Schools recognizes that students with life-threatening food allergies require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of Franklin Public Schools that the management of life-threatening food allergies be accomplished in compliance with applicable state and federal regulations. Franklin Public Schools implements this policy and administrative procedures pursuant to the guidelines established by the Massachusetts Department of Education, in a document entitled, "Managing Life-Threatening Food Allergies in Schools" and other reliable resources relating to this issue.

It is the policy of the school committee to establish age-appropriate guidelines for students within the school district in order to minimize the risk of students with life-threatening food allergies (LTA). The guidelines established might include building-based medical emergency plans, the implementation of Individual Health Care Plans (IHCP) that includes an individualized emergency plan, effective training programs for personnel, students, and consultation with appropriate medical specialists. The Franklin Public Schools maintains the expectation that specific building-based guidelines /activities will be established to insure that the health needs of all students will be met in the least restrictive environment. In order to assist students with developing the skills necessary to participate in all educational programs, building-based teams will communicate with parents and students to allow the student to gradually assume more responsibility for maintaining their safety as they advance from elementary school to secondary school.

The Franklin Public Schools has developed protocol/guidelines for the management of life threatening food allergies. Building-based teams will consult with parents, and where applicable the student, to develop a safe and effective health plans so that the student will be able to access all educational programs. If appropriate, the school-based team may indicate on the IHCP and/or the 504 Plan that the student will carry the EPI-Pen on his/her person. Where this is a recommendation all necessary training procedures and guidelines articulated in the policy will be adhered to.

Parents/Guardians of children placed in the same classroom with a child presenting with a Life-Threatening Food Allergy will be informed in writing and are requested to be sensitive to needs of children with these types

of significant food allergies. We ask that parent/guardians comply with requests to inform the teacher when sending in any type of snack for the class.

Child Abuse

According to Massachusetts law, a teacher is a mandated reporter of suspected child abuse or neglect. Based on legal requirements of Chapter 119, Section 51A of the Massachusetts General Laws, guidelines, procedures and information memoranda have been prepared to provide direction for school staff members in identifying and reporting suspected child abuse/neglect cases. Personnel should be aware that by state statute they are immune from civil or criminal liability when reporting suspected child abuse/neglect cases. Failure to report may result in a fine of up to \$1000.00.

Franklin Public School teachers or other employees who suspect a child is being abused or neglected shall **report the following information to the principal as** soon as possible.

1. Name and address of the child and parent (or guardian)
2. Child's gender
3. Nature and extent of the child's injuries, abuse or neglect
4. Any evidence of prior injuries, abuse or neglect
5. Action, if any, taken to treat, shelter, or assist the child
6. Name of the person or persons making the report
7. Other pertinent information

School employees shall not contact the child's family or any other persons to determine whether the child is in need of protection. However, it should be noted that nurses, and school counselors should carry out their normal duties in talking with parents about actions and physical hurts of children.

Any personal interview or physical inspection of the child should be conducted in a professional manner.

Definitions of Abuse and Neglect

Abuse means the infliction, by other than accidental means, of physical harm upon the body of a child.

Neglect means the failure to provide necessary food, care, clothing, shelter, or medical attention for a child.

Cases of reported abuse or neglect are to remain **confidential**. Discussion of these situations is limited to appropriate meetings with school staff members who have a need to know or authorized personnel from the Department of Public Welfare or the Children's Protective Services.

Procedures for Reporting Cases of Child Abuse

The following procedures are to be used in referring suspected child abuse:

Any school staff member who suspects that a child has been abused shall report this as soon as possible to the principal and administrator of Pupil Personnel Services on the day of observation. After notification and consultation with the school psychologist, the principal will notify the Department of Social Services by telephone and within two (2) working days submit a written report (Form 51A) to:

Department of Social Services
185 Church Street
Whitinsville, MA 01588
508-234-6213

Recess

Children play outside at recess unless it is raining or dangerously cold. Please see that your child is dressed warmly in the winter. Only students who wear boots and snow pants are allowed to play in the snow. However, even on the blacktop, sneakers often get wet. In winter, an extra pair of socks tucked in your child's backpack is often a welcome relief after a cold recess. To protect against cold, heat, sun injury and insect-borne disease the following is recommended: in cold weather make sure clothing is dry and layered for warmth, when sunny provide sun protective clothing for your child, apply sun block with UVB and UVA protection of SPF 15 to exposed skin and insect repellent if needed due to high risk of insect-borne disease. Please note sunscreen and bug spray need to be applied at home. The ECDC staff can not apply them.

