



# ELEMENTARY HANDBOOK 2010 - 2011

## **CEDAR SCHOOL, PK-4**

265 Cedar Street  
Hanover, MA 02339  
(781) 878-7228  
FAX (781) 878-1968  
Health Office/Nurse  
(781) 982-4037

**PRINCIPAL**  
**MS. RISA MANCILLAS**

## **CENTER SCHOOL, PK-2**

65 Silver Street  
Hanover, MA 02339  
(781) 826-2631  
FAX (781) 826-0765  
Health Office/Nurse  
(781) 829-2234

## **SYLVESTER SCHOOL, 3/4**

495 Hanover Street  
Hanover, MA 0239  
(781) 826-3844  
FAX (781) 829-5098  
Health Office/Nurse  
(781) 829-2235

**PRINCIPAL**  
**MRS. JANE DeGRENIER**

**ASSISTANT PRINCIPAL**  
**MRS. KAREN WALORZ**

Web address: [www.hanoverschools.org](http://www.hanoverschools.org)

# HANOVER PUBLIC SCHOOLS DISTRICT

## CENTRAL ADMINISTRATION

### **Salmond School**

188 Broadway  
Hanover, MA 02339  
781-878-0786  
FAX: 781-871-3374

Superintendent of Schools	Dr. Kristine E. Nash	781-878-0786
Pupil Personnel Services Director	Ellen Witter-Harrington	781-878-0786
Business Manager	Joanne McDonough	781-878-0786
Technology Director	Michael Purdy	781-878-0786
Food Services Director	Michael Meagher	781-878-6667

## SCHOOL COMMITTEE MEMBERS

Chairperson:	Mrs. Suzanne Brady	<a href="mailto:sbrady@hanoverschools.org">sbrady@hanoverschools.org</a>
Vice Chair:	Mr. Michael Cianciola	<a href="mailto:mcianciola@hanoverschools.org">mcianciola@hanoverschools.org</a>
Secretary:	Mr. Brian Shaw	<a href="mailto:bshaw@hanoverSchools.org">bshaw@hanoverSchools.org</a>
Member:	Mr. Lester Hayward	<a href="mailto:lhayward@hanoverschools.org">lhayward@hanoverschools.org</a>
Member:	Dr. Stephanie Gertz	<a href="mailto:sgertz@hanoverschools.org">sgertz@hanoverschools.org</a>

**SNYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION  
PUBLIC SCHOOLS**

**SYNOPSIS OF LAWS**

**Title VI of the Civil Rights Act of 1964**

**Coordinator: Thomas Raab**

**1-781-878-5450**

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

**Title IX of the Education Amendments of 1972**

**Coordinators: Anthony Hrivnak  
Virginia Berglund**

**1-781-878-5450  
1-781-871-1122**

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment (M.G.L. Ch.151B, S3A).

**Section 504 of the Rehabilitation Act of 1973**

**Coordinator: Jane DeGrenier**

**1-781-826-2631**

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature of severity of the person's handicap (34 CF104.33)

**Americans with Disabilities Act of 1990**

**Coordinator: Joanne McDonough**

**1-781-878-0786**

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or of any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34 CFR35.107(a))

**EQUAL EDUCATIONAL OPPORTUNITIES LAWS**

**Equal Educational Opportunities Act of 1974**

**Coordinator: Charles Egan**

**1-781-871-1122**

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203(f))

**Mass. General Laws CH.76,S5 (also known as Chapter 622)**

**Coordinator: Risa Mancillas**

**1-781-878-7228**

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

**Title I of the Elementary and Secondary Education Act of 1965**

**Coordinator: Ellen Witter-Harrington**

**1-781-878-0786**

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

**SPECIAL EDUCATION**

**Chapter 688 (transition planning)**

**Coordinator: Ellen Witter-Harrington**

**1-781-878-0786**

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget request that it submits to the state legislature each year.

**The mission of the Hanover Public Schools is to guide every student to thrive in  
a global society.**

**HANOVER PUBLIC SCHOOLS  
MISSION STATEMENT**

*Our goal is to ensure a quality education for our children by stressing high expectations for learning and behavior, by developing a desire to learn, and by offering challenging opportunities to acquire basic skills, as well as, opportunities to explore and grow in other areas. We strive to provide every opportunity for maximum student achievement and for recognition and stimulation of special talents in all students. In addition to a solid academic foundation, an observance of the ordinary and necessary rules of health and safety, the formation of quality work habits, and the development of positive social attitudes are essential to the educational well being of our students.*

*We provide a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We utilize the best instructional practices and resources and we provide opportunities for the professional development of staff. We recognize that parents are partners in this mission and we invite them to join together with us for successful achievement of this mission.*

**ABSENCES**

It is important that a student acquires the habit of regular attendance. A student who is absent must bring a note from his/her parents/guardian. Parents/guardians are encouraged to promote good attendance and to refrain from making plans, which will interrupt the educational process. When parents request assignments for absentees, they understand that this work will not replace a full day of teacher classroom instruction. A large percentage of elementary instruction consists of oral work and classroom participation. Students who have in excess of seven (7) days of unexcused absence in a six-month period (MGH Chapter 76, Section 2) will receive an attendance letter. If continued absences occur, the Hanover Public Schools Attendance Officer may be requested to intervene. Students are required to provide a note for all absences and a doctor's note for absences of more than five consecutive days.

**BIRTHDAY/SPECIAL OCCASION BOOKS**

Our Birthday/Special Occasion Book program is an excellent way to celebrate the world of books. Adding a book to the library is a wonderful way to acknowledge a birthday, holiday, special event, thank you, or in memory of someone special. For a small donation parents can give a book to the school library in the name of a child, teacher, or other special person. A bookplate on the inside cover will contain the name of the person honored, the date and the occasion. A note to the honoree will acknowledge your donation and thoughtfulness. Birthday Book forms are sent home in the beginning of the school year. For more information, contact your school library.

**BULLYING**

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

Bullying of any type has no place in a school setting. The Hanover Schools will endeavor to maintain learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not exclusive to:

1. Intimidation, either physical or psychological
2. Threats of any kind, stated or implied
3. Assaults on students, including those that are verbal, physical, psychological and emotional
4. Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at

school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

The District will promptly and reasonably investigate allegations of harassment, including bullying. The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

## **ADDENDUM C**

### **Administrative Guidelines for Responding to Allegations of Peer Harassment and Bullying by Students <sup>1/</sup>**

It is important for school officials to address all reports of harassment and bullying at school or at school related events. School officials may also be called upon to address conduct that takes place in other settings if the conduct causes a substantial disruption to the school environment or otherwise infringes on the rights of students at school. Once the school has learned of alleged incidents of harassment or bullying, it may not choose to ignore them, even if the complaint is anonymous or the complainant or victim informs the school that he/she wishes the school not to address the matter. Each school should have a team of professional personnel that are prepared to investigate or otherwise address alleged incidents of harassment and bullying.

