August, 2013

Dear Parents/Guardians,

It is my pleasure to welcome you to Ashby Elementary School. The faculty and staff join me in saying we’re happy to have you as part of our school. We are looking forward to getting to know you and hope you find your time here at AES to be both exciting and rewarding. We encourage you to take full advantage of all the opportunities that are available to you here. We believe that a solid education will be the key to your success in the future. It is our goal to provide you with the best education possible. Please remember the motto painted in my office, as well as the main hallway that states: All students can learn and succeed, but not on the same day in the same way. – William G. Spody.

We have high expectations for all of our students, both academically, as well as socially. Respect for each other and adults are our number one priority which began as a goal of our school council last year. See the next page for our AES Code of Respect. The staff and I appreciate your support. With roughly 220 students here at AES, it is important that all students have the opportunity to learn in an atmosphere that is welcoming and a place where everyone feels safe and respected. We will continue to focus on monthly school values, which will be addressed during school assemblies with the following topics being covered: Sept. – kindness, Oct. – empathy, Nov. – honesty, Dec. – responsibility, Jan. – patience, Feb. – courage, March – cooperation, April – friendship, May – respect, and June will be designated for wrap-up.

The purpose of this handbook is to explain the philosophy, policies and procedures that allow us to successfully prepare all students for their future. Please take some time to read it carefully so that you are clear about the expectations that we have for your child (ren). New information is in bold print for quick reference. If, after reading our handbook you still have questions please do not hesitate to contact us at 978-386-7266. Additionally, our weekly e-mail newsletter will provide you with on-going information on school events and programs. Thank you in advance for taking the time to read these materials.

Together, we strive to ensure that every student achieves their full potential. Students, who come to school everyday, make an honest effort to do their best work, and who treat others with respect, will find their efforts rewarded with academic success and personal growth.

My e-mail address is as follows: agapp@nmrsd.org and the school website is www.nmrds.org. We are looking forward to a wonderfully productive and successful 2013-2014 school year!

Sincerely,
Mrs. Cromwell-Gapp, M.Ed.
Principal
AES Code of RESPECT
Good discipline is based on RESPECT
RESPECT for authority, peers, self and for rules.

RESPECT for authority is shown by…
- Listening along with eye contact
- Being punctual and prepared for school/class
- Accepting responsibility for your actions

RESPECT for peers is shown by…
- Communicating in a polite and kind manner
- Including others, being sensitive their needs and/or feelings (diversity)
- Allowing others their personal space and property

RESPECT for one self is shown by…
- Being honest/responsible
- Using appropriate language
- Behaving safely (keeping hands to one’s self)

RESPECT for rules is shown by…
- Obeying the rules of AES and each classroom
- Understanding that rules are put into place to keep us safe
- Understanding that different situations can create different expectations

RESPECT for my learning is shown by…
- Trying my hardest
- Taking appropriate risks
- Working cooperatively
- Thinking reflectively, creatively, and critically

RESPECT for the environment is shown by…
- Protecting the environment
- Contributing to my community
DISTRICT MISSION STATEMENT

To develop an interactive and inclusive learning community dedicated to preparing students for productive citizenship in a global society.

DISTRICT VISION STATEMENT
The schools of the North Middlesex Regional School District are essentially communities of learners organized for the care and development of young minds. As public schools, our schools assume the added responsibility of preparing all young learners as future citizens capable of securing their place in a global society. These two purposes are inextricably linked: the faith that built our public schools holds education to be the key to both our children's and our nation's success.

PHILOSOPHY
Ashby Elementary School is dedicated to educating children from kindergarten through grade five and functions as an integral part of the community it serves. Students of different races, creeds, economic backgrounds, and abilities are represented in the school population. The school's size enhances a close relationship among parents, school personnel, and students.

Ashby Elementary School provides a disciplined, positive atmosphere in which students can develop academically, socially, emotionally, and morally. The school strives to meet the needs of each individual student. Students are challenged to develop their individual potential and assume increasing responsibility for their learning. Opportunities are provided for students to be actively involved in learning experiences related to the changing world around them.

The educational endeavor is a joint undertaking with the administration, teachers, parents, students, and the community working cooperatively. It is believed that the administration creates a positive and supportive teaching-learning environment; teachers guide the learning process insuring that all basic skills are taught; parents provide a supportive learning environment at home; students invest themselves in the educational opportunities; and the community lends support in accomplishing the goals outlined by the school.

SCHOOL MISSION STATEMENT
Our mission is to provide students with the highest quality educational opportunities in a safe and secure environment. We strive to foster individual academic success and social growth through a partnership with students, staff, families, and community.

SCHOOL VISION STATEMENT
Our school promotes a safe learning environment that understands that all students can learn and succeed, each in their own way.

Our school fosters a love of learning by promoting high expectations for each student.

Our school provides a standards-based curriculum that supports all learning styles which evolves through ongoing assessment.

Our school believes that respect and communication are the building blocks of a well balanced community. A respect for diversity and self will help us achieve academic excellence.

CORE VALUES
Respect Responsibility Integrity Caring Citizenship Communication
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ADMINISTRATIVE PERSONNEL SERVICES

North Middlesex Regional School District, 45 Main St., Pepperell, Massachusetts 01463 978-597-8713

School Committee

Susan Robbins  Chair, Member-Townsend 14 Hillside Dr.  Townsend, MA01469 978-597-3004 srobbins@nmrsd.org
Jonna Clermont  Vice Chair, 47 East Street Pepperell, MA01463  978-433-6-8295 jclermont@nmrsd.org
Anne Adams  Member-Pepperell  5 Blueberry Hill Drive  Pepperell, MA01463  978-433-9062 aadams@nmrsd.org
Anne E. Buchholz  Member-At-Large  7 June Street  Pepperell, MA 01463 978-433-3097 abuchholz@nmrsd.org
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Dennis Moore  Member – Ashby 780 Pillsbury Road, Ashby, Ma 01431 978-386-7741 dmoore@nmrsd.org
Robert Templeton  Member-Townsend  20 Hillside Dr.  Townsend, MA 01469 978-597-0598 rtempleton@nmrsd.org

Schools

Ashby Elementary School  (978) 386-7266
Hawthorne Brook Middle  (978) 597-6914
Nissitissit Middle  (978) 433-0114
North Middlesex Reg. High  (978) 597-8721
Spaulding Memorial School  (978) 597-0380
Squannacook Early Childhood Center  (978) 597-3085
Varnum Brook Elementary  (978) 433-6722

DISTRICT ADMINISTRATIVE PERSONNEL

Superintendent of Schools:  Ms. Joan Landers  (978) 597-8713 ext 1201
Assistant Superintendent – TBA  (978) 597-8713 ext 1301
Director of Human Resources:  - TBA  (978) 597-8713 ext 1601
Business Manager:  - Mrs. Nancy Haines  (978) 597-8713 ext 1401
Special Needs Director:  Mrs. Linda Rakiey  (978) 743-4980
Manager of Information Technology:  Mr. Jeremy Hamond  (978) 597-8713 ext. 1702
Director of Buildings and Grounds:  Mr. Oscar Hills  (978) 597-8713 ext 1701
504 Coordinator:  Mrs. Linda Rakiey  (978) 597-8713 ext. 1601
Coordinator for the Homeless:  Mrs. Linda Rakiey  (978) 743-4980
Title VI and Title IX Coordinator:  TBA  (978) 597-8713
SCHOOL CALENDAR

*Dismissal Time on Half Days is 12:00 PM
SCHOOL COMMITTEE CALENDAR

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
Ashby – Pepperell – Townsend, Massachusetts

REVISED FY2014
SCHOOL COMMITTEE MEETING SCHEDULE

August 26, 2013
September 09, 2013
September 23, 2013
October 28, 2013
November 25, 2013
December 09, 2013
January 13, 2014
January 27, 2014
February 10, 2014
February 24, 2014
(Regular Meeting/Budget Hearing)
February 25, 2014 (Snow Date) March 10, 2014
(Regular Meeting/Budget Adoption)
March 11, 2014 (Snow Date) April 14, 2014
April 28, 2014
May 05, 2014
(Organizational Meeting)
May 12, 2014
June 09, 2014

All meetings of the North Middlesex Regional School Committee will be held at North Middlesex Regional High School unless otherwise posted. Additional meetings may be scheduled as needed. Approved 05.06.13 Revised 07.09.13
AFTER-SCHOOL ENRICHMENT PROGRAM

This program offers students a choice of enrichment activities at a nominal cost. Registration forms are sent home with students two weeks before the classes are scheduled and give a brief description of the class offerings for the upcoming session, as well as the dates of the classes. Community members, parents and interested adults are invited to share their hobby or interest with the students. Instructors can select the age child and class size that they are comfortable with and receive a stipend for teaching. Prompt pick-up of students at the conclusion of each program session is the responsibility of the parent/guardian.

ARRIVAL AND DISMISSAL PROCEDURES

Half Day/Early Release Day (K-4) 9:00AM–12:00AM/ Regular School Day (K-4) 9:00AM–12:00PM

We urge all students to arrive at school no earlier than 8:50 AM. School opens at 8:00 AM with the late bell at 9:05. Students who arrive at 9:06 are entering school tardy and need to stop at the office for a tardy slip. Students who arrive at the school before 8:50 AM will not be allowed in the building and there is no supervision outside the building before that time. No student should be dropped off before 8:50 AM or remain after school hours unless they have permission to participate in an approved enrichment or instructional program.

Students are to go home immediately upon dismissal at 3:15 PM. They are not to enter the main hallway of the building or classrooms to pick-up forgotten materials after they have been dismissed, except in emergency situations. No student will be allowed to ride their bike to and from school, walk, ride another bus, or get off at another bus stop without written permission from parent/guardian to the school.

During arrival and dismissal times, drivers are asked not to park or drive in the front circular driveway. Please use the lined parking spaces to the right of the building, closest to the Townsend Public Library. Car riders, and bus students will be dismissed beginning at 3:15 PM. Students who wait to be picked up will wait inside the school for safety reasons.

Early dismissal of students is handled through your child’s teacher and the office. A written statement from the parent should be sent to the teacher the morning of early dismissal. If a parent wishes to pick up a child during the day, the parent must come to the office in order to properly sign out the child. Should a parent send another adult to pick up a child at any time, written authorization from the parent is required. No child will be dismissed in the custody of a person other than the parent/guardian of the child unless written authorization has been sent from the parent/guardian specifying the name of the person who is authorized to pick up the child that day. Children are not allowed to go home with another child or attend an after school activity without a note from the parent/guardian. Children without a note will be sent home in accordance with their regular routine for that day.

Under no circumstances may a student leave a classroom, assigned area or the school building/grounds without permission. Disciplinary action will be taken if this should occur.