SCHOOL SAFETY

Asbestos Hazard Emergency Response Act

In compliance with U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), inspections of the Franklin Public Schools were performed during 2000 for asbestos-containing materials.

All inspection finds and the asbestos management plans have been on file with the Franklin School Department since the initial inspection. Management Plans and all other related information are maintained at the office of the Director of Administrative Services.

The EPA requires schools to have asbestos re-inspections every (3) years.

Complete results of the three (3) year re-inspections are on file in the Superintendent's Office.

Emergency Evacuation and Lockdowns

From time to time throughout the year, the students and staff will conduct both announced and unannounced emergency evacuation/lockdown drills as well as other emergency drills.

Fire Drills

State law requires that every school hold supervised fire drills each year under the direction of the Franklin Fire Department. A written report is given to the principal indicating evacuation time and any safety related issues observed. A signal will be given indicating a fire alarm. Directions for the swift and orderly evacuation of the building are posted in each room. Given these drills, staff and students will become familiar with them.

Communication Sent to Non-Custodial Parents

There are circumstances where parents share joint custody of their children and live separately. In this case the non-custodial parent may want to receive notices, progress reports, etc. from school. These parents may choose one of three options.

- Provide the school secretary with self-addressed stamped envelopes and she will mail notices as they are provided to her by the teacher.
- The school secretary will collect notices and the parent may come in periodically and pick them up.
- Duplicate notices will be sent home with the child.
- You must notify the school secretary if you wish to receive duplicate notices and how you would like to collect them.

Photo Release

During the course of the school year there may be occasions when photographs will be taken. These times might include special school events, class photos, project displays or particular classroom lessons. These pictures, slides or videos might be used as part of a school presentation, an exhibit, or publicity in a local newspaper or on Cable TV. If you **do not** want your child's picture taken or displayed, please **notify the school in writing addressed to Mrs. Seyfried, Principal**. Otherwise it will be assumed that photographing or videotaping of your child is acceptable.

Visitors to the School

Parents, accompanied by school personnel, are welcome to visit the school to observe classes and tour the building. To ensure the safety of the children and to avoid disrupting the educational process, these visits must be arranged through the Principal's office.

To help ensure the safety of all our students, all outside doors will be locked during the school day. Parents and/or visitors should enter through the ECDC main door during the day. This door is equipped with a camera, buzzer and a monitor. All visitors to the school are **required to sign in and out at the office**.

Procedure for Visitation by Those Other than Personnel of the FPS

Only the parent(s) or legal guardian(s) of a particular child or individual(s) authorized by parent(s) or legal guardian(s) of a particular child shall be permitted to visit and/or observe a class or classes or the particular child. An individual authorized by the parent(s) or legal guardian(s) is one who has the written permission from the parent(s) or legal guardian(s) to visit and/or observe the particular child's class.

In order for the parent(s), legal guardian(s), or individual(s) authorized by the parent(s), legal guardian(s) to visit and/or observe a class or classes of a particular child, the following procedure must be followed:

1. The parent(s)/legal guardian(s) must give prior notice to the Principal of his/her desire to visit and/or observe a class or classes.
2. At the time notice is given, the parent(s), legal guardian(s) or individual(s) authorized by the parent(s) or legal guardian(s) must give a reason why the visit and/or observation is desired or needed.
3. In the event that the Principal determines that the reason for the visit and/or observation is educationally sound and that the visit and/or observation would not disrupt the educational process, the Principal will consult with the teacher(s) involved to ascertain the best time for such visitation and/or observation.
4. The Principal would then contact the individual requesting the visitation and/or observation to inform him/her of the date of the visitation and/or observation.
5. If the parent(s), legal guardian(s), or individual(s) authorized by the parent(s), legal guardian(s) wish to discuss with the teacher what he/she observed or the educational development of the child, such discussion will take place at a mutually agreeable time outside of classes.
6. The administration of the Franklin Public Schools has the right to have an employee of Franklin Public Schools or a person designated by the administration of Franklin Public Schools present during the same class or classes which are being observed by the parent(s), legal guardian(s), or individual authorized by the parent(s) or legal guardian(s).