The school must respond to allegations of harassment and bullying in a reasonable, timely, and effective manner. What is reasonable, timely and effective, of course, depends on the individual circumstances of the complaint including, but not limited to, the nature of the allegations and ages of the students involved. Therefore, while the following may serve as general guidelines for response, the guidelines must be adapted as necessary to effectively respond to the particular allegation at hand.

#### **I. Pre-Investigation**

Staff members who have a reasonable basis for believing that a student is the victim of bullying, harassment or violence should be expected to report the matter immediately to the Principal or other designated administrator. Administrative staff who receive reports should consider the need to contact the Superintendent, the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel for assistance. Staff are also advised to consider the need to report instances of suspected child abuse to the Massachusetts Department of children and Families pursuant to M.G.L. c. 119, 51A or to report suspected criminal activity of a serious nature to the police.

Even before fully investigating allegations of harassment or bullying, school personnel should consider whether there is a need to take immediate steps to protect the alleged victim from further potential incidents of concern. Indeed, such steps may sometimes be sufficient to address the particular allegation. Any steps taken, however, must take into consideration the rights of both the alleged victim and alleged perpetrator. Steps may include alerting staff or parents about the need for heightened observation; parent conferences; structuring circumstances to prevent recurrence of incidents; increasing adult supervision; providing counseling or other support; and developing a personalized action plan with input from the student. In all instances, ensuring that the student has a means of immediately reporting any further concern is key.

#### **II. Investigation**

Timeliness. Where a formal investigation is deemed appropriate, it should be started as soon as possible following notice or knowledge of alleged harassment or bullying.

Written statement of the complaint. It is important to obtain as many facts as possible, starting with gathering information from the complainant, including:

what specifically happened,

who committed the alleged act,

who was present or may have information about the event,

when the event occurred (date, time of day)

where the event occurred

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a

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<sup>1/</sup> These guidelines were prepared by the attorneys at Stoneman Chandler & Miller LLP for general informational purposes. They are not designed to provide legal advice for any particular circumstance or incident.

complaint, the investigator should record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator should sign and date the document her/himself.

Interviews. Once the allegations of the complainant are established, the investigator should take steps to determine whether they are accurate. Gathering evidence often involves interviews of the alleged perpetrator and/or other witnesses. Deciding who needs to be interviewed, the order of the interviews and the questions to be asked requires careful planning, designed to meet the goals of the investigation and the particular circumstances at hand. Open ended questions are key, again focusing on what, when, who, where. Keep notes of the interviews. In some circumstances, it may be advantageous to have another staff member present. If age appropriate, requesting written statements from witnesses or the alleged perpetrator may also be considered.

- Confidentiality The confidentiality of the complainant and the other witnesses can be maintained to the extent possible given the school's obligation to investigate the matter. Note that when initially questioning witnesses or the accused it is not necessary, nor is it advisable, to state the name of the complainant (or victim). Under general principles of school law, there is no right for a student to confront his/her accuser except at a hearing to consider imposing a suspension of more than ten days.
- Retaliation If appropriate, remind the alleged perpetrator and witnesses that retaliation against persons whom they believe might have reported the incident or may provide information about the allegations is strictly prohibited and could itself result in disciplinary action.

### III. Determination

- Facts: School personnel must weigh all of the evidence objectively to determine whether the alleged event occurred, using a "preponderance of the evidence" standard. School officials must have substantial evidence, i.e., such relevant evidence as a reasonable mind might accept as adequate, to support their factual conclusions.
- Harassment or Bullying: Once an incident has been established, school personnel may also be called upon to determine whether it constituted harassment or bullying (or other violation of the discipline code). The determination must be based upon all of the facts and circumstances, and in the case of harassment based upon a protected classification the perspective of a reasonable person with the characteristics upon which the harassment was based. See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991). The "reasonable person" standard as applied to children is "that of a reasonable person of like age, intelligence, and experience under like circumstances."

### IV. Corrective Action

If harassment or bullying is substantiated, the school must take steps reasonably calculated to prevent recurrence and ensure that the victim is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response should be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students. The following are suggestions for steps which may be taken:

Parent conferences

Enhanced adult supervision on school premises

#### Personalized Action Plan

Directives for future conduct, including providing the victim with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Limiting or denying student access to a part or area of a school.

Classroom or school transfer.

Exclusion from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities.

Provide relevant educational activities for individual students or groups of students.

Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.

Reconvene the Team for students with disabilities to consider creation/adjustments to behavior plans, instruction in social/pragmatics, etc. in light of disability.

Provide counseling to the victim and/or perpetrator.

Arrange for communication between the parties, only if appropriate, to assist them in resolving issues which have arisen between them. (Note that such an approach is often not appropriate, since the conduct often involves an imbalance in power.)  
Impose disciplinary action, including but not limited to, a written warning, suspension or expulsion from school, subject to applicable procedural requirements.

**V. Closing a Complaint**

Give the complainant a brief statement of whether or not the complaint was substantiated and, if applicable, what action was taken to prevent recurrence. School officials are generally prohibited from informing the complainant of specific disciplinary action taken against a student—unless it involves a “stay away” or other directive that the victim should be aware of so as to report violations. See, e.g., Analysis of the Federal Education and Privacy Act (“FERPA”) at 73 Federal Register 74832-74833.

- Retain notes and other documents relating to the investigation in a confidential file.
- File a report with the Coordinator for Title IX/Section 504/Chapter 622 or other designated administrator containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Contact the complainant within a reasonable time period to determine whether there have been any

## **BUS TRANSPORTATION**

Bus transportation is available for all students. Each student is assigned to one bus, which services his/her, residence. A request for a change of assignment may be made in writing to the principal. The bus transportation request form is available at [www.hanoverschools.org](http://www.hanoverschools.org). This request may be made for either a previously designated stop on the assigned route or a bus on another specified route within the same district. If approved a new bus assignment would replace the bus stop or the bus assignment on the route for the residence. Children should go home on their assigned bus and leave the bus at the designated stop. **Students may not ride a different bus.** Students who wish to get off their bus at a different stop may with a note signed by a parent/guardian and authorized by the school office. Otherwise, parents are responsible for transportation.

## **BUS CONDUCT**

School buses are considered to be an extension of school. Therefore, school rules apply to bus behavior. Students are to approach the bus in an orderly fashion and only when it is completely stopped. There is no pushing or shoving while getting on or off the bus. There is no throwing of objects, objectionable language, bullying and/or disorderly conduct. Students will follow the rules and directions of the bus driver, including the assignment of seats. Students are expected to ride their designated bus to and from school. The bus driver will inform the school administration of any complaint or infraction of the bus rules.