Student Notes/Dismissal Information:

We cannot accept changes to dismissal information over the phone. For the safety of the children, a note from the parent stating the change must be sent in to the office or brought into the school. Faxes will be accepted and a follow up call will be made to verify the information.

All notes are to be no smaller than 4 x 7” and include the following information:

✓ At the top of the note: Date/Day
✓ Student first and last Name/Homeroom code or teacher name
✓ Parent name printed and signature of parent.
✓ Be sure to specify as much information as you can (i.e. give complete name of child your student is leaving with, their address and Bus #).

Please understand that time is of the essence when processing all the morning notes, so as much information as you can provide on your child is helpful at this most hectic time of the day.
Also, when you are having a group of students to your home or meeting at the school, please send in a list of the students you have contacted and are planning to meet you so the office knows who should have a note. This will help dismissal time run smoothly.

ATTENDANCE/TARDINESS

Children are required to attend school each day in accordance with Massachusetts General Laws and the policies of the North Middlesex Regional School District. A student may be excused for sickness, serious illness or death in the immediate family, and recognized religious holidays. Each student is expected to make up all work that has been missed during an absence from school. Requests for homework during student absences should be made to the regular school telephone number before 9:00 AM for pick-up after 3:15 PM at the school office. Unexcused absences from school/class will result in a parent conference with the principal and disciplinary action against the student.

Foreseen absences (i.e. family vacations during the school year outside of the designated school vacation periods) place a burden on the child, the teacher, and the other children in his/her classroom. For this reason, vacations should be planned to coincide with regularly scheduled vacation periods. It is the school’s and district’s position that these types of absences should be avoided.

We do recognize, however, that there may be circumstances that make it necessary for you to take your child out of school. In such cases, parents/guardians need to submit a note to the child’s teacher stating the date(s) of the absence and the reason for the absence.

We believe it is necessary for the child to complete all class work, the parent/guardian should also submit a note to the child’s teacher requesting anticipated work assignments. *This request must come at least one week before the anticipated absence. Please note: These assignments may not be all inclusive of the assignments given to the class during the absence.*

If a child is going to be absent from school, or late to school, parents are requested to call the absence line (978-386-0973) before 9:00 AM. If a student does not arrive at school, we want to be sure the child is safe at home. The guidance counselor, principal, nurse or secretary will call the home if the school does not hear from the parent or if the parent has not registered a call on the school absence call in line. Parents do not need to send in an absence note if they have called the absentee line.

Students are expected to arrive at school on time. Any student who has not reported to the classroom by 9:06 AM will be marked tardy and will need a note from the office to be admitted to class. It is important for parents to realize that tardiness disrupts classes that are in progress. Parents will be contacted when absences or tardiness become excessive. Students are not marked tardy when they are late due to bus delays or mechanical problems. In order for a student to qualify for perfect attendance he/she may not be absent, dismissed, or tardy at all during the school year.

No student who has been absent or suspended from school may participate in or attend any school or after school activity during the day of their absence. This includes any student who is dismissed before 12:00 AM (and does not return to school) or any student who enters school after 12:00 AM.

AWARDS

A formal Awards Day ceremony will be held on the next to last day of the school year. During the morning announcements for the last two weeks of the school year, some school-wide awards will also be presented.

BACK (Before and After Care for Kids)

The BACK program operates at AES and provides Kindergarten through grade 4 children with a safe, supervised and fun place to spend before and after school hours. Our goal is to offer a choice of activities to participate in daily, including arts and crafts, games, supervised homework sessions, indoor gymnasium activities, as well as outdoor activities.

Back is open Monday through Friday from 6:30 am to 9:00 am and then again from 3:15 pm – 5:30 pm during the school year. In addition to school days the program operates on delayed starts, teacher workshop days and early release days. If school is cancelled during the day, the program remains open until 4:30 pm. The cost of the program is based on $4.00 an hour or any portion of an hour. There is a
one time registration fee of $25.00 per family. Please check our school website for more details and register your child through the building principal.

BUILDING SECURITY AND SCHOOL SAFETY
It is the policy of the Ashby Elementary School and the North Middlesex Regional School District to endeavor to provide a safe, secure and non-disruptive environment in which students can learn and participate in all school programs and activities. Providing for the safety of students, school personnel and visitors while at school and/or participating in school-sponsored activities is the responsibility of all school employees. If a school employee confronts a situation that he/she considers to be unsafe, he/she should take all reasonable steps to eliminate the potential harm to others and report the circumstances involved to the building principal. The Superintendent can promulgate “administrative procedures” to effectively implement the goals of this policy.

All exterior doors, as well as the lobby are locked at all times. All parents, volunteers, visitors and guests must stop at the office and sign a register and receive approval from the office and an authorization badge to proceed beyond the front lobby area. Any unauthorized person on school property will be reported to the principal. That person will be asked to leave the premises. If the person refuses, the police will be contacted. Video surveillance cameras will monitor the front lobby area and hallways.

CHANGE IN STUDENT INFORMATION
It is imperative that the school office be notified immediately of a change of address, home or office telephone numbers, or emergency information during the academic school year.

CHILD ABUSE/NEGLECT
The North Middlesex Regional School District affirms its responsibility to provide for the safety and well being of students. School personnel, having custodial responsibilities of school children, are by law required to refer for investigation by the Department of Social Services, any school child suspected of having been abused or neglected. (V)

COMMUNICABLE DISEASE
The following diseases are common among school children and are considered communicable. Children having any of these diseases must be excluded from school according to regulations set by the Department of Public Health and the school physician (as outlined below).

- Chicken Pox - one week from the appearance of eruptions or until lesions have dried / crusted
- Conjunctivitis - on medication for 24 hours
- German Measles - five days after onset of rash
- Hepatitis A - exclude for a minimum of one week following onset of jaundice
- Hepatitis B - may return when acute clinical symptoms are gone with attending physician’s approval, with no visible signs of weeping body fluids or open sores. See HIV policy
- Herpes Simplex - exclude until lesion can be covered or is crusted over
- Impetigo - on medication for 24 hours
- Measles - five days from the appearance of the rash
- Meningitis - readmit after treatment with antibiotics with attending physicians’ approval
- Mumps - nine days after onset of swelling
- Pediculosis - exclude until nit free, must be checked by the school nurse prior to reentry and 10-14 (head lice) days after treatment
- Pin Worm - until treatment by physician can be verified - no less than 24 hours
- Rubella - exclude for a minimum of 4 days after onset of rash
  1) Contacts - no restrictions if previously immunized
  2) Susceptible - from seventh through 21st days after exposure
- Scabies - exclude for 24 hours after taking prescribed medication with physician’s note to verify treatment
- Strep Infections - (scarlet fever-strep throat) - 24 hours after antibiotic was started, providing it is continued for 10 days or, in all cases, when a doctor approves the return to school
COMMUNICATION CHAIN
If a parent needs to talk to a teacher concerning their child's progress, we ask that you use the following procedure:
1. Call the school secretary to arrange to have an appointment scheduled with your child's teacher(s).
2. Follow through with the designated conference time.
3. Allow some time for the change to occur. If you still have concerns regarding your child's progress, call the school principal who will discuss the situation and look into the problem area. The principal may ask for assistance from the special needs staff and the regular classroom teacher. The principal may ask for a joint conference so that everyone can work together as a team to find the most appropriate action.
4. In the unlikely event that the problem cannot be resolved at the building level, the parent has the right to ask for assistance from the Superintendent of Schools. She will ascertain whether all attempts to resolve the problem have been tried at the school building level. Every effort should be made before the Superintendent becomes actively involved to resolve the problem using the personnel at the school. The Superintendent may counsel the parents individually or call for a joint meeting.
5. In extreme cases, the School Committee may become involved when a school district policy is in question.

DISCIPLINE/EXPECTATIONS OF CONDUCT
Every child has right to an education, but along with this right comes responsibilities. Each student's right to learn will be protected. It is the goal of the school to establish a positive learning environment by nurturing student self-discipline. It is the responsibility of every student to be respectful and cooperative with teachers and adults in order to help other students maximize their learning experience at AES. We are a community of learners and as such we look to each other for assistance. Advancement of individual potential is important and a desirable school goal. However, we should not lose sight of the fact that we are come together each day in a team effort to work and learn in a cooperative manner as adults and children.

Students at Ashby Elementary are expected to abide by School Committee policies and the school rules, which are listed below, as well as the classroom rules established by individual teachers. School Committee policies are written in a policy manual located in the school office. Teachers will inform parents and students at the beginning of the year of their classroom rules and expectations. (XIX)

Bathrooms/Cafeteria – Students are expected to:
1. Keep their hands to themselves at all times.
2. Use the gender correct bathroom for their intended function.
3. Keep the bathroom clean. No writing, stains or marks should be made on walls, stalls, floors or bathroom fixtures.
4. Place paper/hand towels in the wastebaskets provided.
5. Wash hands without spilling soap on the floor.
6. Turn off water faucets with a paper towel.
7. Return directly to class.

Cafeteria - Students are expected to:
1. Keep hands to themselves at all time.
2. Walk in an orderly manner and wait quietly in line to be served.
3. Find a seat immediately and remain seated until finished eating.
4. When finished eating, dispose of lunch materials and make sure table area is cleaned up in an appropriate manner.
5. Speak in an indoor voice.
6. Use good manners and treat school property and each other with respect. Students may lose cafeteria privileges or be given assigned seats if they fail to cooperate with the adults on duty and/or refuse to follow cafeteria guidelines for behavior.
7. Sharing of lunches and snacks with other students is not permitted due to food allergies.

General Guidelines – Classroom - Students are expected to:
1. Keep their hands to themselves at all times.
2. Be kind, respectful and courteous to adults and to other students at all times.
3. Respect the property and belongings of the school and other people.
4. Follow the directions of the adult in charge.
5. Keep the school neat and clean.
6. Dress in neat, clean and appropriate clothes that will not distract or offend others.
7. Remember not to chew gum in school or on the school grounds. An automatic detention will be assigned for gum chewing.
8. Sit properly in chairs with all four legs touching the floor.
9. Leave expensive toys at home unless they are part of a school project or learning activity.
10. Not smoke or be in possession of cigarettes, alcohol or drugs in the school building, on the school grounds or on any school bus in the school district. Disciplinary action will occur.
11. Behave appropriately during assembly programs (no booing, fooling around, or talking) and on school-sponsored field trips.
12. Not throw or propel objects of any kind at others in the classroom, cafeteria, hallways, on the playground or the bus. This is an issue of safety and will not be tolerated. Disciplinary action will occur.
13. Refrain from bringing I-Pods, DS’s, toy guns, electronic toys, laser penlights, cell phones, Bakugans, beepers, toy knives or other inappropriate toys or cards.

