



## ELEMENTARY HANDBOOK 2014 - 2015

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

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

Jane DeGrenier 5/16/14 4:41 PM

Deleted: Health Office

TBD, Principal

### **CENTER SCHOOL, K-2**

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

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### **SYLVESTER SCHOOL, 3-4**

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

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Deleted: Health Office

Mrs. Jane DeGrenier, Principal

Mrs. Emily Baird, Assistant Principal

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	<a href="#">Matthew Ferron</a>	781-878-0786
Pupil Personnel Services Director	<a href="#">Beverly Shea</a>	781-878-0786
Business Manager		781-878-0786
K-8 Director of Teaching and Learning	<a href="#">Deborah St. Ives</a>	781-878-0786
Food Services Director	Lynn Petrowski	781-878-6667
<a href="#">Director of Technology</a>	<a href="#">Brian Ciccolo</a>	781-878-5450

Jane DeGrenier 5/16/14 1:54 PM

**Comment [1]:** Names have been updated to reflect new central office staff

### **SCHOOL COMMITTEE MEMBERS**

Chairperson:	Mr. <a href="#">William Marriner</a>	<a href="mailto:wmarriner@hanoverschools.org">wmarriner@hanoverschools.org</a>
Vice Chair:	Mr. <a href="#">John Geary</a>	<a href="mailto:jgeary@hanoverschools.org">jgeary@hanoverschools.org</a>
<a href="#">Member:</a>	<a href="#">Mrs. Ruth Lynch</a>	<a href="mailto:rlynch@hanoverschools.org">rlynch@hanoverschools.org</a>
Member:	<a href="#">Mrs. Mills-Booker</a>	<a href="mailto:kbooker@hanoverschools.org">kbooker@hanoverschools.org</a>
Member:	Mr. <a href="#">Michael Phillips</a>	<a href="mailto:mphillips@hanoverschools.org">mphillips@hanoverschools.org</a>

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**Comment [2]:** Names have been updated to reflect current school committee

**SYNOPSIS 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: **Hugh Galligan** 1-781-878-5450  
**TBA**

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 CFR104.33)

**Americans with Disabilities Act of 1990** Coordinator: **TBA** 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 of alleging 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: **Adam Colantuoni** 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: 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, gender identity, religion, national origin, or sexual orientation."

**Title I of the Elementary and Secondary Education Act of 1965** Coordinator: **Beverly Shea** 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: **Beverly Shea** 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.

### **McKinney-Vento Homeless Education**

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless student in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency.

Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;

Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;

Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them; and

If a homeless student arrives without records, the school district's designated Homeless Education Liaison must assist the family and contact the previously attended school system to obtain the required records.

For more information, please click a link to the left or contact the office directly at 781-878-0786.

McKinney-Vento District Contact:

***Beverly Shea***  
***Pupil Personnel Services Director***  
***Hanover Public Schools***  
***188 Broadway***  
***Hanover, MA 02339***  
***Phone: 781-878-0786***  
***Fax: 781-871-3374***

*"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. 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. Parents are asked to notify the school office of a child's absence from school on the day of the absence by 9:00 am.

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. Absences are excused for medical, dental, or legal appointments, to attend a funeral, or at the discretion of the principal . All other absences are unexcused.

**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.

**POLICY PROHIBITING BULLYING**

The Hanover Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects (retaliation) thereof. Acts of bullying and cyber-bullying are prohibited:

- i. on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- ii. at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target(s), infringes on the rights of the target(s) at school or materially and substantially disrupts the education process or the orderly operation of a

Jane DeGrenier 5/16/14 4:40 PM

**Comment [3]:** Updated language to be consistent with HMS on absences. Defined excused and unexcused absences.

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

**A. Definitions:**

**Aggressor(s)** is a student who engages in bullying, cyber-bullying, or retaliation

**Bullying** is defined in **M.G.L. c.71, s. 37O**, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target(s) that:

- i. causes physical or emotional harm to the target(s) or damage to the target's property
- ii. places the target(s) in reasonable fear of harm to himself or of damage to his property
- iii. creates a hostile environment at school for the target(s)
- iv. infringes on the rights of the target(s) at school
- v. materially and substantially disrupts the education process or the orderly operation of a school

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-Bullying** is defined in **M.G.L. c.71, s. 37O** is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-Bullying also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.
- iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-Bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment** is defined in **M.G.L. c. 71, s. 37O**, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

**Target(s)** is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

**B. Bullying And Retaliation are Prohibited & Will Lead to Discipline:**

Hanover Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal

warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

**C. Reporting Obligations:**

**1. Reporting by Staff**

A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the principal, assistant principal, or designee.