## **CAFETERIA/LUNCH/SNACKS**

Lunch is available to all students for a nominal cost. In addition to the main meal, a la carte items may be offered. Orders for lunch are placed each morning. Students may also bring their lunch to school. All students may purchase milk. Applications and regulations pertaining to free and reduced-price lunches are available in September and available on-line throughout the school year. The option of prepaying for lunches is available. Students who forget their lunch money may borrow from the cafeteria and repay the next day. All students are encouraged to bring a healthy snack each day. Parents are referred to the Hanover Public Schools LTA policy posted on [www.hanoverschools.org](http://www.hanoverschools.org).

## **CELL PHONE USE**

Students may have cell phones in their possession as long as they are turned off and stored in their backpack. Cell phone use is not allowed anywhere on school property during school hours. If a student needs to contact parents during the school day, he/she may do so from a landline in the main office of the school. Parents who need to contact their child should call the main office on the school line.

## **CHANGE OF ADDRESS/INFORMATION**

Any change of address and/or telephone numbers should be provided to the school office in writing. Whenever a change in address or telephone number occurs, it is the parent's responsibility to complete a new emergency card and/or contingency form. When moving from the school district, parents must notify the school office in writing and complete a record release form. Please note that Hanover Public School policy does not permit non-residents of Hanover to attend Hanover Public Schools.

## **CONFERENCES**

A close relationship between home and school is necessary for the educational development of children. Parents are encouraged to communicate with their children's teachers. Parents and teachers may request conferences at any time. Conferences are scheduled in October, March and June for the purpose of reviewing progress. Additional conferences with any member of the staff may be requested by calling the school.

## **CURRICULUM**

Hanover Public School has curriculum in the core content areas that reflect the Massachusetts Department of Elementary and Secondary Education Frameworks. The Frameworks articulate a vision of teaching and learning in each discipline as well as content learning standards that outline the specifics of what Massachusetts' students are expected to know and be able to do at the various levels of their schooling. Core materials and resources are carefully selected to compliment curriculum implementation and assessment. Professional development includes a variety of activities including the important component of in-service time, which provides for professional growth of the staff in curriculum planning, implementation, and evaluation and instructional improvement.

## **DIGITAL TECHNOLOGY ACCEPTABLE USE POLICY**

The Hanover Public Schools encourages the use of digital technology for completing educational assignments and professional responsibilities. The primary purpose of providing digital technology within the district is to support the educational goals and objectives of Hanover Public Schools. It is expected that all digital technology users will respect the rights of others, and will act in a way that reflects proper ethical and legal standards at all times.

The following Digital Technology Acceptable Use Policy (DTAUP) applies to all faculty, staff, students, community members and guests who use the district's digital technology or who access our network. Any violation of the terms spelled out below may result in loss of access to district digital technology and/or disciplinary/legal action.

### **1. Definition and Purpose**

- 1.1. Hanover Public Schools provides access to its data network and Internet portal (the "network") for employees, students and authorized guests. This network includes all hardware used to deliver and receive data, as well as all software instrumental in viewing and working with data over the network. Any computer—whether purchased by the district or owned by an individual—that is connected to our network at anytime is consider to be part of the network and, thus, is subject to the terms of this DTAUP.
  - 1.1.1. The network has been developed for educational purposes. It is intended to assist students and teachers by providing access to a wide range of information resources. The network also allows for efficient communication within the district, with parents, social service agencies, government agencies, businesses, et cetera.
  - 1.1.2. Incidental personal use of digital technology and the network may be permitted as long as it does not interfere with the educational mission of the Hanover Public Schools.
- 1.2. "User" refers to any staff member, administrator, student, community member or authorized guest who connects to the Hanover Public Schools' network, who uses digital technology belonging to the Hanover Public Schools or who accesses our network.
- 1.3. "Digital technology" is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation. "Digital information" or "digital media" is any data that is created, transmitted, or accessed by digital technology.

- 1.4. "Educational" refers to the process of teaching and learning that is tied to the curricula of the Hanover Public Schools and the Department of Education's Curriculum Frameworks.

## **2. Staff and User Responsibilities**

- 2.1. The Director of Technology will oversee access to the network and will establish processes for authorizing software installation, for the archiving of e-mail and databases, for maintaining virus and spam protection, and for complying with the Children's Internet Protection Act (C.I.P.A.).
- 2.2. The building principal will maintain signed user agreements for students and staff; he or she is responsible for enforcing the DTAUP on-site.
- 2.3. When using the Internet for class activities, teachers will preview and select materials appropriate to the students and relevant to the course objectives. Teachers will help students develop critical thinking skills (i.e. assessing the reliability of information found on the Internet) and provide guidelines and resources to assist their students in focused research activities. While their students are on-line and under their supervision, staff must be actively vigilant of websites visited by students.
- 2.4. Any user who finds objectionable material on any digital device should inform an administrator immediately. This includes material that any user might locate by connecting to a website—whether intentionally or accidentally—or might find residing on a computer or the network.
- 2.5. No staff member may access the on-line grades or personal information of any student except for those students with whom he or she has a direct professional relationship at that time.
- 2.6. No staff member may access the on-line personal or professional information of another staff member (may they access it with the staff person's consent) except when the employee's direct supervisor accesses the information, or directs another member to access the information, in the process of fulfilling his or her professional responsibilities.
- 2.7. Accessing or attempting to access another user's account without permission is strictly prohibited. Users may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users on the network.
- 2.8. All passwords or other means of accessing computers, servers, software, or the network within the Hanover Public Schools is the property of the school district. Any misuse, dissemination, or destruction of these passwords is vandalism, and may be punished through internal disciplinary means and/or through the courts.
- 2.9. Any person who accesses the district from outside the network does so with the same restrictions and responsibilities as outlined in this document.
- 2.10. Any person who illegally accesses the Hanover Public Schools' network with intent to damage the network may be subject to criminal and/or civil prosecution as well as internal disciplinary action.
- 2.11. Any Hanover student, faculty member, administrator, or staff member who libels or slanders any other Hanover student, faculty member, administrator, or staff member using digital technology may be subject to internal discipline and/or punishment within the courts.

## **3. District Limitation of Liability**

- 3.1. Hanover Public Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its network will be error-free or without defect.
- 3.2. The district will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service, or personal physical, psychological, or monetary damages.
- 3.3. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network.
- 3.4. The district will not be responsible for unauthorized financial obligations arising through the use of the network.

## **4. Due Process**

- 4.1. While on the network, the user agrees to take full responsibility for his or her actions. The Hanover Public Schools will not be held liable for the actions of anyone connecting to the Internet through this network. Therefore, all users shall assume full liability—legal, financial, or otherwise—for their use of the network.
- 4.2. Violations of the DTAUP can carry serious consequences and could result in the immediate suspension of the user's privileges. Further disciplinary action may be taken by the administration and/or town, county, state, or federal authorities. Disciplinary actions will be tailored to meet specific concerns related to the violation. These disciplinary actions may include termination of employment or student suspension or expulsion.
- 4.3. Any questions, suspicions, or allegations concerning adherence to the Digital Technology Acceptable Use Policy should be brought to the attention of the Director of Technology, building principal, or the Superintendent of Schools.