**Hallways - Students are expected to:**
1. Keep their hands to themselves at all times.
2. Line-up in an orderly manner and walk quietly.
3. Observe and appreciate the artwork and class projects displayed in the building without touching the displays.

**Recess - Students are expected to:**
1. Keep their hands to themselves at all times.
2. Walk from the cafeteria to the designated recess area after being dismissed.
3. Keep all toys such as: toy guns, knives, I-Pods, DS’s, cell phones, and all other media players, electronic toys, beepers or other inappropriate toys and cards at home.
4. Remember that baseball cards, small toys are for personal use on the playground. Trading or selling items is strictly prohibited.
5. Line up once the whistle is sounded.
6. Follow the directions of the teachers and general assistants. They are in charge of supervision during the recess period; their directions should be followed in a prompt, courteous manner.
7. Ask the teachers or general assistants for permission to leave the recess area.
8. Use sleds on the playground in a safe manner. The general assistants will outline directions for use. Student safety will be the prime concern. Regulations for use will be followed by all students who wish to have the privilege of using school sleds for play.
9. Avoid rough play at all times on the playground and school grounds. Rough play is that which involves clutching, grabbing, pushing, tripping, or otherwise knocking another student or students to the ground. In all cases, the general assistants shall determine what is considered to be rough play. Verbally or physically aggressive behavior and/or rough play will not be tolerated nor will fighting, bullying or any other action that harms or is potentially harmful to another student. Any deliberate attempt to harm another student physically, whether on school grounds, the school bus, or at a school function will be considered a serious offense and as such will bring serious consequences. Parents will be notified in these situations.
10. Sportsmanship will be displayed in all playground and classroom activities.
11. No skateboards or roller blades on school property at any time.

**Consequences for the above expectations are as follows, but not limited to:**
1. Staff members will speak with child about incident (verbal warning)
2. 2nd occurrence may result in lose of activity, parents notified by telephone
3. Lunch/Recess Detention with emphasis on think sheet questions with principal or guidance counselor (parents may be called)
4. Before or after school detention 20-30 minutes with emphasis on think sheet questions with principal (parents will be called)
5. In school suspension half or full day with principal or guidance counselor (parents will receive a phone call, as well as a letter)
6. Out-of-school suspension half or full day (parents will receive a phone call, as well as a letter)

**Due Process**

Each child shall have the right to, in the case of any disciplinary action whether it be loss of recess or other school privileges, after school detention, in-school suspension, out of school suspension, or expulsion from school, hear the charges made against them. The student shall have an opportunity to respond to those charges, and shall have an opportunity to bring witnesses into the discussion in their defense. In cases of expulsion, they have right to a hearing with parents and legal counsel present.

In any and all cases, the consequences for actions deemed inappropriate or in violation of school conduct codes shall be reasonable and appropriate relative to the age and grade of the student in concert with district and state policies.

Students in need of special education shall also be required to adhere to the rules and regulations contained in this handbook unless their individual educational plan indicates otherwise. The children with an individual education plan shall not be subjected to 10 or more days of consequences and/or punishment that causes them to be denied the educational program outlined in the individual education plan. There are specific federal and state mandates in place for students receiving special education services. These are specified in the handbook section entitled "Special Needs Student Discipline Policy."

Recent court rulings have defined certain student rights with regard to exclusion from school. The procedural requirements of due process in regard to suspension stipulate that three (3) elements be present prior to any suspension: the student must be told the nature of the charges, be given an opportunity to respond, and, if he denies the charges, a statement of the evidence supporting them. All this can be done informally, with the charges and supporting evidence delivered orally or in writing. If a student is dissatisfied with the decision or with the principal, he/she may appeal to the Superintendent of Schools.

The court has further recognized that, as an exception to these rules, emergency circumstances could exist under which a student could be immediately suspended, if posing a physical threat to persons or property. In such cases, however, the hearing will be scheduled as soon after the suspension as possible. (XVI)

**Corporal Punishment**

Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other persons or themselves from an assault by a student.

**Hazing**

A Massachusetts state law makes hazing a criminal offense in the commonwealth. While we experience and foster a supportive and cooperative atmosphere among our student body and staff, it should be noted that any act of hazing would result in an immediate hearing with the school principal and suspensions of one to ten days depending on the seriousness of the incident. This will result for those individuals who are identified as participants in such an act and includes physical or verbal hazing. The term "Hazing" as used in this section 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 other person. Practices such as whipping, beating, branding, forced calisthenics, or forced consumption of food or beverages are some examples of hazing. Any athlete involved in hazing will be expelled from the team. (XI)

**Cheating/Plagiarism/Forgery/Theft**

Cheating in any form is considered a major offense and will be treated seriously. Students claiming credit for work other than their own, including homework, are considered to be cheating. This includes all parties involved in the actual cheating offense. A conference with the student, parent/guardian, teacher, guidance counselor, and principal will take place to determine the appropriate disciplinary action. Loss of academic credit (the student(s) will receive a zero for the work) will occur.
Plagiarism is an act involving serious academic dishonesty by copying verbatim the written work/ideas of another. Any plagiarized paper/assignment will be graded as a zero and the student’s parents will be contacted.

Forgery is the act of a person signing someone else’s name to a document. This is considered a serious act and disciplinary action will be taken against a student who does this.

Theft (the deliberate act of taking money or other items that belong to someone else without their permission) and/or the failure to divulge information concerning a theft when requested will be dealt with seriously. Disciplinary action, restitution and/or community service hours will be considered in dealing with this issue. A parent conference with the principal will be required. Referral to the police may also occur.

Bullying

Anti-Bullying Law: Reporting, Investigation, and Notification of Bullying or Retaliation and Confidentiality of Student Record Information

I. Purpose:
Bullying, and retaliation against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying is prohibited.

II. Definitions and Terms:

Bullying means 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 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 herself or damage to his or her 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 a school. Bullying shall include cyberbullying.

Cyberbullying means 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. Cyberbullying shall also include: (i) the creation of a web page or blog in which the creator assumes the identity of another person, or (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 in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include 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 of posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Retaliation means any form of intimidation, reprisal or harassment directed against a person in response to an action that person has taken or knowledge that the person has.

III. Reporting, Investigation and Notification:

Staff
All members of the school staff shall immediately report any instance of bullying or retaliation the person has witnessed or become aware of to the principal or their designee.

Principal
When receiving a report of bullying or retaliation the principal or their designee will promptly respond to the incident and carry out an investigation.

Parents
The principal or their designee will notify the parent of the alleged victim and the alleged perpetrator of a report of bullying or retaliation and of the school’s procedures for investigating the report; and inform the parent of a victim of bullying or retaliation of actions that school officials will take to prevent further acts of bullying or retaliation.

Law Enforcement
Upon reviewing the report of the investigation the principal will decide whether to notify the police of the reported incident. The decision to notify the police is based on a reasonable belief that the incident may result in criminal charges against the alleged perpetrator. If the principal
decides to notify the police she/he will document the reasons and immediately make notification.

If the principal decides not to notify the police, or the police determine that its involvement is not necessary under the circumstances, the principal shall respond to the incident of bullying or retaliation with appropriate disciplinary action. If the principal subsequently determines facts that cause him or her to believe that the perpetrator’s conduct may be criminal, the principal shall then notify the police.

In either case nothing in regulations shall prevent the principal from taking appropriate disciplinary or other action pursuant to school policy and state law related to the incident.

IV. Confidentiality of Records

Parents
A principal may not disclose to a parent any student record information regarding an alleged victim or perpetrator who is a student and who is not the parent’s child.

Law Enforcement
A principal may disclose a report of bullying or retaliation to police without the consent of a student or his/her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of victims, student witnesses, and perpetrators to the extent practicable under the circumstances.

Additional Authorities
A principal may disclose student record information about a victim or perpetrator to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This provision is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

Regulatory Authority:
603 CMR 49.00 is promulgated by the Board of Elementary and Secondary Education pursuant to M.G.L. c. 71, § 37O, as added by Chapter 92 of the Acts of 2010.

Student Confidentiality Laws: 603 CMR 23.07(e) and 34 CFR 99.31(10) and 99.36

North Middlesex Regional School District Bullying Prevention and Intervention Plan is available online on the district webpage. Hard copies of the plan are also available in each school and each town library.

Fighting/Intimidation on School Property
Any student who physically abuses, fights with, bites, coerces, continually bullies or destroys the property of another student may receive up to a three (3) day suspension or more severe discipline. Possible notification to the police may occur. A parent conference will be required.

Insubordination, Disrespectful and/or Disruptive Behavior
Students must show proper respect for and obey legitimate requests of all members of the school staff. Not to do so would be considered insubordinate (disobedience) and would result in disciplinary action. Repeated insubordination/disobedience will result in more severe discipline. A parent conference with the principal will be required.

Disrespectful behavior toward school personnel or another student in the form of vulgar language, profanity or derogatory gestures will be subject to significant disciplinary action, even suspension depending on the severity of the behavior. If it is directed at an adult, it will result in an out of school suspension for a minimum of one (1) school day. Frequent disruptive behavior by a student in the classroom or elsewhere will likewise be subject to significant disciplinary action.
**Suspensions**

An in-school suspension is designed to remove a student with disciplinary problems from the privilege of attending scheduled classes. In-school suspension allows a student to complete academic assignments that are owed while promoting proper behavior in the regular classroom setting. The student will be supervised at all times. The classroom teacher will provide appropriate work. Parents will be notified in writing about the action being taken concerning their child.

Time spent in the in-school suspension is strictly business; socialization or recess is not permitted. Academics will be emphasized. Lunch will be brought to the student. Physical needs will be responded to immediately.

In the court case of *Goss v. Lopez*, the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the students has the constitutional right to receive:

1. oral or written notice of the charges against him/her;
2. an explanation of the evidence against him/her; and
3. the opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).

Notice of the suspension and the hearing will occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, or himself/herself, or clearly disrupts or endangers the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time. Students will be told the length of the suspension when it is initiated. Out of school suspensions may be issued by an administrator for a period of one to ten days. Students will be notified of the reason for suspension. A discussion will be held between the administrator and the student with the opportunity to tell his/her side of the story. Every effort will be made to telephone and inform the parent of the suspension. A written communication will be mailed to the parent. Each suspension will require a student, parent and administrator conference prior to reinstatement. Up to three detentions may be assigned following each suspension. Students will be responsible for class work missed during suspension. All assignments will be left at the main office and must be picked up by a parent or his/her designee. Failure to make-up missed work will result in “0” for these assignments. A student suspended for more than five separate instances during the year will have his/her disciplinary record forwarded to the Superintendent by the Principal for the purpose of expulsion consideration and/or an administrative conference. If a student is suspended for 10 days in a given school year, whether it be in-school or out of school suspension, the parent has the right to request a special education evaluation.