School Volunteers

Our school programs in the past have been successful because of the help from adult volunteers. Parents/Guardians "active" involvement is essential to a successful school experience. The ECDC staff welcomes volunteers and believes this partnership fosters the development of the "total" child. **All volunteers are required to complete a CORI background check each year.** You must apply in person to the school office and present photo identification. When volunteering parents/guardians must turn off their cell phones. Please contact your child's teacher for detailed information.

SPECIAL EDUCATION

Special Education Programs

Chapter 766 is the Massachusetts Comprehensive Special Education Law enacted in 1974. The law provides that students who are suspected of having special needs may be evaluated by a team of professionals.

In Massachusetts, in order to be eligible for special education services, a student must demonstrate the presence of a disability (autism; developmental delay; intellectual, sensory, neurological, emotional, communication, physical or health impairment; or specific learning disability) that prevents the student from making effective progress in education and requires specially designed instruction or related services in order to access the general curriculum. An initial evaluation to determine eligibility will seek sufficient evaluative information to make a fair determination that considers all of these factors.

If an evaluation is completed, the TEAM, of which parents are an integral part, will determine if the student is eligible for special services. For students who are identified as being in need of special education, a range of services is available within the Franklin Public Schools.

At the pre-school level, the Special Services Department provides a number of programs for children three years of age or older who are evaluated and found to have special educational needs. Classes at the pre-school level emphasize language acquisition and school readiness skills as well as socialization experiences.

Our school has services for children who require specialized remedial instruction as written in each of their Individual Educational Plans. Specialists in speech and language therapy, learning disabilities, and emotional and/or behavioral problems service designated children. In addition, the Special Services Department may suggest other specialized programs provided by other agencies.

Educational Services to Students Identified as Homeless

Section 725 (2) of the McKinney-Vento Homeless Assistance Act, which applies to the Franklin School District, defines homeless children and youths as:

- individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

This definition includes:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations;
- migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- unaccompanied youth a youth not in the physical custody of a parent or guardian.

The McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll a homeless student, even if they do not have the documents usually required for enrollment, such as school records, record of immunizations, medical records or proof of residency. Homeless youth covered by the Act may also be entitled to other services or program benefits, such as transportation or reduced/free lunch.

Students Records- Summary of Regulations Pertaining To Student

In January 1975, the State Board of Education adopted regulations pertaining to student records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. Under ordinary circumstances, when releasing records, students should allow up to five (5) school days for processing.

The parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Pursuant to Mass. General Laws Chapter 71, Section 34E and Section 23.01(3) of the Massachusetts Student Records Regulations, a parent of a student has the right to inspect his or her child's student record regardless of the student's age. Under Section 23.07(2) (a) of the regulations, parents and "eligible students" (those fourteen or older or in at least the ninth grade) have the right upon request to a copy of any information in the student record. However, Section 23.01 (3) of the regulations permits a student eighteen or older to limit his or her parent's right to a copy of some or all of the information in the record by submitting a written request to the principal or superintendent. A copy of such request must be kept in the student record and honored by school officials.

Confidentiality of Record

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student. In addition, any person inspecting or releasing information in the temporary record must note which portion was inspected or released and for what purpose in a log that is kept as part of the temporary record.

Amendment of Record

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information on the record be amended or deleted. The parent and the student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provision through which the decision may be appealed to higher authorities in the school system.

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Access to Student Records for Non-Custodial Parent's

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. Any individual who by court order does not have physical custody of the student is considered a non-custodial parent for purposes of M.G.L. 71, & 34H, 603 CMR 23.07 and this policy. This includes parents who by court order do not reside with or supervise the student, even for short periods of time. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered supervised visitation, or
 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.00.
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07.
- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order, which prohibits the distribution of information pursuant to M.G.L. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H; 603 CMR 23.07
Adopted: September 26, 2006

ADDITIONAL DISTRICT POLICIES

Drug and Alcohol Policy

All students attending the Franklin Public Schools should be aware that the possession, sale and/or use of illicit drugs, including alcohol, are wrong and harmful and will not be tolerated in the schools, on school grounds, or at school functions which are either on or off school property.