## **5. Search and Seizure**

- 5.1. The network and all devices (except those purchased personally by the user) attached to it are the property of the Hanover Public Schools; the storage systems of these devices are therefore subject to inspection by the administration at any time. District-owned computers, whether attached to the network or not, are subject to inspection by the administration at any time. System users should expect limited privacy regarding the contents of their files stored on the network.
- 5.2. An individual search will be conducted if there is suspicion that a user has violated the DTAUP or the law. The nature of the investigation will be in relation to the context of the nature of the alleged violation.

## **6. Acceptable Use of Hanover's Digital Technology**

- 6.1. All students, faculty, and staff are encouraged to explore any and all digital technology offered by the Hanover Public Schools, whether through installed hardware and software or through approved network connections.
- 6.2. All students, faculty, and staff are encouraged to share the digital media that they create (along with production techniques) with all other members of the Hanover community. Please, contact the Director of Technology for methods of dissemination.
- 6.3. In the "Web 2.0" world, social networking—the sharing of ideas, opinions, and media across networks (especially the Internet)—brings us all closer. Anyone who discovers interesting websites of educational value is encouraged to contact his or her teacher, school principal or the Director of Technology for posting these sites in the appropriate places.

## **7. Unacceptable Use of Digital Technology**

- 7.1. No member of the faculty, the staff, or the student body will use Hanover Public Schools' digital technology to defame, slander, or libel any person.
- 7.2. He or she will not engage in any illegal activities or use the technology for purposes other than as intended in an educational setting.
- 7.3. When faculty, staff, students or guests of the Hanover Public Schools use the network they become an extension of the Hanover Public Schools and are expected to follow the guidelines of this policy. Inappropriate use will not be allowed.
- 7.4. The user will not:
  - use obscene, mean-spirited, pornographic, profane, inflammatory, racist, threatening, or disrespectful language;
  - engage in prejudicial or discriminatory attacks, sexual harassment, or other forms of on-line bullying;
  - post false or defamatory information about a person or organization, or post information that could cause damage, panic, or disruption. This includes, but is not limited to, the posting of broadcast messages or any other actions that cause congestion of the network or interfere with the work of others;
  - install unauthorized software or download unauthorized software from a remote location or copy software that belongs to the Hanover Public Schools without expressed permission of the Director of Technology;

- attempt to go beyond his or her authorized access (hack), make deliberate attempts to disrupt system performance, destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities;
- access blocked or prohibited websites through proxy servers that remove identifying information about the user for the purpose of anonymity;
- access non-educational gaming sites;
- disseminate passwords, codes, access telephone numbers, or account numbers to unauthorized persons;
- change the configuration of a computer or network without administrative permission;
- use the network to access material that is profane or pornographic or that advocates illegal acts, violence, or discrimination towards other people (e.g., hate literature);
- use the network for lobbying or advertising or for passing on information of a purely personal interest;
- damage or vandalize computers, computer systems, or networks either through physical alteration or through the introduction of malicious digital agents, such as viruses;
- trespass in other's folders, work or files, or use another's password.

## **8. E-mail**

- 8.1. All e-mail created or received by an employee of a governmental unit is a public record. According to Massachusetts General Laws:
- "public records" shall mean all...documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency...to serve a public purpose (G.L. c. 4, § 7, cl. 26).
- 8.1.1. E-mail is, therefore, a public record and it is subject to the requirements of the Public Records Law, G.L. c. 66. Any member of the public may request copies of e-mail. Please note that even deleted messages are subject to disclosure because they are required to be backed up in our archives.
- 8.1.2. Users should consider e-mail messages to be equivalent to letters sent on official letterhead and therefore should be written in a professional and courteous tone. As the AUP of the Springside School in Pennsylvania states, "tone is difficult to discern in electronic communication. Electronic communication is best used as a medium for disseminating factual information and should not be regarded as a replacement for face-to-face communication."
- 8.2. Faculty, staff, or students must not subscribe to mass electronic mailings (e.g., chain letters, "jokes of the day," "horoscopes," "trivia," et cetera). Mass mailings take up valuable network space that should be used for educational purposes. If a faculty member joins a professional (educational) listserv, it is requested that he or she subscribe in digest format. Please, contact the listserv administrator or the Director of Technology for instructions on how to accomplish this.
- 8.3. The Director of Technology or the Systems Engineer monitors the network to ensure proper network operations. Principals, department heads, or supervisors may request detailed reports indicating e-mail and Internet usage.
- 8.4. Students are not allowed to access non-school e-mail accounts, including chat and instant messaging. In the event that students are given e-mail accounts through the Hanover Public Schools, all e-mail rules stated in this DTAUP apply.
- 8.5. Email accounts issued by Hanover Public Schools may not be used to bully, harass, or threaten any individual or organization; accounts will not be used to send chain letters, viruses, or hoaxes to other students, faculty, or individuals;
- 8.6. Student email accounts are filtered for language and content; any email that contains inappropriate language or content will not be delivered and appropriate disciplinary action will be taken. Disciplinary actions will be tailored to meet specific concerns related to the violation.

## **9. Web Publishing**

- 9.1. The Hanover Public Schools websites are designed to provide a portal to enable communication among teachers, students, staff, administration, and the community. Material posted on the district's websites or web portal must reflect the high educational standards of the Hanover Public Schools.

- 9.2. To help to protect the safety of our students and the accuracy and security of district information, the guidelines and procedures listed below must be followed:
- 9.2.1. No student's personal information such as home address or telephone number may be posted on the Hanover Public Schools' websites. Students must have signed permission from their parent/guardian granting permission to post the student's work and or picture. The use of a student's name, picture, or demographic information on the website of an employee of Hanover Public Schools is prohibited, except with the permission of the Superintendent of Schools and the parent/guardian of the student.
  - 9.2.2. Material posted on district websites must have prior approval of the principal. All links from a school's website to sites outside of the Hanover Public Schools network must be approved by the principal or his/her designee. At all times, there must be a good faith effort to verify the authenticity of material posted on the district's websites.
  - 9.2.3. Photographs and images must be used in accordance with district policy.
  - 9.2.4. Logos or trademarks used must have written permission from the person or organization that owns the logo or trademark. The Hanover Public Schools' name or copyrighted logos must not be used on a personal web page without permission of the Superintendent.
  - 9.2.5. The creator of any district web page is responsible for ensuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, et cetera). The information should be factually accurate and current. If errors are observed, the Director of Technology, principal or designated school webmaster should be contacted to make the necessary corrections.
- 9.3. All teacher and staff professional websites must reflect the high educational standards of the Hanover Public Schools. There may be no links from a teacher's or staff member's professional website to his or her personal website or to other websites of a non-educational nature except with permission from the building principal, the Director of Technology, or the Superintendent of Schools.

## **10. Personal Computers**

- 10.1. Faculty, staff, and student personal computers may be configured for Hanover Public Schools' network with approval from the Director of Technology.
- 10.2. Personal computers are not the property of Hanover Public Schools and will not be serviced by the Technology Department.
- 10.3. Personal computers must have up-to-date virus protection software in order to be placed on the district's network.