**Lengthy Suspension and Exclusion**

Suspension for more than ten (10) days or exclusion (the permanent expulsion of a student from public school) require the school committee to provide a fair hearing for a student and his/her parents before the student is permanently excluded for alleged misconduct. The procedural rights for students facing expulsion include:

1. written notice of charges;
2. the right to be represented by a lawyer or advocate (at the student's expense);
3. adequate time to prepare for the hearing;
4. access to documented evidence before the hearing;
5. the right to question witnesses; and
6. a reasonably prompt, written decision including specific grounds for the decision.

In addition, the student or his/her parent may request that the meeting be tape-recorded and that the proceedings be interpreted into the student's/parent's primary language. The Open Meeting Law is applicable to school committees, (General Laws, ch. 39, sec. 23B) and, allows the school committee to enter executive session to consider the discipline of an individual. However, the statute allows the individual involved (that is, the student or his/her parent) to request that the hearing be held in open session.
Special Needs Student Disciplinary Policy

If a Special Education student has violated the school's disciplinary code, the school may suspend or remove the student from his/her current educational placement for a period of up to ten (10) cumulative days in a school year. When it is suspected that the suspension of a Special Education student will accumulate to up to ten (10) days in a school year, a Team (Manifestation Determination TEAM) shall be convened to review the IEP and the student's progress under that IEP. The review Team will determine whether the student's misconduct is related to the student's identified need for Special Education, or results from inappropriate program/placement, or an IEP that was not fully implemented. If the school district (i.e. TEAM) identifies deficiencies in the student's IEP or placement or their implementation, it must take immediate steps to remedy those deficiencies.

If the Team concludes that the student's conduct is related to a student's disability, then the student may not be removed from the current educational placement (except in case of possession of a dangerous weapon or a controlled substance or a student who assaults school personnel on school premises or at school sponsored or school-related events, including athletic games). The Team must develop a new IEP and immediately implement the new IEP, following parental/guardian approval.

If the Team concludes that the student's misconduct is not related to the student's disability, the current IEP is appropriate and the IEP is fully implemented and the Team must amend the student's IEP to provide for the delivery of Special Education Services to the student during the period of suspension, and the parents/guardian must consent to that amendment.

If, prior to the disciplinary action, the district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

a. The parent had expressed concern in writing; or
b. The parent had requested and evaluation; or
c. School district staff had expressed concern that the student had a disability.

If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures to conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

The Principal has the right to place a Special Education student in a forty-five day Interim Alternative Educational Setting without parental permission if the student brings a weapon to school or a school function; or the student possesses/uses/sells illegal drugs in school or at a school related function.

The Principal does have the right to exclude a Special Education student in a school that contains grades 9-12 in a case that involves possession of a dangerous weapon or a controlled substance or a student who assaults school personnel on school premises or at school sponsored or school-related events, including athletic games. A Principal in buildings without grades 9-12 would make a recommendation to the Superintendent and School Committee regarding exclusion of a Special Education student for the above reasons.

A Special Education student who has been excluded from the District has the right to appeal to the Superintendent. The student has ten days from the date of the exclusion to notify the Superintendent of the appeal. An appeal to the Superintendent does not stay the exclusion of the student from school. The Superintendent is required to hold an appeal hearing upon the request. The student has the right to legal representation during the hearing. After the hearing, the Superintendent shall decide whether to sustain, modify or reverse the Principal's decision. (VIII)

DISCRIMINATION POLICY AT NMRSD

Members of Ashby Elementary School (student or staff) do not discriminate based on a student's race, color, sex, religion, national origin, disability, or sexual orientation. Students have equal access to admission to school, courses, extracurricular activities, and employment opportunities, and will not be excluded for reasons of marriage or pregnancy. If a student or a student's parents believe that she/he has been a victim of discrimination within the school or during school related activities, the incident should be reported to the principal immediately. (I)

DRESS/APPEARANCE

Although there is no formal dress code in the school district, the administration advises parents to please monitor the appropriateness of their child's dress as they leave for school each day. Students should dress in a clean, neat and appropriate manner, which adds to a positive, productive school environment. Student dress is considered inappropriate and unacceptable if it is a distraction to the learning process, is considered to be offensive or it affects the health, rights and/or safety of the person or others. Shoes
are especially important to safety. Open-toe shoes, clogs and flip-flops are not advisable. Children find it difficult to run and play with these shoes on. Cleats and jewelry/clothes with studs or sharp objects on them are also not allowed because they could damage school property and jeopardize safety. Students will not be allowed to wear the following: hats, thin strapped tops, half shirts, tank tops, mesh clothing, short shorts, bandanas, pajamas, bicycle/lycra pants and any type of revealing clothing. The wearing of a hat in the school building is not allowed. Chains worn on pants, protruding studs from clothing, or sharp objects on clothing or jewelry will not be permitted in order to ensure safety and to protect against injury or damage to school property. Clothing, jewelry or related apparel, which refer to tobacco products, drugs or alcoholic beverages, are prohibited. Clothing, jewelry or related apparel utilizing sexual connotations and/or suggestive double meaning will not be permitted. Improperly dressed students may be asked to select other clothing or be sent home to change after notification to the parent. When deficiency in hygiene, grooming, appearance or dress is deemed to offend reasonable standards of health, safety and morality, or likely to disrupt the teacher/learning process, parents will be called. Displaying the "colors" of any inappropriate social group is strictly prohibited. Beepers and cell phones of any kind will not be allowed in school.

Please take note of your child’s attire and help us enforce these guidelines. When a student is appropriately dressed, his/her attitude is much more in tune with the goals of the school.

During the school year, recess is regularly held outside except during extremely cold and inclement weather. We recommend that all students wear clothing, which is appropriate for the weather conditions. When boots are worn during recess, it is suggested that sneakers or some other shoes be kept to wear inside the school building. Sneakers are required for all physical education classes.

DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY
Students who attend school or school functions possessing, using, or selling illegal drugs, controlled substances or alcohol will be suspended up to a maximum of ten days and may be subject to expulsion. Other action will include: immediate notification and conference with parents, arrangements for appropriate counseling, and referral action to local police officials. (In case of a second offense, the school committee will be requested to consider expulsion.)

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled sense or nervous system, nor possess, or sell any such substance for the purpose of violating or aiding another to violate this section.

EDUCATIONAL TRIPS
Educational trips are held periodically during the year to broaden the students’ learning experiences. Information slips will be sent home prior to the trip. It is the student's responsibility to return the signed permission slip prior to the date of the field trip. Parents will be notified in advance of any cost involved and may be asked to assist in chaperoning students. A student may be excluded from an educational trip if he/she has not completed school assignments despite reminders from the teachers or if his/her behavior could negatively affect the safety and well being of himself/herself and others on the trip. All students are representatives of AES while on an educational trip and as such, are expected to behave appropriately at all times.

EMERGENCY SCHOOL CLOSING
In an effort to assist the parents and support student safety, the administration of the North Middlesex Regional School District offers the following important information about emergency school closings during the school year.

First, the towns of Ashby, Pepperell, and Townsend are part of one school district called, "The North Middlesex Regional School District." When listening to school closings on the radio, you will hear The North Middlesex Regional School District is closed. There are six schools in the district. They are: Ashby Elementary/Squannacook Early Childhood Center, Spaulding Memorial, Varnum Brook Elementary, Nissitissit Middle, Hawthorne Brook Middle, and North Middlesex Regional High. North Middlesex Regional School District (NMRSD) would generally close schools during the following emergencies:

- Excessive snow fall
• Dangerous ice/road conditions
• Flood conditions
• Hurricane and high wind conditions
• Problems at schools such as heat, power, or water failure

In the NMRSD, the decision to close schools is usually made during the morning hours by the school’s administrators. In addition to the current methods used we have implemented the Connect Ed telephone communication system. This will provide a telephone call to a designated number anytime school is closed.

Please note the following about those early morning decisions.
1. Emergency closings are planned between 5:30 - 6:00 AM.
2. Parents should listen to the following stations for details about school closings:

<table>
<thead>
<tr>
<th>Radio Stations:</th>
<th>Television Stations:</th>
</tr>
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<tbody>
<tr>
<td>WTAG (AM 580)- Worcester</td>
<td>WBZ Channel 4 - Boston</td>
</tr>
<tr>
<td>WRKO (AM 680)- Boston</td>
<td>WCVB Channel 5 - Boston</td>
</tr>
<tr>
<td>WBZ (AM 1030) - Boston</td>
<td>WHDH Channel 7 - Boston</td>
</tr>
<tr>
<td>WEIM (AM 1280)- Fitchburg</td>
<td>WSRS (FM 96.1)- Worcester</td>
</tr>
</tbody>
</table>

When school is delayed in the North Middlesex Regional School District, it is a 2-hour delay. In summary, please remember only school officials’ close school on emergency closing days. You should assume school is open unless you hear otherwise on local radio or television between 5:30 and 7:30 a.m. If you have any specific questions, please feel free to call the school office. Parents are encouraged not to call the local fire/police departments.

If an emergency (non-weather related) early release should be necessary, every attempt will be made to contact a parent or guardian of all students in the school either by school personnel or by parent volunteers.

If an early dismissal due to inclement weather should be necessary, the school will follow the instructions given by parent/guardian on the Inclement Weather Dismissal Arrangement form. This form is sent home with every student at the beginning of the school year and can be updated as necessary.

Please discuss with your child, the arrangements you have indicated on the Inclement Weather Dismissal Arrangement form. The teacher will review these arrangements with your child before he/she is sent home. Every effort will be made to insure that no child is sent to a home without proper supervision. The safety of every child will always be a major concern and foremost in the minds of school personnel and parent volunteers. If you question whether there will be an early dismissal, a phone call to the school is always welcome.

EXTRA CURRICULAR ACTIVITIES
A number of extra-curricular activities are sponsored for students. Included among these are, Girl Scouts, Cub Scouts, Boy Scouts, a Ski Program, drama and school productions, and the After-School Enrichment Program. Parents will be notified about registration for and participation in these activities.

Unauthorized entrance to any area of the building and/or use of any equipment without proper supervision is prohibited. Students involved in any after school activities at AES are expected to follow all school rules and behave appropriately. Failure to observe these rules could result in disciplinary action. Prompt pick-up of students at the conclusion of each program session is the responsibility of the parent/guardian.

FALSE ALARMS AND BOMB THREATS
Participation in false alarms and making bomb threats are illegal and will be dealt with harshly by school and police authorities.