Offending students will be given due process, however, once sufficient evidence has been produced to prove the offense was committed, the following steps will be taken:

1. Notification of parents and Superintendent of Schools
2. Suspension from school for up to ten days
3. Police/Juvenile office notified
4. Conferences with the Principal, school counselor/psychologist, and nurse to determine the need and/or course of action for counseling and/or a rehabilitation program.
5. Fulfillment of the recommendations of the committee identified in #4.

Additional offenses will automatically cause the following actions to be taken:

1. Referral to the District Court for a "Child in Need of Services" petition.
2. Referral to the Superintendent of Schools for an expulsion hearing.

PUBLIC SCHOOLS LIASIONS / COMPLAINT OFFICERS

Individuals with Disabilities /Special Education Director

Ms. Elizabeth Fitzmaurice
Director of Special Education
355 East Central Street
Franklin, MA 02038

Homeless Liaison

Ms. Elizabeth Fitzmaurice
Director of Special Education
355 East Central Street
Franklin, MA 02038

English Language Learner Liaison

Ms. Michele Kingsland-Smith
Director of Instructional Services
355 East Central Street
Franklin, MA 02038

Section 504 Coordinator

Ms. Elizabeth Fitzmaurice
Director of Special Education
355 East Central Street
Franklin, MA 02038

Title II Liaison

Ms. Sally Winslow
Assistant Superintendent of Schools
355 East Central Street
Franklin, MA 02038

Title VI Civil Rights Officer Harassment / Grievance

Ms. Sally Winslow
Assistant Superintendent of Schools
355 East Central Street
Franklin, MA 02038

Title IX Officer

Ms. Sally Winslow
Assistant Superintendent of Schools
355 East Central Street
Franklin, MA 02038

Educator Licensure

Ms. Lisa O'Keefe
Director of Human Resources
355 East Central Street
Franklin, MA 02038

MEMORANDUM OF UNDERSTANDING

Preamble

This Memorandum of Understanding ("MOU") is established between the Franklin Public Schools ("DPS"), Franklin Police Department ("FPD"), and Norfolk County District Attorney's Office ("NCDAO") regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within FPS facilities or at any school related activities. The MOU is intended to foster and ensure an environment in which students, teachers, parents, administrators, employees and members of the school community may participate in the educational process without fear of violence or other illegal activity. Toward the end, there shall be a "Zero Tolerance" policy regarding serious acts of violence, weapons, hate crimes and drug distribution within and on the school grounds of the FPS. A zero tolerance policy means that

such incidents will not be tolerated in the FPS and violators will be referred for disciplinary action, evaluation and/or prosecution in an expeditious fashion. Initially, this MOU will establish a protocol to foster and facilitate regular communication and cooperation between the parties in areas of mutual concern.

This MOU is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the MOU will be protected by all laws relating to privacy and confidentiality. This MOU is in addition to, and does not supplant, policies of the FPS with regard to disciplinary procedures and codes of student conduct which are not or may be formulated and published in any student handbook.

The parties hereby agree that in order to provide a "safe educational zone" for the FPS the following policies will be established:

I. Official Response to Reports of Serious Acts of Violence, Weapons, Hate Crimes or Drug Distribution

1. The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding any "serious act of violence." A serious act of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, employee or member of the school community occurring in a school facility, or on school property and/or in connection with a school function, which results in bodily injury and/or involved the possession or use of a weapon.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any instance where a "weapon" is possessed by or taken from a student within the school, on school grounds or surrounding area, or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws Chapter 269, Section 10, and any other object that FPS, in its discretion, feels warrants further attention by FPD.

The FPS, through its superintendent or his/her designee, shall continue to promptly notify the FPD liaison of any information regarding the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school violence.

2. The FPD shall assign an officer to serve as liaison with the FPS. The FPD shall continue to make the liaison officer available to FPS during school hours. The liaison officer shall receive report from the FPS superintendent or his/her designee regarding serious acts of violence, the possession or use of weapons, incidents of hate crimes or the distribution of drugs within the school, on school grounds or surrounding area, or in connection with a school function. The FPD liaison shall investigate such cases and, where appropriate, refer such cases to NCD AO for prosecution. The FPD shall promptly notify the NCD AO of any reports of weapons, distribution of drugs, hate crimes or serious acts of violence.