## **11. Copyright Infringement**

- 11.1. Existing copyright law will govern the use of material accessed through the network. The user—any student, faculty member, administrator, staff member, or guest—will not infringe upon the copyright of works found on the Internet or within the network.
- 11.2. As has been stated earlier, all copyrighted material used on any of the district's web pages must have the expressed written permission of the person or organization that owns the copyright.

## **DISCIPLINE**

All individuals involved in the schools must share the responsibility for creating and supporting a positive school environment. The responsibility for discipline, therefore, lies with all of us – parents, teachers, principals, and students. School rules have been carefully developed with reasonable consequences if rules are not followed. Parents will be notified at the discretion of the teacher and/or principal when a student violates a rule. Flagrant verbal or physical opposition to authority and/or other students, habitual bad conduct or improper language, willful destruction/damage/defacement of school property, possession of harmful materials, and behavior which interferes with the orderly processes of the school may, at the discretion of the principal, result in after-school detention or suspension. Parents will be contacted and must arrange for transportation for all after school sessions. All policies stated here are consistent with the Student Code of Discipline.

## **DISCRIMINATION POLICY**

Hanover Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, or religion, or exclude students on the basis of marriage or pregnancy, in accordance with M.G.L. c.76, §5; M.G.L. c.71, §84; and/or M.G.L. c.151B.

To file a complaint alleging discrimination or harassment by the school on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact the Title IX/Chapter 622 Coordinator for the Hanover Public Schools, as listed on page 3.

Inquiries concerning the applicability of the aforementioned federal laws and regulations to the school also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

A grievant may file a complaint with OCR, generally,

1. Within 180 calendar days of alleged discrimination or harassment, or
2. Within 60 calendar days of receiving notice of the school's final disposition on a complaint filed through school, or
3. Within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. Instead of filing a complaint with school.  
Inquiries relative to state law may be referred to the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-5023 (telephone 781-338-3300) or the Massachusetts Commission Against Discrimination at One Ashburton Place, Boston, MA 02108 (telephone 617-727-3990).

## **EARLY DISMISSAL**

Emergencies and other unforeseen circumstances may require early dismissal. If parents wish to pick children up from school, they are requested to notify the school in writing. Parents who pick up their children during the school day or prior to regular dismissal are required to sign the student out in the office.

## **EMERGENCY CONTACT INFORMATION**

Emergency contact information must be on file for each student so that parents may be contacted in case of illness or injury. Parents are responsible for keeping the school updated with current emergency information and accurate up to date telephone numbers.

## **EMERGENCY SCHOOL CLOSINGS**

If school is cancelled or delayed because of any emergency, the school department will utilize Connect-Ed to notify all staff and students. This announcement will also be posted on television and radio stations usually by 6:00AM. Radio and TV stations carrying the Hanover no school announcements are: WATD (95.9), local TV stations, Fox 25 and the Hanover Public Schools website.

## **FIELD TRIPS**

All field trips are planned as part of the curriculum and are intended to enhance educational opportunities for students. The principal approves all field trips. Students are required to return a signed parental permission slip prior to participating in any school field trip. When on field trips, all school rules and expectations are expected and enforced.

## **FIRE DRILL/EVACUATION DRILL/STAY PUT DRILL**

Each classroom and common area has a Fire Drill/Building Evacuation plan. When the alarm sounds, all students and staff are required to exit the building in a quiet, orderly manner and to proceed to a designated area.

## **HARASSMENT (Student to student)**

Harassment of students by other students will not be tolerated in the Hanover Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

## **HAZING**

The Hanover School Committee prohibits the practice of "hazing" in the public schools may result in suspension/expulsion. School administrators are expected to report occurrences to proper authorities.

### **CH. 269, S. 177 CRIME OF HAZING; DEFINITION; PENALTY**

Whoever is the principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment. The term "hazing" as used in this section

and in section eighteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person or simply intimidating another student to do something which they would not normally do. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by ST.1985, c.536; amended by ST.1987, c. 665.

#### CR 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1,000).

### HEALTH REGULATIONS

**Medication Policy:** The school nurse shall not administer medications to students except when a doctor determines that it is necessary for the medication to be given during school hours. This applies to both prescription drugs and over-the-counter preparations. Students are not allowed to carry any medication (prescribed or over-the-counter) on their person with the exception of inhalers and Epi-Pens with written permission on file from their physician and permission from the nurse. All medications must be kept in the nurse's office. If the nurse is to administer medication in school, the parents must supply the following:

1. A written, signed and dated request from the parent or guardian, with instructions for administering the medication from the student's doctor (form available at Health Office).
2. The medication in the original pharmacy container.

School Nurse Offices: Cedar 781-982-4037 Center 781-829-2234 Sylvester 781-829-2235

### SCHOOL HEALTH POLICIES

1. Students must have teacher permission to go to the health office unless it is an emergency.
2. The school nurse will make the determination if a student is ill enough to be dismissed and will call the parent/guardian to make transportation arrangements.
3. Student absences of five or more consecutive school days or absences resulting from a communicable illness require a physician's note to return to school.
4. Transportation of students who are injured or ill: The nurse shall not assume responsibility for the transportation of students. It is the parents' responsibility to transport their ill child. The parent should arrange for transportation of their child if they are unable to do so themselves. The Fire Department EMTs or Police Department shall transport children who require emergency transport if the parent cannot be reached.

### HOME/SCHOOL COMMUNICATION

Parents are an integral part of our school and as such we strive to keep them involved and informed. An open house is scheduled at the beginning of the school year. A calendar of school activities is sent home the first of each month, and newsletters are published at regular intervals. Parents are welcome at School Council Meetings. In accordance with the MA General Laws, non-custodial parents who request information on their child must present their request to the principal in writing.

### HOME TUTORING FOR EXTENDED ABSENCES/ EDUCATIONAL SERVICES IN HOME OR HOSPITAL

Upon receipt of a physician's order that a student must remain at home or in a hospital for not less than (14) fourteen days for medical reasons, the student becomes eligible for tutoring services under Chapter 766 CMR 28.03 (3c), which provides as follows.

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal (in coordination with the Director of Pupil Personnel Services) shall arrange for provision of educational services in the home or hospital. Services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as these services do not interfere with the medical needs of the student. The principal shall coordinate these services with the Director of Pupil Personnel Services for eligible students.

The student shall be enrolled in the Hanover Public Elementary Schools and otherwise in attendance. (Tutoring for students attending private or parochial schools will be at the parent's expense.)