FIRE AND INTRUDER DRILLS
Fire and intruder emergency drills are conducted regularly in compliance with district policy and Massachusetts State Law. During a fire drill, Ashby fire and police authorities are notified. The alarm system is checked. The principal, the school secretary, and the custodians station themselves throughout the building observing students and checking the time necessary to evacuate the building. A serious attitude toward these drills is stressed with
everyone. The primary result of these drills is to familiarize students with emergency procedures. Reports on all drills are sent to the Superintendent's office. The Ashby Fire Chief, along with an Ashby police officer are present at all fire drills. Intruder emergency drills are employed in the event of an intruder being in the school hallway or if other emergency situations warrant students remaining in classrooms with the doors locked. At least eight fire drills and two intruder emergency drills will be conducted each school year.

FIREARMS AND OTHER WEAPONS/ASSAULTIVE BEHAVIOR

Massachusetts School Reform Act of 1993: Section 37H – All students and visitors to AES are reminded that Massachusetts state law states that the possession of a firearm or other dangerous weapon in any building, on a school bus or on the grounds of any elementary or secondary school is a crime punishable by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. The following provisions are found in Section 37H of the Massachusetts School Reform Act of 1993.

(a) Any student who is found on school premises or at school sponsored-related events, including athletic games in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter 94C of the General Laws, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district.

(c) Any student who has been charged with or convicted of a felony may be subject to expulsion from the school or school district.

(d) Any student who is charged with a violation of either paragraph (a), (b), (c) shall be notified in writing of an opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than recommend expulsion to the superintendent for a student who has been determined by the principal to have violated either paragraph (a), (b), or (c).

(e) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel to a factual determination of whether the student has violated any provisions of this section.

(f) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the said student does not apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Section 37 of the Massachusetts General Laws, require school personnel to report incidents involving a student's possession of a dangerous weapon on school premises. Reports are to be transmitted to the local police and Department of Social Services and students involved shall be referred to counseling.

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or replica, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to suspension or expulsion from the school or school district.

2. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school or school district.

3. Any student who has been charged with or convicted of a felony may be subject to expulsion from the school or district.

4. Any student who is charged with a violation of either paragraph (1), (2) or (3) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witness at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1), (2) or (3).

5. Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent of Schools. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

6. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If
said student does not apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. (XVII)

GUESTS AT SCHOOL
Due to the possible disruption of the normal school day, students may not bring a student guest to school. Insurance and liability issues also impact on this policy decision.

GUIDANCE COUNSELOR
AES Guidance Office Mission Statement:
The mission of the guidance office at AES is to promote healthy overall growth of all students through developmental guidance programs, small group interventions, and individual counsel. The school counselor partners with parents, community members, administrators, and teachers to create and maintain a safe enjoyable learning environment so students feel safe exploring their world.

AES Guidance Department Philosophy:
The counselor at AES believes:
- All children are inherently worthy
- All children can learn
- All students have dignity and self worth
- All students have the opportunity to participate in guidance programs
- All students will have support

AES has the services of a school counselor, Mr. Brian Prehna, M.Ed.. The elementary school counselor serves an important function in the school; some of the counselor’s responsibilities include:
- Accepts referrals from teachers and works with the students referred either individually, in small groups or whole classroom settings.
- Implements a school wide spot incentive program to be proactive against bullying.
- Serves as a resource person for parents and teachers who are seeking strategies and suggestions to deal with negative behaviors displayed by students.
- Teaches developmental classroom guidance lessons.
- Works with the entire student body proactively to combat negative behaviors before they happen.
- Organizes and runs monthly character value assemblies.
- Coordinates MCAS testing schedules.
- Is the chairperson for the child study team and team evaluation meetings.
- Participates in conferences with parents and teachers as requested.

HOMEWORK GUIDELINES
In the North Middlesex Regional School District, we value study that occurs beyond the classroom and school day largely because we have learned through research and practice that good homework accelerates achievement and establishes a positive work ethic invaluable in later pursuits. To this end, the assignment of homework aligns with what educators and others believe to be the primary purposes of homework: the reinforcement of skills and knowledge learned in the classroom, the application of learning to a new situation, and the independent acquisition of skills and knowledge.

Additionally, educators offer these justifications for the assignment of homework:
- To provide opportunity for parents and children to work together on academic pursuits,
- To keep parents abreast of the curriculum,
- To serve as a guide to the teacher in planning instruction,
- To develop study habits and a work ethic among students, and
- To provide activities that support other learning styles.

With these thoughts in mind, the following guidelines for homework have been established:
1. In the primary and early elementary grades, the emphasis will be on reading and mathematics.
2. All projects assigned will reflect the primary purpose(s) of homework, will be given sufficient time for completion, and will not be due immediately upon return from vacation. Recognizing the difficulties associated with determining individual student contributions and equitable grading, teachers are
discouraged from assigning out-of-school group projects unless these issues can be assessed with certainty.

3. Daily homework at the elementary level will generally be assigned for 10 minutes of study per grade level. Thus, the grade 4 student can expect nightly assignments that can be completed in approximately 40 minutes.

4. The teacher and the student will assess all homework assignments. Collected homework will be returned to the student in a timely fashion.

5. Homework generally should not count for more than 20% of a student’s grade. There will be consistency regarding this guideline.

6. Teachers will communicate in a timely manner with parents when homework assignments are not being completed. Parents will communicate with teachers if their children are experiencing difficulty with assignments.

7. When assigning homework at the elementary and middle school levels, teachers need to be aware of extra-curricular school events in which many students are involved.

8. Parents are encouraged to utilize the resources available through the school to assist students with the successful completion of assignments.

INSURANCE

Parents will have the option of purchasing student accident insurance only at the beginning of the year. Forms should be completed and returned to the teacher.

INTERNET USE POLICY

North Middlesex Elementary School (PK-4) Acceptable Use Policy for Computers / Guidelines for Internet/Network Use

The purpose of the NMRSD network is to advance and promote education in the District. It is intended to assist in the collaboration and exchange of information among all who are concerned with education. The primary purpose of using the Internet is to help students gain access to vast amounts of current research being conducted locally, nationally, and world-wide and to communicate with other students with similar interests, who are on the network.

Access to the Internet must be in support of education and research. The use of the Internet/Network is a privilege, not a right. You are responsible for what you say and do on the network. Through the use of the Internet and the use of e-mail, it is possible to communicate easily and quickly with people all over the world. Operation /safety of the Internet, even though the students are supervised, relies heavily on the proper conduct of its users. Network administrators will make reasonable efforts to maintain reliable services and user privacy, but they cannot guarantee that the system will always be available or that files will always be saved, nor can privacy be completely guaranteed. The district considers Internet access a privilege. The following guidelines for computer use have been established:

Acceptable Use

- Use must be of an educational nature consistent with school policy.
- Each student will respect and uphold the copyright laws.
- No student will deliberately access educationally inappropriate materials, persuade or show others how to do the same.
- Each student will follow regulations posted in the computer lab or where computers are in use.
- Each student will follow the directions of the adult in charge.
- Cell/Phones / PDA’s with built-in cameras are prohibited.

Privileges

- Internet access is a privilege, not a right.
- Inappropriate usage could result in cancellation of privileges.
- Training will be provided for each individual before they may use the Internet.

Netiquette (proper behavior on the Internet)

- Never give out personal information (i.e. social security number, telephone number, mailing address or any other identifying information).
- Be polite.
• Do not use inappropriate language.
• Electronic mail (E-mail) is not guaranteed to be private and will be read by the teacher before distributing or sending to others.

Security
• Each student will respect the privacy of his/her peers’ files that are stored on a computer or disk and not view those files without permission.

Vandalism
• Vandalism will result in cancellation of the offender’s user privileges.
• No student will deliberately or willfully cause damage to computer equipment or software.
• No student will reconfigure software/system settings.
• No student will harm or destroy data of another user, the Internet or other networks.
• Each student is responsible to report any damage or inappropriate use of the computers to the adult in charge.

Penalties
• Any student violating these guidelines is subject to loss of computer user privileges and/or possible legal action.
• A student’s parent/guardian will be held responsible for deliberate vandalism.

Terms and Conditions
The administration will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may request the system administrator to deny, revoke or suspend specific users. NMRSD will not be responsible for damages one suffers, including loss of data resulting from delay, non-deliveries, miss deliveries, or service interruptions caused by the school’s own negligence, one’s errors or omissions. Use of any information obtained via the Network is at your own risk. NMRSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students and parents will be asked to sign and date this policy at the beginning of each school year. (XX)

LIBRARY USAGE
Library services are available to all students in the school. Each class is scheduled for one library period per week, and teachers may send students at other open library times for individual or group projects or assignments. Students may check out library books each week. Students will be charged for lost or damaged books. Students will have access to an extensive selection of books, research materials and supervised Internet access. All students are expected to treat library materials properly and respect those students utilizing the library facilities.

LOCKER SEARCH
All lockers and desks are the property of the NMRSD. The storage of contraband (i.e. weapons, drugs, inhalants, alcohol, and stolen property) in school lockers or desks is not permissible. Lockers and desks are provided for use that is consistent with legitimate school activities. All school administrators or their designee reserve the right to inspect or search lockers if reasonable suspicion exists that this policy is being violated.

A search of NMRSD property, such as lockers or desks, is justified when school official initiating the search has reasonable grounds for suspecting it will turn up evidence that the student in question has violated or is violating the law or rules of the school. The school retains joint custody of all desks and lockers and these areas are subject to search by school officials at any time.

In addition, an administrator or designee can legally search a student or his/her possessions while on school property or at a school-related event if there is reasonable suspicion that the student as violated or is in violation of either the law or rules of the school. Students who refuse to participate in a search may face disciplinary action up to and including suspension. (XXI)

LOST AND FOUND
Students are encouraged to be responsible for their own possessions. Neither the school nor teachers will be held accountable for lost items. Items which are found, will be placed on the lost and found table located in the front
hallway. Items not claimed will be given to charity at the end of each semester. All articles of clothing, lunch boxes, and school supplies should be clearly marked with the pupil’s name. Valuable items should be left at home unless they are part of a school production or learning experience.

LUNCH PROGRAM
Whitsons is our new lunch provider. Lunches including milk are available each day for $2.35. Milk or juice can be purchased separately for $.60. Lunches for adults are also available. Lunches can be paid for on a weekly or monthly basis only if paid for in advance. You may make payment through the use of UniPay Gold, which is located on the front page of the district website for your on-line payments for fees, tuition and lunch. Free and reduced lunches are available to families who qualify. Questions about your child’s lunch account should be directed to the cafeteria manager. Students are expected to come with their lunch money. If a student forgets their lunch money, a slip will be issued and given to the student to take home. Efforts are made to provide children and adults with lunches that are nutritious, attractive, and conform to current standards of healthy eating habits. (fat content, sodium content, etc.) Students who have not eaten lunch will not be allowed to purchase a snack. No morning snacks will be available through the cafeteria, however, parents are encouraged to provide their children in Grades K-5 with nutritious snacks each day.