3. The NCD AO shall coordinate any case involving a child over the age of eleven which involves serious acts of violence, weapons, hate crimes or drug distribution with the FPD liaison and the FPS. Such cases will be evaluated by NCD AO and prioritized for prosecution where appropriate. **The NCD AO shall make every effort to consult with the FPS superintendent or his/her designee and FPD liaison regarding appropriate conditions of pretrial recognizance during the pendency of the juvenile or criminal case.** The NCD AO shall make every effort to consult with the FPD and FPS regarding the disposition recommendation of such cases. In any case involving serious acts of violence, weapons, hate crimes or distribution of drugs, it shall be the policy of the NCD AO not to recommend a dismissal or pre-trial probation on any such case, except for extraordinary circumstances and only after consultation with liaisons of both the FPS and FPD.

The NCD AO shall report any felony delinquency complaint or adjudication to the appropriate FPS superintendent.

II. Discretionary Reporting of Any Illegal Activity

1. In addition, the FPS, FPD and NCD AO shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.

III. Roundtable Meetings

1. The FPS, FPD and NCD AO shall establish regularly scheduled meetings to discuss the implementation and monitoring of this Agreement.

2. Such roundtable meetings shall occur monthly, unless by a suggestion of the parties, it is necessary or appropriate to meet more frequently. The parties may also invite other officials (e.g., DYS, Probation) to participate as appropriate.

3. To the extent permitted by law, the parties shall share information regarding the implementation of the Agreement. The parties agree that any information acquired during roundtable meetings shall be confidential and subject to privacy restrictions established by law.

FRANKLIN PUBLIC SCHOOL DISTRICT COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE

Policy
It is the policy of the Franklin Public School District to provide learning and working environment free from discrimination and harassment. Staff or student complaints of discrimination or harassment based upon sex, race, color, religion, national origin, disability, age, or sexual orientation should be brought to: Discrimination/Harassment Complaint Coordinator, Franklin Public Schools, Administration Office, 355 East Central Street, Franklin, MA 02038. The policy and procedures set forth herein shall apply to complaints pursuant to state and federal laws, including: Title VI of the Civil Rights act of 1964; Title IX of the Education Amendment of Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans With Disabilities Act; and Massachusetts General Laws, Chapter 151B.

Procedure

All grievances shall be processed in a fair, expeditious and confidential manner. When a complaint of discrimination or harassment is made, the following investigative and appeal procedures will be followed:

Step 1: Discrimination/Harassment Complaint Coordinator

Complaints may be made verbally or in writing to the Coordinator, who has authority to investigate all grievances. Complaints should be made promptly, within a short time after the occurrence, giving rise to the complaint, to assure a prompt investigation and fair resolutions. All complaints will be thoroughly investigated. Both the complainant and the subject of the complaint will be interviewed and given a full opportunity to state their case. Witnesses, if any, will also be interviewed. A record will be kept of each investigation.

The complaints will be investigated within a reasonable time, usually not to exceed ten (10) school days after the complaint has been received. Both the complainant and the subject of the complaint will be informed of his result of the investigation, in writing. If the complain is substantiated, the Coordinator will refer the matter to the proper supervisor or administrator for appropriate disciplinary action. For students, discipline may include a warning or reprimand, in school or out of school suspension, or expulsion from school. Discipline of school staff will be consistent with collective bargaining procedures, if applicable, and may include reprimand, suspension from employment, or employment termination.

Step 2: Superintendent

In the event a complainant or subject of a complaint disputes the result of the investigation, he/she may further appeal to the Superintendent of Schools within ten (10) school days of the Coordinator's decision. Any request for appeal shall be made in writing. The Superintendent shall meet with the parties to hear the appeal, and shall review the records of the investigation. The Superintendent shall issue a decision within ten (10) days of the hearing.

Step 3: School Committee

Further appeal may be made to the School Committee within ten (10) school days of the Superintendent's decision. Such appeal must be made in writing. The School Committee will hear the complaint and make a determination within ten (10) school days of the School Committee Hearing.