- Tutoring forms are available from the Director of Pupil Personnel Services. The authorization should be the appropriate 11B Department of Education form and should be provided by a physician, including pediatrician, or any other M.D. but will not be accepted from a Ph.D. or Ed.D.
- Students whose medical condition permits them to complete their course work with the assistance of the tutor will receive credit for the course. (See also Section on Incomplete Work Due to Medical Problems)

## **HOMEWORK**

Homework is an important component of education. Parents are responsible for making homework a family priority; providing a quiet, distraction-free, well-lit, well-supplied place to work; motivating children; and supporting them through the successful completion of all tasks. Reading, in either a shared or individual experience, should be part of every child's daily routine.

In addition to this daily reading, homework is provided to reinforce what is learned in school and to foster the development of personal responsibility for learning. Homework is assigned 3-4 week nights with the suggested minutes per night as follows: Kindergarten (10-15) Grades 1 and 2 (15-30) and Grades 3 and 4 (30-40). Some long-range project assignments and independent study work may be assigned. It is the student's responsibility to ensure that homework is turned in on time and to check with teachers for homework assignments that were missed due to absence.

## **LOST OR DAMAGED SCHOOL PROPERTY**

Parents are responsible for paying for any school property (including textbooks, library books, etc.) lost or damaged by their children.

## **NON-CUSTODIAL PARENT NOTIFICATION**

As required by M.G. L c71, 34FL a non-custodial parent may have access to student records unless (1) the parent has been denied legal custody based on a threat to safety of the student or the custodial parent, (2) the parent has been denied visitation or has been ordered to supervised visitation or (3) the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modify the protective order) specifically allows access to the information contained in the student record. In order to obtain access, the non-custodial parent must submit written request for the student record to the School Principal. Upon receipt of the of the request, the school must immediately notify the custodial parent by certified mail and first class mail in English and the primary language of the custodial parent, that it will provide the non-custodial parent 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 603CMR23.07. 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 parent. Such records must be marked to indicate that they shall not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G. L c.71 34H, the school shall notify the non-custodial that it shall cease to provide access to the student record to the non-custodial parent.

## **HANOVER PARENT-TEACHER ALLIANCE (HPTA)**

All parents and teachers are encouraged to become members of the Hanover PTA. Information about the HPTA is available during the curriculum night. Monthly meetings are scheduled. The HPTA is a very active group, which supports the schools, provides school representatives and room parents, and raises funds for student programs and materials and resources that enhance the curriculum. In general the HPTA offers

input and support, which promotes a positive school climate, good home and school relations, and achievement of educational goals. It is suggested that you support the HPTA with your dues and become as involved as you can in their activities.

## **PRESCHOOL**

Children between the ages of three and five may be eligible to attend preschool or to receive outreach services. The early intervention preschool programs are designed to offer developmentally appropriate experiences in the areas of language, communication, motor, and social skills. Outreach services include speech, occupational therapy, and physical therapy. For more information or to refer your child for an evaluation, contact the special education chairperson at your elementary school.

## **PROMOTION/RETENTION**

Students will be promoted annually from one grade to another upon satisfactory completion of academics and other requirements. Students experiencing difficulties will be identified as soon as possible and the following procedure will be followed. 1) On-going communication among the principal, teachers, and parents will occur. 2) Informal observations will be conducted by appropriate staff members, followed by conferences between participants for suggestions as to how to help the child. 3) When appropriate, preliminary assessment of the child's progress will be reported to the parents in March and the possibility of non-promotion will be discussed. 4) If there is a possibility that a student is failing to complete the requirements and that the student is likely to be retained, the school will make its recommendation known to the parents by June 1.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Hanover Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), a federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

**a. Consent to federally funded surveys concerning "protected information."**

Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of information ("protected information survey"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**b. Opt out of certain surveys and exams even if not federally funded.** Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

**c. Inspect certain materials.** Upon request, parents and eligible students have the right to inspect the following before the school district administers or uses them:

1. Protected information surveys of students;
2. Surveys created by a third party;
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional materials used as part of the educational curriculum.

**d. Receive notification of the district's policies on the PPRA. After consultation with parents, the Hanover Public Schools has adopted the following policies to implement the PPRA:**

\*Notice of Rights. The Superintendent will arrange for direct notice to parents and eligible students of this policy at the beginning of each school year, either through the U.S. Mail or e-mail, and will provide updates within a reasonable time period after any substantive changes. The superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

\* Notice of Activities. The Superintendent will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Hanover Public Schools anticipates conducting. The Superintendent will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

\* Inspection of Materials. Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the [**Superintendent of Schools or School Principal**]. The [**Superintendent of Schools or School Principal**] will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

\* Protections of Student Privacy. The superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting the Hanover Schools Administration Office. Complaints may also be filed with: Family Policy Compliance Office, U.S. Dept. of Ed., 400 Maryland Avenue SW, Washington DC 20202.

## **READING**

Our comprehensive reading program is designed to teach students how to read, develop independence, and create a stimulating environment, which encourages them to read. We utilize a broad range of activities and events to accomplish our goals. Children are encouraged to always have a book in their desks for pleasure reading. At home, time should be set aside each day for reading. Activities such as visiting the library, sharing magazines and newspapers, and giving books for presents help to increase the desire to read.

Teachers are encouraged to read aloud to their classes each day. Throughout the year guest readers and read aloud activities are featured. Children will learn to love reading and will become better readers if reading aloud is provided at home. Reading aloud is most beneficial when a good book is selected, time is set aside each day, and if what is read is discussed. Reading aloud is a very special and enjoyable way to spend time together!

## **SCHOOL CANCELLATION CONTINGENCY PLAN**

Every family should arrange a contingency plan with their children in the event that school is cancelled after the children arrive. The details of your plan may be placed on a form, which you will receive at the beginning of the school year. Classroom teachers will keep copies of your contingency plans and remind students of your instructions if an emergency closing of school occurs.

## **SCHOOL COUNCIL**

A school council is a representative, school building-based committee composed of the principal, four parents, three teachers, and community representatives, as required by the Education Reform Act of 1993. Our school council meets regularly throughout the year in open session and all members of our school community are invited to attend. The council assists the principal in adopting educational goals for the school, identifying the educational needs of students, reviewing the annual school building budget, and formulating a school improvement plan.

## **SCHOOL HANDBOOK**

This school handbook has been prepared to acquaint parents and students with school policies, regulations, and procedures. It is hoped that you will read the material carefully and that you will refer to it often.

## SCHOOL HOURS

### Cedar School

Kindergarten AM Session  
8:30 a.m.-11:00 a.m. (M W Th F)  
8:30 a.m.-12:50 p.m. (Tuesday)

Kindergarten PM Session  
12:00 p.m.-2:50 p.m. (M W Th F)  
No PM Kindergarten on Tuesday

Grades 1-4  
8:30 a.m.-2:50 p.m. (M W Th F)  
8:30 a.m.-12:50 p.m. (Tuesday)

### Center/Sylvester School

Kindergarten AM Session  
9:00 a.m.-11:30 a.m. (M W Th F)  
9:00 a.m.-1:20 p.m. (Tuesday)

Kindergarten PM Session  
12:30 p.m.-3:20 p.m. (M W Th F)  
No PM Kindergarten on Tuesday

Grades 1-4  
9:00 a.m.-3:20 p.m. (M W Th F)  
9:00 a.m.-1:20 p.m. (Tuesday)

## SCHOOL PSYCHOLOGIST

The psychologist is available to all students and parents. The psychologist is a wonderful resource if you need to talk to someone about school or home concerns. Contact the school office at your elementary school to speak with the school psychologist at anytime.