MEDICAL INFORMATION/REQUIREMENTS
MEDICAL INFORMATION
School Nurse: Medical services and the school health program are managed by our school nurse who is a licensed registered nurse; employed on a full time basis in our school. If a child becomes ill or is injured while at school, the child will be sent to the nurse’s office. If necessary, the nurse will contact the parent or guardian. If unavailable, another contact person, whom you have designated on your child’s emergency card, will be contacted to assume temporary care of your child. Only those people, whom the parent has listed on the card, can be contacted to dismiss a child, when the parent cannot be reached.

Emergency Cards: At the start of every school year, an Emergency Information Card is issued to each student. Both sides of the card should be completed and the backside must be signed by the parent or guardian. Please notify the school of any changes regarding emergency card information, throughout the year. The cards are kept in the nurse’s office.

Illness: It is our goal, to have students strive for good attendance. There are times when your child may not be perfectly healthy, but is well enough to be in school and should be encouraged to attend. However, there are also those times, when your child may wish to come to school, but is not well enough to be able to take on full school day and for their sake and that of their classmates, would be better off at home. Please keep your child at home when he/she:

- has a fever of 100 or more, and until the child has had a normal temperature for 24 hours
- has been vomiting the night before or in the morning before school
- has an uncontrollable or infectious cough
- has signs of infection of the eyes, ears, nose, throat, skin or scalp. Examples: conjunctivitis or pink eye, strep throat, impetigo, scabies or lice.

Any questions regarding school attendance may be directed to the school nurse or your child’s physician.

Prolonged Absences: The family will be contacted by the school nurse, if a student has an unexplained absence of three days or longer. After an absence of ten days, a doctor’s note is required before the child can be readmitted to school.

Injury: If your child is injured and will be attending school with a splint, ace bandage or cast, please send a note or contact the school nurse to clarify the nature of the injury and provide information regarding activity restrictions. A physician’s note is required to exempt a student from physical education class or recess due to injuries. If the note does not provide a finite date, at which point the child is cleared to return to all activities, then a follow-up note.

Accident Insurance: Forms are sent home with students each year allowing families to purchase insurance. This insurance is available for school hours only or for complete 24-hour coverage.

Entrance Requirements: The Commonwealth of Massachusetts has strict regulations concerning immunizations of children who attend school. Students who do not meet these requirements, WILL NOT be allowed to attend. Questions may be directed to the school nurse.

Pre-School - Immunization Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Doses</th>
</tr>
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<tbody>
<tr>
<td>Hepatitis B</td>
<td>3 Doses</td>
</tr>
<tr>
<td>DtaP/DTP</td>
<td>4 Doses *</td>
</tr>
<tr>
<td>Polio</td>
<td>3 Doses</td>
</tr>
<tr>
<td>MMR</td>
<td>1 Dose</td>
</tr>
</tbody>
</table>
Hib ................................. 4 Doses
Varicella ........................... 1 Dose **

*If DT is given without Pertussis, a letter of exemption from the child’s physician is required.

**1 Dose of Varivax or documented, physician certified, reliable history of chicken pox disease.

Other Requirements:

Lead Screening - Documentation of date and results of at least 1 lead screening, done between the ages of 9 months and 5 years, required for Preschool entrance.

Physical Exam - Current physical exam required prior to the start of Preschool.

Kindergarten – Grade 4 - Immunization Requirements:

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>3 Doses</td>
</tr>
<tr>
<td>DtaP/DTP</td>
<td>5 Doses *</td>
</tr>
<tr>
<td>Polio</td>
<td>4 Doses</td>
</tr>
<tr>
<td>MMR</td>
<td>2 Doses</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 Doses **</td>
</tr>
</tbody>
</table>

*If DT is given without Pertussis, a letter of exemption from the child’s physician is required.

**2 Doses of Varivax or physician certified, reliable history of chicken pox disease.

Other Requirements:

Lead Screening - Documentation of date and results of at least 1 lead screening, done between the ages of 9 months and 5 years, required for Kindergarten entrance.

Physical Exam - Every student in Kindergarten and Grade 4, is required to submit documentation of a current physical exam. The exam may be performed by your child’s physician, or by the school physician on designated dates. Additionally, students who are new to our school district are required to provide documentation of a current physical exam.

Vision Screening – Kindergarten students are to have the screening by their physician at the time of their entrance physical exam.

Mandated School Health Programs:
Vision Screening - Students in grades 1-4 have their vision screening yearly.
Hearing Screening – Kindergarten students are to have the screening by their physician at the time of their entrance physical exam. Hearing screened yearly: students in grades 1-3.

Heights and Weights – Students in grades K-4 have their heights and weights checked yearly.
BMI – Students in Grades 1 and 4 will have their Body Mass Index calculated and mailed home.

☐ Parents will receive a letter of referral, if their child does not pass a school screening.

MEDICATION POLICY

According to Massachusetts General Laws, a licensed nurse must have a medication order from a physician, dentist, nurse practitioner, or physician’s assistant, in order to administer any medication, whether it is a prescription drug or over-the-counter medication. If a student must take prescribed medication during school hours because it cannot be given at home, only; the following policies have been put in place to ensure the health and safety of our students.

- Signed Medication Order – A Medication Permission Form may be obtained from the school nurse for your child’s physician to complete. The order must be renewed as necessary and at the beginning of each school year.
- Signed Parental Consent – The signature of a parent or guardian is also required for medication to be administered. There is a place for this signature on the bottom of the Medication Form.
- Medications – Medication must be delivered to the school in a pharmacy or manufacturer-labeled container, by an adult. Students are not allowed to transport medication back and forth to school. No more than a 30 day supply of medicine should be delivered to school. Non-prescription medication can only be administered with a physician’s order for a specific illness.

Questions Regarding Medication: Please contact the school nurse at (978) 597-3085. Revised 5/11

MUSIC PRODUCTIONS

At least two student concerts (December and May, for Grades 3 -5 and June for K - 2) are held each year under the direction of the AES Music and Band Teacher. Band students meet each week for instrumental lessons. An instrumental rental night is held in September for those students and their parents/guardians, interested in participating in the band program.
PARENT NOTICES
Parent newsletter will be e-mailed weekly. Newsletters will also be posted on the district’s website: www.nmiddlesex.mec.edu (select AES). Please check your child’s red folder for additional informational notices.

PARENT RIGHTS
Court Abrogated Rights:
The parents of a child shall enjoy all the rights accorded under law (even if estranged and non-custodial) unless such rights are explicitly abrogated by court order and such order has been presented to the school. IT IS THE RESPONSIBILITY OF A PARENT, FOSTER PARENT, OR GUARDIAN TO PRODUCE THE COURT ORDER, WHICH ABROGATES THE RIGHTS OF EITHER OR BOTH PARENTS. Parents are encouraged to provide the school with any and all documents, which are current and related to custody issues. (IV)

PARENT / TEACHER CONFERENCES
Teachers are expected to provide adequate feedback to parents regarding students’ strengths, and areas where improvement is needed. Teachers are expected to meet in conference with each child’s parents at least twice during the school year. Formal parent/teacher conferences are scheduled following the first (November) and second (February) marking terms. Open House evenings for parents to meet with their child’s teacher(s) and learn about the classroom program will be held in mid-September. Concerned parents should contact teachers immediately to discuss their child’s progress. If a student is in danger of being retained at his/her present grade level, the parent/guardian must be called in for a conference with the teacher. In the event of inclement weather during formal parent conferences, the following will occur: If there is no school, parent conferences will be rescheduled. If there is a delayed opening, parent conferences will be canceled and rescheduled to another date with dismissal at 2:20 PM. If there is an early dismissal due to inclement weather, parent conferences will be canceled and rescheduled to another date.

PARENT/TEACHER COOPERATIVE (PTC)
The major purpose of the PTC is to promote the education and general welfare of all school children. This is accomplished through the cooperative efforts of parents, teachers, and community members. Notice of PTC meetings will be given in advance. The PTC plays an active role in funding and arranging for the school’s assembly program.

PTC volunteers are a vital part of the school program. Among the many services volunteers can provide are: tutoring small groups and individuals, supervising computer use, assisting in the school office, and chaperoning field trips. A room mother is appointed for each classroom to organize class parties and to coordinate the class’s involvement in PTC activities. The PTC sponsors a number of fund raising activities, as well as student and parent social activities at the school.

PARKING LOT
When entering the school parking lot, please use the main parking lot entrance. If you are parking to walk your child to the front door, are visiting the school building or picking up your child, please park near the pond located at the far end of the parking lot. No vehicles (except handicapped designated) will be allowed to use the driveway located directly in front of the school building between 8:15 AM - 4:00 PM on school days.

AES while at SECC Arrival and Dismissal Procedures
AES AM Drop off procedures:
To drop off children, drive along the edge of the parking lot by the pond. Drop children off at the coned section. Staff members will only be stationed on the pond side of AES to greet your children. Your children will then walk up the left side of the hill and into the building through the front doors. Leave the parking lot through the usual exit. Please see diagram for further explanation.

The hill is only used as a walkway to the entrance of the school for both parent drop off and busses. Busses unload in the parking lot area.

If you need to park your vehicle to visit the school during the AM, please follow the AM procedure and park behind the coned section on the left/pond side of the parking lot.

AES PM Pick up procedures:
Parents, please park in the parking lot on the left side of the building. Parents will walk up the hill to the green door, check in with the staff member at the door and wait in the hallway NO EARLIER THAN 3:05PM. Depart from the parking lot at the exit sign. No child will be sent to the parking lot without a parent.

REMINDERS:
IT IS ILLEGAL to park in front of our recycling dumpsters, on the town hall side (which is a fire lane), and pass a bus with their stop sign and lights on EVEN IN A SCHOOL YARD. You will get a ticket!!! Only busses will enter the parking lot on the town hall side during the morning and afternoon drop off.

Any changes to any dismissal plans must be done by 12:00, unless there is an emergency. All changes to dismissal plans must be made in writing. Our fax number is 978-386-0973. To be sure we received your fax after sending your fax, please wait a while and call the office to be sure your change has been received and recorded.

See the following AM Drop Off & PM Pick Up illustrations:

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PARTIES
As long as everyone in a class is given an invitation, it is okay to distribute invitations in the classroom (in fairness to all students).