**2. Reporting by Students, Parents/Guardians, and Others**

The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal, assistant principal, or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**3. Reporting to Parents/Guardians**

Upon determining that bullying or retaliation has occurred, the principal, assistant principal, or designee will promptly notify the parents or guardians of the target(s) and the aggressor(s) of this. If the alleged target(s) and alleged aggressor(s) attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

**4. Reporting to Local Law Enforcement**

At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the principal, assistant principal, or designee has a reasonable basis to believe that the incident may involve criminal conduct, the principal, assistant principal, or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

**5. Reporting to Administrator of Another School District or School**

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Hanover Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

**D. Investigation:**

The principal, assistant principal, or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

**1. Pre-Investigation**

Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target(s) and/or protect the alleged target(s) from further potential incidents of concern. A reasonable effort will be made to contact the target(s) parents or guardians. In taking any such action, however, the rights of both the alleged target(s) and alleged aggressor(s) must be considered.

## **2. Written Statement of the Complaint**

The principal, assistant principal, or designee will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: (1) what specifically happened, (2) who committed the alleged acts, (3) who was present or may have information about the events, (4) when the events occurred (date, time of day), and (5) where the events 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 complaint, the investigator will 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 may sign and date the document her/himself.

## **3. Interviews**

Once the allegations of the complainant are established, the principal, assistant principal, or designee will gather other evidence, which often involves interviews of the alleged aggressor(s) and/or other witnesses. If appropriate, the principal, assistant principal, or designee should remind the alleged aggressor(s) and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

## **4. Confidentiality**

The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

## **5. Determination**

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "*reasonable person*" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target(s) is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- i. hold parent conferences;
- ii. transfer student's classroom or school;
- iii. limit or deny student access to a part, or area, of a school;
- iv. enhance adult supervision on school premises;
- v. exclude from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- vi. provide relevant educational activities for individual and groups of students with guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs
- vii. personalized action plan and directives for future conduct, to include; providing the target(s) with a process for reporting any concerns about future conduct immediately because it is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student
- viii. arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power)



- ix. provide counseling (or other appropriate services) or referral to such services for the target(s) and/or the aggressor(s) and/or for appropriate family members of said students

**E. Closing the Complaint and Possible Follow-up:**

The principal, assistant principal, or designee will promptly provide notice to the parent/guardian of a target(s) and an aggressor(s) about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target(s) must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the principal, assistant principal, or designee will contact the target(s) to determine whether there has been any recurrence of the prohibited conduct.

The district will retain a report of the complaint, 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.

**STUDENT LANGUAGE FOR BULLYING AND RETALIATION**

Hanover Public Elementary Schools is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, and the effects of such conduct.

**A. Definitions**

**Bullying** is conduct that is repeated by one or more students and targets another student, causing one or more of the following:

- a. physical or emotional harm to the targeted student or damage to his/her property;
- b. placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- c. a hostile environment at school for the targeted student;
- d. infringement on the rights of the targeted student at school; or
- e. Material and substantial disruption to the educational process or the orderly operation of the school.

Bullying generally involves “picking on” a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-Bullying** is bullying through use of cell phones, computers or other technology and may include conduct such as sending mean or threatening email messages, instant messages, or text messages; creating websites that make fun of, humiliate, or intimidate others; and posting or sending embarrassing pictures of others.

**Hostile Environment** is a circumstance in which the targeted student becomes so concerned about bullying that he/she is unable to participate in and concentrate on his school work and other school activities.