## SCHOOL RULES

A positive school atmosphere is necessary to provide an effective educational program for each child. A good school climate is the result of the administrators, teachers, students, and parents working together.

### ***In the Classroom Students are expected to:***

- Speak in an acceptable manner
- Move in a careful way
- Follow directions
- Respect the property of the school, teachers, and others

In general, students are expected to behave in a way that promotes learning and does not interfere with teaching and learning. Teachers and students in each classroom set up rules and consequences that promote an optimum learning situation for all. Students reported for misconduct will speak with the principal. Parents will be notified when it is deemed necessary.

### ***In the Halls Students are expected to:***

- Remember that classes are in session
- Walk quietly and to the right
- Go directly to their destinations
- Respect the property of the school, teachers, and others

In general, students should be quiet, careful, and courteous in the halls. They should be considerate of classes that are in session and try not to disturb teachers and students who are working.

### ***On the Playground Students are expected to:***

- Play carefully, and in a manner that will not cause harm to self or others
- Use the rules of the games
- Follow directions
- Walk to their class line when the bell is rung or other signal is given
- Respect the property of the school, teachers, and others

In general, students are expected to abide by the rules of the playground, to cooperate with the teachers on duty, and to be considerate. Students who do not follow the rules may be required to remain inside during recess for a period of time to be determined by the principal.

### ***In the Cafeteria Students are expected to:***

- Pass through the serving area in a quiet, orderly manner
- Remain seated at their assigned tables
- Talk in an acceptable manner
- Respect the property of the school, teachers, and others

- Clear tables and place trash in the proper receptacles before leaving
  - Listen carefully and line up quietly when the bell is rung or other signal given for dismissal from the cafeteria
- In general, students are expected to abide by the rules of the cafeteria. Students reported for misconduct may be required to miss the lunch recess or to have lunch in another area designated by the principal.

***On the Bus Students are expected to:***

- Wait for the bus in an orderly manner
- Board and depart the bus only after it has fully stopped
- Cross in front of the bus
- Be quiet and orderly
- Sit at all times; never stand or place arms, legs, bags in the aisle or out of the window
- Respect the bus and belongings of other students; never throw things or cause a disturbance
- Follow directions
- No food may be eaten on the bus

In general, students should remember that the bus is an extension of the school and that the same rules of good behavior, consideration, respect, and cooperation are always in effect. Students reported for misconduct on a bus may lose the privilege of riding on the bus for a period of time to be decided by the principal.

**SEXUAL HARASSMENT POLICY**

The Hanover Public School System, in accordance with the provisions of Title IX of the Education Amendments of 1972, prohibits discrimination on the basis of gender in educational programs and activities of the public schools. This policy applies to both educational and employment opportunities.

Hanover is committed to maintaining an educational atmosphere in which each and every student can pursue scholastic achievement and personal fulfillment. Sexual harassment is a destructive behavior that interferes with the educational process, and will not be tolerated. Sexual harassment is a violation of an individual's right to privacy and personal dignity. Students who engage in sexual harassment violate school policy. Students violating this policy will be subject to the Code of Discipline.

The purpose of this policy is to define sexual harassment, establish appropriate standards of conduct and set guidelines for recognizing and dealing with sexual harassment.

***Definition***

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, when such conduct unreasonably interferes with school performance or creates an intimidating, hostile, offensive, or uncomfortable educational environment.

Sexual harassment may include, but not be limited to:

- a. Unwelcome sexual advances - whether they involve physical touching or not;
- b. Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on an individual's body, comments about an individual's sexual activity, sexual orientation, deficiencies, or prowess;
- c. Displaying sexually suggestive objects, pictures, cartoons, including inappropriate usage of computers/internet;
- d. Unwelcome leering, whistling, brushing against the body; sexual gestures, suggestive or insulting comments including but not limited to fag, homo, etc.;
- e. Inquiries into one's sexual experiences;
- f. Discussion of one's sexual activities; and,
- g. Continuing to express sexual interest after being informed that the interest is unwelcome.

Sexual harassment is described by the victim. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex. The individual's feelings and reactions determine whether behavior such as that described above is inappropriate and that sexual harassment has taken place.

***Suggested Procedure***

1. Staff or students who observe conduct which violates this policy, are to report the conduct to their principal or guidance counselor.

2. If the individual does not desire to meet with the alleged harasser, the complainant is to meet with a guidance counselor and write a statement describing the incident. The guidance counselor should assist the individual in drafting a statement.

*The statement should list the following:*

- a. An exact description of the behavior, including when and where it happened;
  - b. A description of how the behavior made the complainant feel (embarrassed, humiliated, angry, etc.);
  - c. The statement should contain a request that the behavior stop because it is sexual harassment and is against the law;
  - d. The statement should be signed and dated by the complainant. The guidance counselor should deliver one copy of the letter to the alleged harasser. The counselor should then conduct a meeting with the alleged harasser to discuss and resolve the issue. A statement of resolution should be signed by the alleged harasser and the complainant. A copy of the statement and the resolution will be retained in the guidance counselor's office;
  - e. If the behavior stops, nothing further will be said and no further action will be taken, and the statement and resolution (above) will be kept confidential;
  - f. If the behavior does not stop, a formal investigation will be initiated by the administration.
3. In the case of serious harassment, i.e. physical harassment, repeated incidents of sexual harassment or other cases requiring a formal investigation, the following shall be implemented (retaliation in any form for the filing of a complaint or reporting of sexual harassment is prohibited and will result in serious disciplinary action):
    - a. Have a supportive staff member, advocate or member of the gender equity committee present with the complainant at all discussions regarding the case;
    - b. Keep the investigation group as small as possible to protect the rights of both parties and to ensure confidentiality;
    - c. Complete the investigation promptly. If the complaint is not supported, that decision will be carefully explained to the complainant and alleged harasser. If the complaint is supported, such action as is necessary shall be taken to admonish the alleged harasser, alleviate the complainant's concerns and prevent further harassment;
    - d. If a student believes that he/she is harassed by an adult in school, the student should immediately report the incident to the school administration;
    - e. If the conduct involves a violation of law, the matter will immediately be reported to the Principal.

## **SPECIAL EDUCATION SERVICES**

Before a student is referred for Special Needs Services, a variety of practices and supports must be tried, and the results of the attempted strategies must be documented as part of the student record and the evaluation information available for review before a child is referred for evaluation. A child may be referred by a teacher, parent, counselor, or principal for an evaluation to determine eligibility for special education. If it is determined that the child will be evaluated, the evaluation must be sufficiently comprehensive to identify all the child's special education and related services needs. Assessments regarding the suspected disability, educational status and progress in the general curriculum, and the results of school and state tests will be part of the evaluation. In general, any assessments in any areas necessary to determine eligibility, to reveal how the disability impacts educational progress, and in order to assemble information needed to develop an appropriate Individual Education Program will be included.