With the rise in food allergies among our school-aged population and in light of the rapidly rising obesity issues in our country, AES has instituted necessary changes to our food policy. As always, we encourage parents to provide healthy choices for classroom snacks and we do not allow children to share their food. The biggest change to our food policy; is that we will not be allowing children to bring food in for their class for birthday celebrations. If you choose to have your child celebrate his/her birthday at school you may send in a non-food item, such as a sticker or pencil. In this way, your child may share his/her special day with friends, while helping to maintain a safe and healthy environment for all class members. This gives each parent the ability to choose the foods that their child is eating, rather than their child being served a food item that has been sent in for the entire class.

In classrooms where there is a child (or children) with a life-threatening food allergy, a special notice will be sent home providing specific information for parents.

PERSONAL VALUABLES
Students should refrain from bringing large sums of money or other valuable articles to school. If it is necessary to bring such items, check them with the teacher until needed.

PROHIBITION OF THE USE OF TOBACCO PRODUCTS
The Education Reform Act of 1993 became effective on June 16, 1993. Under Section 37H of the Act, it states that "The Superintendent of every school district shall publish the district’s policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco product within the school building, school facilities, school grounds, or on school buses by any individual including school personnel."

The NMRSD School Committee is dedicated to providing a healthful, comfortable and productive environment for staff, students, and citizens. The School Committee believes that education plays a critical role in establishing lifelong health habits for its students.

Enforcement Regulations
The success of this School Committee Policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals share in the responsibility of adhering to and enforcing the policy. Any individual who observes a violation may report it in accordance with the procedures listed below.

Students
Any violation of this policy by students shall be referred to the building principal. Students who violate provisions of this policy shall be subject to a school suspension for up to three days.

Staff
Any violation of the policy by staff shall be referred to the appropriate supervisor. First-time violators shall receive a verbal warning. Second and third offenses will result in written warnings by the immediate supervisor with a copy being placed in the personnel file. Further violations will result in referral of the employee to the Superintendent of Schools for implementation of progressive discipline.

Citizens
Citizens who are observed smoking in school buildings or on school grounds shall be asked to refrain from smoking. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other school supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school property for a specified period of time. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy.

PUBLICATION POLICY
A form is sent home at the beginning of the school year pertaining to release of student information for publication in local newspapers. Parents who do not want information or photographs of their child released should complete the form and return it to the homeroom teacher. The information which often appears in the newspaper is: Student Awards and Achievements, Special Class Projects, School Activities, and School Clubs.

REPORT CARDS/PROGRESS REPORTS AND GRADING
Report cards will be issued to students three times per year at the conclusion of each marking term. Students are expected to return their signed report card envelopes to their teacher on the next school day after report cards are issued. Progress reports, for grades 3, and will be mailed home with students at the mid-point of each marking term. **Students will only receive a progress report if their overall grade is below a C-**. Progress reports will contain information on the student’s behavior, effort, and academic progress. Every effort should be made to inform parents/guardians whenever students are failing for each quarter.

The individual developmental growth of each student in grades Pre-K- 4 will be assessed through the use of a numbered assessment system (1-4) denoting academic progress, and the use of S, N, I and U for assessing student performance in work habits and behavioral/social development.

RESPECT OF SCHOOL, PERSONNEL & STUDENT PROPERTY
Students should exert every effort to preserve the proper condition of the school, including its equipment, books/materials, facilities and grounds from damage and misuse. Students, who willfully or through neglect, destroy, deface, damage or misuse school property, including books, will be subject to discipline, plus restitution in full, including material and labor. Whenever appropriate, all textbooks issued to students should be covered. All school books, lockers and other school materials or equipment issued to or used by students are the property of the North Middlesex Regional School District. Since lockers are considered school property, they may be searched when necessary.

Threats directed to the school, school personnel, students or their personal property will result in significant disciplinary action and possible police involvement. Deliberate destruction or damage to school property or the property of school personnel or students will also result in significant disciplinary action and possible referral to the police.

Physical action or assault and battery toward school personnel will result in suspension for up to 10 school days and possible expulsion from school. Police authorities will be notified.

**SCHOOL BUS USE PROCEDURE**

By law, all public schools are required to review school bus riding practices three times per year. The first time will be in September by the principal, the second in January by the classroom teacher and again in the spring during the bus evacuation drills.

The regulations for school bus use for all students Grades Pre-K-12 in the North Middlesex Regional Schools are:

**Previous to Loading: (on the road and at the school)**
- Be on time at the designated bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to step onto the bus.
- Do not crowd and push getting on the bus.
- Respectfully follow the instructions of school staff members on duty.

**While on the Bus:**
- Keep hands and head inside the bus. Keep your hands to yourself and don't touch others inappropriately. Horseplay or fighting are not permitted on or around the school bus at any time.
- Assist in keeping the bus safe and sanitary. (DO NOT throw things on the bus, spit or litter the bus)
- Keep voice tone at a moderate level. Do not swear or use vulgar or derogatory language.
- As written in the school district’s sexual harassment policy, sexual harassment or assault will not be tolerated on the bus and will result in disciplinary action.
- Treat bus equipment/property as you would the furniture in your own home. Damage to bus equipment/property will be paid for by the offender.
- DO NOT leave books, lunches, or other articles on the bus.
- Keep books, packages, coats, and all other objects out of aisles, by placing them on your lap.
- Help look after the safety and comfort of small children.
- DO NOT throw objects inside the bus or out the bus window.
- DO NOT leave or change your seat while the bus is in motion.
- Be courteous to fellow pupils and the bus driver.
- Remain quiet when approaching a railroad crossing.
- Remain on the bus unless requested to leave by the bus driver in an emergency situation.
- Sit where you are assigned.
- A written permission slip from the parent/guardian is necessary in order for a student to get on or off the bus at a place other than his/her regular bus stop. Students must get on or off the bus at their assigned stop.
- Continued refusal to obey promptly the directions of the driver or refusal to obey bus regulations may cause a student to be referred to the principal for disciplinary action.
- Possessing a weapon, lighting matches, smoking, alcohol and drug use on the bus are prohibited and will result in disciplinary action.

**After Leaving Bus:**
- Cross the road, when necessary, immediately after getting off the bus, at least ten feet in front of the bus, and only after looking to be sure that no traffic is approaching from either direction.

**Extra-Curricular and Field Trips**
- Bus rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes of teachers and chaperones appointed by the school.

**Bus Contractors**
Mrs. Amadon, Brookside of West Townsend (978) 597-2954
Mr. Hinkimper, Van Pool Transportation, Fitchburg (978) 400-7811

**Disciplinary Action**
North Middlesex Regional School District Policy (#5419.02):
Students who cause disciplinary problems on the bus may be denied the privilege of riding the bus. Severe disciplinary problems will result in immediate removal from the bus for safety reasons. If a bus contractor/driver refers a student to the principal for disciplinary actions, the following procedure will be followed:

**WARNING:** The first time a student receives a written bus discipline form from a driver, the principal will meet with the student and the parent will be notified. Unless the offense is of a very serious nature, the disciplinary action will result in a warning being given.

**REMOVAL:**
- A second written bus discipline complaint will result in loss of busing privileges for a period of from one to ten days except in the case of a very serious offense. Parents will be notified by telephone and written notice.
- The third offense will result in the loss of busing privileges for a period of from three to twenty school days. Parents will be notified by telephone and written notice and a parent conference will be held before a student can be reinstated on the bus.
- The fourth offense will result in the loss of busing privileges for a period of more than twenty school days. Parents will be notified by telephone and written notice and a parent conference will be held before a student can be reinstated on the bus.
- It should be noted that a student may lose his/her busing privilege after a very serious bus offense if, in the best interest of the safety and well being of other bus students, his/her conduct so merits.
- The regulations and disciplinary action outlined herewith also apply to behavior at all bus stops.

Please keep in mind that according to state statute parents are responsible for transporting students to and from school if they are removed from a bus for disciplinary reasons. Parents are expected to cooperate with school administration and bus drivers in promoting safe and efficient bus transportation for their children. Unless a note written by a parent specifies another destination, all students will be transported from the school directly to their regular bus stop. When parents wish to take their child home from school, arrangements should be made before the bus leaves the school. In no case should parents stop the bus along the roadway at an undesignated stop to remove their children. The bus driver will not let children off the bus at any undesignated stop unless a parent note approved by the school office has been received by the bus driver or in an emergency situation. (II)

**SCHOOL COMMITTEE MEETINGS/ORDER OF BUSINESS**
At regular meetings of the District School Committee the following shall be the order of business:
1. Roll Call.
2. Approval of the Minutes of the Previous Regular Meeting & any Intervening Special Meetings.
3. Information Items/Superintendent’s Report*
4. Old Business.
5. New Business.
6. Adjournment/End of Meeting

*At this point in the meeting, the Chair may recognize any member of the public who whishes to address the Committee. Committee members may ask to have a member of the public recognized. In the event a member of the public does wish to speak, they should receive a copy of the procedures they are expected to follow. In the event a printed copy is unavailable, the chair shall clearly explain the rules for addressing the Committee.

a. The Committee must be informed of the topic to be addressed. Whenever possible advance notice of a topic to be addressed should be given to the Chair or a member of the Committee. It should be determined that an individual has followed the appropriate chain of authority. Any written statement should be presented to the Committee and summarized when speaking.

b. Persons addressing the Committee may address only issues over which the Committee has direct control. The topic should deal only with agenda items.
c. Members of the public may have two minutes to address the Committee, unless the majority of the Committee wishes to
grant more time to an individual.

d. No motions or actions should be made or taken by the Committee during this portion of the meeting. The chair may
recognize the superintendent, other administrators or members of the Committee if they wish to ask questions or address
comments specific to the topic that has been raised. No one shall be recognized until the speaker has finished
addressing the Committee or has used the allotted time.

e. The Committee must insure that the rights of District employees and students are protected.

f. Persons should avail themselves of NMRSD Policy Books available in all public libraries in the District and in each school
in the District.

g. This policy will be included in each school handbook. (IX)

SCHOOL COUNCIL/SCHOOL IMPROVEMENT PLAN

The AES Council is an advisory council to the principal and functions in compliance with Massachusetts
Department of Education regulations. Membership consists of parents, teachers, administration and Ashby
community representatives. In its advisory role, the School Council works with the principal and the school faculty
to investigate ways in which various aspects of the school program may be improved. Part of the work of the
Ashby Elementary School Council is to develop a two year school improvement plan that is mandated by the
Massachusetts Education Reform Act. Core values are identified and implemented for each school year in the
following areas: 1) Curriculum / Instruction 2) Professional Development 3) Accountability 4) Technology 5)
Human Resources 6) Communication / Partnerships 7) Resource Acquisition / Management 8) Plant / Facilities 9)
Image District / School Climate and 10) Student Services.