**Retaliation** involves a student “getting back at” another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

**B. Acts of Bullying (including Cyber-Bullying) and Retaliation are Prohibited**

The Hanover Public Schools prohibit bullying (including cyber-bullying) and retaliation as defined above under both at school and the following circumstances:

- on school grounds or any space next to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use any school computers, internet connection or other school based technology;
- at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

**C. How to Report Bullying**

Students who believe they are targets of bullying or retaliation, or who know about bullying conduct should report the conduct to the principal, assistant principal, or designee. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the principal.

**D. Addressing Concerns Regarding Bullying**

The Principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying and retaliation. Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal, subject to any procedural requirements. In making disciplinary decisions, the Principal/Assistant Principal will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

- verbal warning;
- written warning;
- reprimand;
- missing recess
- detention;
- short-term or long-term suspension; or
- expulsion from school

In addition to taking disciplinary action, the Principal/Designee will report conduct relating to bullying and retaliation to local law enforcement if s/he believes that criminal charges may be pursued.

Nothing in this policy is intended to prevent school staff and/or school committee (if applicable) from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyber-bullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

**E. Closing a Complaint Regarding Bullying**

In the event school staff determines that bullying or retaliation (as defined in this policy) has taken place, the principal or designee will, in addition to taking disciplinary action:

- Notify the parent or guardian of the aggressor

Inform parents of the targeted student of the steps that have been taken to prevent further acts of bullying or retaliation to the extent consistent with applicable legal restrictions.

Notify local law enforcement if s/he believes that criminal charges against the aggressor may be pursued.

**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. 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 through [MySchoolBucks](#) pay system. See the school website for details. 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 update a new emergency contact information in the family portal. Parents who do not have access to a computer may contact the school office and we will make the changes for you. 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 four times per year for the purpose of reviewing student progress. Additional conferences with any member of the staff may be requested by contacting the staff member directly.

#### **CORI**

All volunteers shall complete a CORI form through the Hanover Public Schools prior to volunteering in the school. CORI processing typically takes from 3-4 weeks, so parents are advised to complete a CORI with enough time to ensure processing prior to volunteering for a school event or field trip.

#### **CURRICULUM**

Hanover Public School has curriculum in the core content areas that reflect the Common Core Standards for ELA and Mathematics as published by DESE in 2012. The Common Core 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 each grade level K-12. 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, assessment, 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 considered 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. Cyber bullying, which is the repeated use by one or more students of an electronic expression (including the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communications, creation of web pages or blogs in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution of communications to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons) alone or in combination with any written or verbal expressions or physical acts or gestures, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. See Massachusetts General Laws, Chapter 71. Section 370.
- 7.3. He or she will not engage in any illegal activities or use the technology for purposes other than as intended in an educational setting.
- 7.4. 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.
- 7.5. 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, gender identity, 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, gender identity, 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 02148-502 (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. Dismissals for medical, dental, legal appointments, or to attend a funeral are excused dismissals from school. All other dismissals are unexcused.

## **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 in the family portal.

### **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. All chaperones for field trips must have a current CORI completed by the Hanover Public Schools.

### **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, [gender identity](#), 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 and notices is posted monthly on our school website.

#### **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.

## **Memorandum of Understanding**

### **Hanover Public Schools- Hanover Police Department**

#### **I. Statement of Purpose**

The Hanover Public Schools and the Hanover Police Department agree that student violence and substance abuse are national and societal problems reaching into our community. To maximize the effectiveness of our efforts to achieve a violence-free and drug-free community, we recognize that the coordination and cooperation of the community as a whole are essential. Therefore, the Chief of Police, with the support of the Hanover Board of Selectmen, and the Superintendent of Schools with the support of the Hanover School Committee, pledge to follow the agreed-upon procedures for communicating incidents of verbal and physical assault, intimidation, bullying, threats, harassment, hate crimes, sex crimes, possession of weapons and arrests or charges filed related to the use, possession and/or distribution of drugs and alcohol.