An Individualized Education Program (IEP) Team will collect and examine all relevant information and will make a judgment on whether the student is making effective progress in the general education program, whether the lack of progress is a result of the disability, and whether the student requires specially designed instruction in order to make progress. The Team may find a student eligible for special education services or may make a finding of no eligibility. If a student is found eligible for special education services, an IEP will be developed to address the unique needs of the student with a disability. The IEP will form the basis for the placement. If the student does not have a disability, does not show a lack of progress, does show a lack of progress but it is not due to a disability, or does not require special education, and then the Team will make a finding of no eligibility. As a matter of good educational practice, the Team will discuss the appropriate next steps to ensure that any identified problems or concerns are addressed. Processes are in compliance with the Federal Individuals with Disabilities Education Act (IDEA), the MA Chapter 766 regulations, and the MA Education Reform Act.

## **SPECIAL SUBJECTS**

Art, Music, PE/Wellness and Information Technology are taught by our specialist staff. The art curriculum provides an introduction to many media and a development of expression through these media. Students have many opportunities to use a variety of materials and techniques as they learn to appreciate and create art in its many forms. Student artwork is often framed and displayed in the schools. Vocal music provides an added method of self-expression and an appreciation for the cultural heritage of the country. The program is developmental in nature and provides a broad experience with music theory, rhythm, song, instruments, and dance. Chorus is part of the grade 4 musical program. Wellness education promotes gross and fine motor skill development; includes coordination and social interaction activities. The DOE health standards are also addressed at each grade as part of the wellness program. Information Technology includes Library.

## **STUDENT ASSESSMENT**

Individual student assessment is an ongoing part of the total educational process. A variety of evaluative tools and techniques are utilized.

Students in grades K-4 receive report cards three times per year. In addition to the academic areas, students are assessed in effort, conduct, habits, and attitudes. If a student is experiencing difficulties during any marking period, the parents will be contacted. Individual Writing Portfolios, containing samples from each grade level, provide a continuous record of progress. Two to three times per year, students are assessed using benchmark tools to measure their reading and math progress.

The Massachusetts Comprehensive Assessment System (MCAS) is a state-mandated testing program. MCAS assessments will be administered as follows: ELA Reading Comprehension and Math in grade 3 and Language Arts (including a long composition) and Mathematics in grade 4. Parents will receive individual MCAS student reports as the MA DESE provides them to us.

## **STUDENT COUNCIL**

Students in grades 3 or 4 will be selected to serve on student council to discuss and decide important school-wide issues. Student Council members are held to behavioral and academic standards. They may be removed for any violation of school policy, school rules, or at the discretion of the administration.

## **STUDENT PLACEMENT**

The process of assigning students to a particular class is one, which involves many factors before an ultimate decision is made by the principals. In addition to receiving input from the teachers and other school personnel, parents are welcome to share information, which may be relevant to their children's placement needs. Parent Information Sheets are not used to request specific teachers. They are sent home during the spring and should be returned to the office. Placement letters will be mailed home for students entering grades Kindergarten through 4 on or before August 15.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by sending written notice to the Superintendent of Schools.

- a. The right to access the student's education records. Parents or eligible students should submit a request for access to the school principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the

principal on an annual basis. Information about these procedures can be obtained from the school principal.

b. The right to request amendment of the student's education records. Parents or eligible students should direct requests to the principal, clearly identifying the part of the record they wish to have emended, and why.

c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative, and clerical staff who are employed by or under agreement with the Hanover Public Schools and who need access to a record in order to fulfill their duties. The Hanover Public Schools also disclose student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request form such school officials.

d. In addition, the Hanover Public Schools has a practice of releasing directory information without consent. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors, and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to school principal. Absent receipt of a written objection by October 15 of each school year, the directory information will be released without further notice or consent.

e. As required by federal law, the Hanover Public Schools routinely releases the name, address, and telephone listing of secondary school students to military recruiters and to institutions of higher learning upon request. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the school principal. Absent receipt of a written objection from the parent or eligible student by October 15 of each school year, this information will be released without further notice or consent.

You have the right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC.

### **TARDINESS**

A student is tardy after the opening times stated under school hours (See SCHOOL HOURS). Students who accumulate eight (8) or more tardies in any one marking period or three (3) or more in one month may receive written notification from school administration.

### **TOBACCO POLICY**

The Education Reform Act of 1993 prohibits the use of any tobacco products within the school buildings, the school facilities, on school grounds, or on school buses by any individual.

### **TOYS**

Students are asked to keep all toys, including electronic devices at home unless requested to be brought in to school by a teacher for a specific project.

### **VISITORS AND VOLUNTEERS**

In order to maintain a safe and secure school environment, all doors will be locked during school hours.

Visitors should report to the school office immediately upon entering the building and should sign in at the office. The office staff will assist/announce visitors. Parents often volunteer at school as classroom helpers, room parents, library assistants, etc. Volunteers should also sign in before starting their tasks. Visitors and volunteers are asked to wear an identification badge while in the school.

**PARENT SIGNATURE STUDENT HANDBOOK**

The Hanover Public Elementary Schools Student Handbook reflects School Committee Policy and mandates from the Massachusetts Department of Elementary and Secondary Education. Parents/guardians and students are requested to read and sign the attached form.

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Please detach and return to your Hanover Public Elementary School homeroom teacher.

**HANDBOOK**

STUDENT NAME \_\_\_\_\_ Grade \_\_\_\_ Homeroom \_\_\_\_

I have read the HANOVER PUBLIC ELEMENTARY SCHOOL STUDENT HANDBOOK.

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

**Pictures, Names, Quotes in the Media and Release of Information**

Sometimes media (such as newspaper, television, radio, or cable) reporters or photographers would like to be involved in activities in our school. Having a picture in the paper for participating in a program is usually acceptable to parents, but occasionally, for legal reasons, it is not prudent. There may also be occasions where student class lists are provided to "PTA Room Parents" to be contacted for school events.

My child's name/phone number may be provided to a PTA Room Parent.

**Yes      No**

My child's picture, name, or quote may be used in any form of media, including the schools Website.

**Yes      No**

My name, address, phone number and email information may be included in the PTA Family Directory.

**Yes      No**

PARENT SIGNATURE \_\_\_\_\_

**INSURANCE**

\_\_\_\_\_ I **do** wish to purchase insurance and have signed and returned the insurance envelope that was provided in the student folder.

\_\_\_\_\_ I **do not** wish to purchase insurance. Do not return the envelope.

PARENT SIGNATURE \_\_\_\_\_

**DIGITAL TECHNOLOGY ACCEPTABLE USE POLICY**

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_