DISCRIMINATION-HARASSMENT

HATE CRIMES

The Franklin Town Council has adopted Resolution 96-135.

Be it resolved by the Town Council:

1. That the Town of Franklin declares a zero tolerance policy for all hate crimes in the form of any overt action motivated by bigotry and bias, including a threatened, attempted, or completed overt act motivated by racial, religious, ethnic, handicap, gender, or sexual orientation prejudice, or which otherwise deprives or seeks to interfere with or disrupt the exercise of a person's constitutional rights by threats, intimidation or coercion.
2. That the Town of Franklin's public officials and officers be charged to pursue such policy by fully applying the powers of enforcement established under the Massachusetts General Laws at Chapter 22C @ 32; Chapter 265, S37 and S39; and Chapter 266, S127A; and Chapter 272.

Amendment to Anti-Discrimination Law

Effective March 10, 1994 the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5 now includes the following provision:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

DISCRIMINATION/HARASSMENT (CHAPTER 76 S.5)

The Franklin Public School Department is committed to equal educational opportunity for all students and members of the school community without regard to age, color, disability, national origin, race, religion, sex or sexual orientation, in all aspects of employment and education. The members of the school community include the School Committee, administration, staff, students and volunteers working in the schools while they work and study subject to school authorities.

The Franklin Public School Department is also committed to maintaining a school environment free of harassment based on age, color, disability, national origin, race, religion, sex or sexual orientation. The Franklin School Department expects all members of the school community to conduct themselves in an appropriate and professional manner with concern for the students.

SEXUAL HARASSMENT

INTRODUCTION

It is the goal of the Franklin School Committee to promote a workplace that is free of sexual harassment. Sexual harassment of employees, students, and/or all other individuals conducting business in any Franklin Public School facility, occurring in the workplace or in the settings which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this school district. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with any investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Franklin Public School takes allegations of sexual harassment seriously, the Superintendent or his/her designee will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, he/she will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment is this:

“sexual harassment” means sexual advances, requests for sexual favors,

and verbal or, physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;
or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexual oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiring into one's sexual experiences; and
- Discussion of one's sexual activities.

COMPLAINTS OF SEXUAL HARASSMENT

If any employees, students, and/or individuals conducting business in any Franklin Public School facility believe that they have been subject to sexual harassment, they have the right to file a complaint with the school district. This may be done in writing or orally with the following personnel:

Assistant Superintendent of Schools, District Compliance Officer

Central Office, 355 East Central Street

Phone: 508-553-4819

Director of Human Resources

355 East Central Street

Phone: 508-553-4810

Building Principal and/or Department Director/Manager

SEXUAL HARASSMENT INVESTIGATION

When the complaint is received it will promptly be investigated in a fair and expeditious manner, usually not to exceed ten school days. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private and confidential interview with the person filing the complaint and with the witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the district has completed its investigation, it will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. A written record will be kept of each investigation and a written report will be issued to the Superintendent of Schools

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by an employee, the Superintendent or his/her designee will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as the Superintendent deems appropriate.

STATE AND FEDERAL REMEDIES

If sexual harassment has occurred, an individual may file a formal complaint with any of the following government agencies set forth below. Using the complaint process of the Franklin Public Schools does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period of filing a claim (EEOC – 180 days; MCAD – 6 months).

The United States Equal Employment Opportunity Commission (“EEOC”)

1 Congress Street – 10th Floor

Boston, Massachusetts 02114 (617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:

One Ashburton Place, Room 601

Boston, Massachusetts 02108

(617) 727-3990

Springfield Office:

424 Dwight Street, Room 220

Springfield, Massachusetts 01103

(413) 739-2145

Massachusetts Department of Education

350 Main Street

Malden, MA 02148

781-388-3300

The U.S. Department of Education, Office for Civil Rights

222 J.W. McCormack Post Office & Courthouse, 7th Floor

Boston, MA 02109-4557

617-223-9662

LEGAL REFERENCES:

M.G.L. 151 B, Section 3A; 603 CMR 26.00

Title VII, Section 703, Civil Rights Act of 1964 as amended (now known as *42 USCS § 2000e-2*)

EEOC Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
34 CFR Part 106