#### **II. Designated School and Police Liaisons**

In order to facilitate effective communication between school administrators and police personnel, individuals holding the following positions are designated as liaisons:

Hanover Public Schools liaisons shall include each school's Principal and Assistant Principal (or other contact designated by the Principal). Hanover Police Department liaisons shall include the School Attendance Officer, the Executive Officer of the Police

Jane DeGrenier 5/16/14 4:48 PM

**Comment [4]:** Addition to handbooks:  
Memorandum of Understanding

Department, and/or the Chief of Police. The Chief of Police and Superintendent of Schools are the Lead Liaisons and when there is any question as to how to interpret this MOU or whether a sharing of information is necessary, they must be consulted.

### **III. Mandatory Reportable Incidents**

#### SCHOOL REPORTS TO POLICE DEPARTMENT

(1) The following shall be considered Mandatory Reportable Incidents:

(a) possession, use, or distribution of alcohol by a student;

(b) possession, use, or distribution of an inhalant or any controlled substance, as defined in G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy);

(c) any incident in which any individual is reasonably believed to be distributing controlled substances or alcohol;

(d) any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury;

(e) possession of a weapon, as defined in the school handbook or under G.L. c. 71 § 37H (a), which includes, but is not limited to, a gun or a knife, and ammunition or components thereof.

(f) any incident involving stalking or harassment in violation of G.L. c. 265 § 43 and 43A, annoying phone calls, domestic abuse, dating violence, or a violation of G.L. c. 209A or 258E restraining order, and any students either protected by a restraining order;

(g) any incident involving a child suffering physical or emotional injury resulting from abuse inflicted upon him or her which causes harm or the substantial risk of harm to the child's health or welfare, including sexual abuse or from neglect (in addition to a report filed with the Department of Children and Families);

(h) any incident involving an actual or suspected hate crime or violation of civil rights, including but not limited to an assault or battery upon a person or damage to the real or personal property of a person with the intent to intimidate such person because of such person's race, color, national origin, sexual orientation, or disability in violation of G.L. c. 265 §§ 37 and 39, as well as any act of bodily injury or attempt to cause bodily injury against a person due to actual or perceived religion, national origin, gender, sexual orientation, gender identity, or disability in violation of 18 U.S.C. ~ 249;

(i) any incident resulting in significant damage to municipal or private property;

(j) any incident of intentional theft of municipal or private property;

(k) any bomb threat, fire, threatened or attempted fire setting, threatened or attempted use of an explosive device or hoax device, as defined by G.L. c. 148 § 60. NOTE: The school shall also report "unauthorized ignition of any fires" to the local fire department under G.L. c. 148 § 2A;

(l) any creation or possession of a document, whether computer or manually generated, handwritten or electronic (e.g., text) that identifies any individual targeted for violence or death;

(m) any credible threat, direct or indirect, past or future, against a student, school personnel or other school employee;

(n) any incident of "hazing" as defined by G.L. c. 269 § 17, involving any conduct or ritual or method of initiation into any school organization that endangers the physical or mental health of any student;

(o) any sexual assault, including but not limited to rape, assault with intent to rape, indecent assault and battery, as well as any lewd and lascivious behavior, open and gross lewdness, indecent exposure, or incident of gender-based harassment, "sexting", "sextortion"(1) or possession or dissemination of sexually explicit photographs of a minor.

(p) any incident of "bullying" or "cyber-bullying" as defined by G.L. c. 71 § 370 where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (n).

(2) Mandatory Reportable Incidents will be immediately reported to the Hanover Police Department if such incident:

(a) occurred on school property or within 1,000 foot radius of school property;

(b) occurred at a school-sponsored function;

(c) occurred in a school owned or contracted bus or other vehicle or at school bus stop; or

(d) involved a student of the Hanover Public Schools.

(3) The Designated Liaisons from the School may use their professional discretion to report any other incident or information that may affect the safety or well-being of students or staff members at the school.

#### POLICE DEPARTMENT REPORTS TO THE SCHOOL

The appropriate Police Department Designated Liaison will inform the appropriate School Designated Liaison, subject to applicable statutes and regulations governing confidentiality, of:

(1) any arrest of a student or the filing of a criminal or delinquency complaint application against any student of the Hanover Public Schools; and

(2) any occurrence involving a student of the Hanover Public Schools, if the

(a) activity poses a serious (present or future) threat to the safety of the student, other students, faculty, or administrative personnel;

(b) making of such report would facilitate supportive intervention by school personnel on behalf of the student; or

(c) activity involves actual or possible truancy.

#### **IV. Procedure Guidelines**

This Memorandum of Understanding is established between the Hanover Public Schools and the Hanover Police Department regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within Hanover Public Schools. The Hanover Public Schools and the Hanover Police Department agree to coordinate their response to violence or other illegal activity by students and non-students which occur on school premises or at school-sponsored or school-related events. Through collaboration the two departments can ensure safe and secure schools and community environments designed to maximize effective teaching and learning. This agreement is subject to periodic review and amendment by agreement of the parties.

In order to maintain a safe environment in its schools, the School Department reserves the right to search all school property for contraband or controlled substances in accordance with state laws.

##### **A. Non-Reporting School Personnel:**

A teacher or other school employee with knowledge or facts pertinent to the reportable act shall make a report on the incident and shall deliver such a report and any physical evidence to the school's Reporting Official.

##### **B. Responsibilities of Reporting Official:**

Once the Reporting Official has been made aware of the incident, it is his/her responsibility to:

- Categorize the act as requiring a mandated or discretionary report

- Notify the Police Department whenever mandated
- Deliver to the Police Department pertinent physical evidence
- After consulting with the Police, notify parents of mandatory act.
- When appropriate, notify parents of any act in which a discretionary response does not result in the notification of police.

#### C. Responsibilities of the Police Department

The responding Officer shall receive reports from the Reporting Official. The Officer shall investigate such cases and, where appropriate, refer such cases to the District Attorney's office for prosecution.

#### D. Collaboration

The Hanover Public Schools and the Hanover Police Department shall establish and conduct regularly scheduled meetings to discuss, monitor and track events occurring within the Hanover Public Schools facilities or in connection with school officials, as well as serious or habitual offenders. The parties may invite other officials to participate as appropriate.

To the extent permitted by law, the parties shall share information regarding student offenders. The parties agree that any information shared during these meetings shall be confidential and subject to privacy restrictions established by law

#### **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. Sexual 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;
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;
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 gifts 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 conducted 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**

School hours for both elementary schools will be the same beginning September 2014. Cedar, Center, and Sylvester will run on the same school schedule as follows:

### **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**

### **Full Day Kindergarten and Grades 1-4**

8:30 A.M.- 2:50 P.M. (M W TH F)

8:30 A.M.-12:50 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

Jane DeGrenier 5/16/14 4:28 PM

**Comment [5]:** School hours were changed to reflect the same early school schedule for both elementary schools.

- 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. 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:

- 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; comments on an individual's body, comments about an individual's sexual activity, sexual orientation, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons, including inappropriate usage of computers/internet;
- Unwelcome leering, whistling, brushing against the body; sexual gestures, suggestive or insulting comments including but not limited to fag, homo, etc.
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities; and,
- 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 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 DESE 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 principal. 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 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 amended 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 four (4) or more tardies in any one term will receive written notification from school administration. Tardies for medical, dental, legal appointments, or to attend a funeral are excused tardies. All other tardies are unexcused.**

Jane DeGrenier 5/16/14 4:35 PM

**Comment [6]:** Language updated to be consistent with HMS and to define excused and unexcused tardies

#### **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 by a teacher to be brought in to school for a specific project.

### **VISITORS**

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 all visitors. All visitors are asked to wear a visitor identification badge while in the school.

### **VOLUNTEERS**

Parents often volunteer at school as classroom helpers, room parents, library assistants, or field trip chaperones. All volunteers must have an up to date CORI done with the Hanover Public Schools in order to volunteer at any school event. Volunteers should also sign in before starting their tasks and to wear a volunteer identification badge while in the school.

Jane DeGrenier 5/16/14 4:39 PM

**Comment [7]:** Updated language on procedures for visitors and volunteers.