SCHOOL PICTURES

Individual student pictures will be taken in the fall and individual, along with class pictures, in the spring of the
school year. Notices will be sent home with the cost and dates that pictures will be taken. Students are not
required to purchase school pictures.

SCHOOL RECORDS AND TESTING

Each student has a folder in which is kept pertinent material materials such as registration form, report cards, IEP
information, standardized test score information, etc. Parents may examine the contents of their child's folder in
line with district policy (24 hour notice is required). Student information is confidential -- in line with district, state
and professional ethical standards.

Student records are found in various locations throughout AES. Such record information, and where it may be
found, may include:

<table>
<thead>
<tr>
<th>Record Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Folders (grades, report cards, correspondence with parents, achievement test results, suspension &amp; other discipline information, registration information)</td>
<td>Main Office</td>
</tr>
<tr>
<td>Reading/Language Arts/Math Portfolios</td>
<td>Teachers' Classrooms</td>
</tr>
<tr>
<td>Medical Records</td>
<td>Nurse's Office</td>
</tr>
<tr>
<td>Attendance Records</td>
<td>Main Office</td>
</tr>
<tr>
<td>Child Study File</td>
<td>Guidance's Office</td>
</tr>
<tr>
<td>Special Education File</td>
<td>Principal's &amp; District Special Education Offices</td>
</tr>
<tr>
<td>Title I File</td>
<td>Title One Room</td>
</tr>
</tbody>
</table>

Formal student testing during this school year includes: **K- Grade 2 – DIBELS (Dynamic Indicators of Basic early Literacy Skills, which takes place in the fall winter and spring**, Grade 2 – (GRADE) Group Reading Assessment and Diagnostic Evaluation or (GMADE) Group Math Assessment and Diagnostic Evaluation; Grade 3 - MCAS Reading and Math Tests; Grade 4 - Massachusetts Comprehensive Assessment System (MCAS) in Reading, Writing and Mathematics. Parents will be notified in advance of any testing to be done. Students who have individual education plans may have testing accommodations, modifications or, in rare instances, may be administered an alternative assessment tool. Mid-year and/or end of year school district mathematics assessments may be administered in Grades 1 - 4. District writing assessments are administered throughout the school year for all students.

If you have any questions with respect to student records or the governing regulations, please contact the Guidance Counselor or the Main Office.
SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS

Student records are of two types: transcript and temporary records. The transcript includes: name, address, course titles, grades, credits and grade level educational progress. The temporary record includes such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors and other persons.

A parent and a student, who is at least 14 years old, has the right to inspect all portions of the student record upon request to the principal. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record. A reasonable fee may be charged for the cost of duplicating the materials. The parent and student may request to have parts of the record interpreted by a counselor or other qualified professional at the school, or may invite anyone else of their choosing to inspect or interpret the record with them. Student record information, and where it may be found, may include:

<table>
<thead>
<tr>
<th>RECORD INFORMATION</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUMULATIVE FOLDERS</td>
<td>Main Office</td>
</tr>
<tr>
<td>MEDICAL RECORD</td>
<td>Nurse’s Office</td>
</tr>
<tr>
<td>ATTENDANCE RECORD</td>
<td>Main Office</td>
</tr>
</tbody>
</table>

Confidentiality of Records: No individuals or organizations except the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent of the student. Examples of exceptions to this would be requests from the Massachusetts department of education, the Division of special education, and authorized personnel.

Under federal and state law, a divorced or separated parent has full access to his/her child’s student records unless there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody specifically revoking their rights. As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children’s student records unless the school or district has been given documentation that:

1. The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. The non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. The non-custodial parent’s access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

Custodial parents will be notified of this request for records/information. (III)

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

Destruction of Records: The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. The temporary record must be destroyed within five years after the student leaves the school system. The student’s transcript must be kept for sixty years. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. (XIII)

SEXUAL HARASSMENT

It is the policy of the North Middlesex Regional School District to promote and maintain a working environment and educational atmosphere for students, which is free from sexual harassment. It is illegal and against the policies of the North Middlesex Regional School District for any student, male or female, to sexually harass or assault another student. Administrators and supervisory personnel have a duty to maintain a school environment free of sexual harassment or intimidation.
SEXUAL HARASSMENT may include, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and physical conduct of a sexual nature.
- Gestures or unwarranted written communication of a suggestive or derogatory nature.
- Continuing to express sexual interest after being informed that the interest is unwelcome.

SEXUAL ASSAULT is the most serious form of sexual harassment and an assault will be treated with the utmost severity. Sexual assault may include, but is not limited to, inappropriate touching, physical conduct of a sexual nature or intentionally impeding movement. An assault is punishable by suspension, possible expulsion, and a report to the police department will be filed. The victim of a sexual assault or harassment is encouraged to express dissatisfaction with the other party immediately. The victim is to promptly inform the principal. Sexual harassment between students may be punishable by suspension, possible police intervention, and possible expulsion. This policy extends to all school sponsored activities and functions whether or not they occur on school grounds. (XII)

SOLICITATIONS/FUNDRAISING INVOLVING AES STUDENTS

Profit-making businesses and organizations will not be permitted to solicit or advertise their services, activities and events through the school or use the children to sell tickets except for those events that are school-sponsored and school district approved activities.

FUND RAISING POLICY: Door-to-door fundraising by students will not be allowed in the NMRSD. The PTC may sponsor fundraisers throughout the year to supplement school activities. (XV)

SPECIAL EDUCATION

Philosophy
The North Middlesex Regional School District Special Education Department in partnership with Regular Education has as its mission the responsibility to prepare students for life long learning. We are committed to educate each student to the maximum extent appropriate in the school and classroom he/she would attend if not disabled. All efforts will be made to ensure that students will be educated with their peers when appropriate. Inclusion emphasizes the establishment of the full continuum of services and affirms the least restrictive environment.

Eligibility
A student may be entitled to special educational services if he or she meets all three of the following requirements:

- He/she is between the ages of 3 and 21 years of age
- He/she has not obtained a high school diploma or its equivalent; and
- He/she has a disability (physical, emotional, or otherwise) that keeps him or her from progressing in a regular class.
- Referral for evaluation may be initiated by either the school or parent if it is anticipated the student is in need of special services. (VI)

A Team of educators, working cooperatively with the parents, determines if a student is eligible for Special Education based upon a thorough evaluation. Prior to any Special Education Evaluation, parental consent is required. Not every student will require all of the assessments offered by the school. Each evaluation must have an educational assessment as well as an assessment by one or more specialists in all areas related to the suspected disability. Eligibility is based upon the determinations of presence of a disability (as defined by state and federal regulations), the lack of progress in the general education program as a result of the disability and the need for specially designed instruction/related services in order for the student to make effective progress.

Individual Educational Program (IEP)
Once the Team determines eligibility, an Individual Education Program (IEP) is written to meet the student's needs. The IEP is a vehicle for improving the educational experience for a student with disabilities. The IEP provides a focus: What will make the biggest difference for this student's education? Parents/students have input into the concerns to be addressed in the IEP that will enhance the student's education and the vision of where the student will be in one to five years from now. Progress reports shall be provided at least as often as parents are informed of the progress of non-disabled students.

STUDENT’ RIGHTS UNDER CHAPTER 766 - Since it is assumed that parents act in their children’s best interests, most of the rights to control a student’s education, and to influence the special education process, are
given to the student’s parents while that student is not yet 18 years of age. A Parents’ Rights Brochure from the Massachusetts Department of Education is available in the school office or district special education office. (VII) Parents are encouraged to contact the student’s Special Education teacher, Counselor, Principal or Special Education Director regarding Special Education questions.

NMRSD SEPAC
North Middlesex Regional School District Special Education Parent Advisory Council is a group of parents and guardians whose mission is to offer support, resources, and information to those interested in enhancing the education of children with special needs. Throughout the academic year, SEPAC offers a variety of speakers and training sessions to parents, guardians, and educators alike. The SEPAC will generally meet the second Tuesday of the month at North Middlesex Regional High School, unless otherwise advertised. To become involved or for more information, please contact Mrs. Connie Menice at (978) 433-9899 or e-mail at cmenice@yahoo.com or Mrs. Sally Greig @ (978) 597-0526 or at sallyitg@verizon.net

SPECIAL PROGRAMS

Instructional Support Process
Through the building Instructional Support Process, concerns regarding the educational progress of a student are addressed. The Instructional Support Process usually involves teacher and parent involvement, observations and assessments by staff (with parental consent) and a conference with all concerned parties. The Instructional Support Process meets the procedural requirement that states that all efforts shall be made to meet a child’s needs within the context of the services, which are part of the regular education program. Such efforts and their results shall be documented and placed in the student’s record.

TITLE XVI AND IX GRIEVANCE PROCEDURES - Section 504-Rehabilitation Act of 1973
Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts. The criteria for 504 eligibility are: A person has a physical or mental impairment which substantially limits one or more major life activities (including learning) OR a person has a record of such impairment, OR a person is regarded as having such impairment. The intent of Section 504 is to accommodate for differences within the regular education environment so that a child can participate in and receive the benefits from public education programs without discrimination because of his/her handicapping condition. This includes all programs or activities provided by the school district.

Section 504 is not an aspect of special education, but the responsibility of the regular education programming within the school district. In order to fulfill its obligation under Section 504, the North Middlesex Regional School District recognizes a responsibility to avoid discrimination in policies and practices regarding its students and personnel. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school district.

If the school identifies that, because of a handicap as defined under Section 504, a student needs either accommodations or related services in the regular setting in order to participate in the school program, the school must evaluate the student. The parent/guardian must be notified and consent obtained prior to the evaluation. The evaluation must be comprehensive and appropriate to assess the nature and extent of the student’s handicap. A decision involving the school educators and the child’s parent/guardian will be made regarding the development and implementation of a plan for the delivery of all needed services, accommodations for the child. The plan will be monitored and reviewed annually, with a formal meeting with parent/guardian.

If a parent/guardian disagrees with the determination made by the professional staff of the school, he/she has the right to discuss concerns with the school Principal, the district coordinators, the Superintendent of Schools or seek a hearing with an impartial hearing officer.

The District Coordinators, Mrs. Barbara Conti and Mrs. Linda Rakiey, can be reached at the Central Office. The School Counselor is responsible for monitoring each student’s Section 504 plan. The principal is responsible for the successful implementation of each student’s Section 504 plan. (X)

Title 1
This is a federally funded program, available in grades K-4 (depending on available funding), which helps students who have problems in reading and language arts. The students work in groups of up to five. Parents are notified if their children qualify for the program. Qualification is determined through teacher recommendation, test scores
and attempts to find those students most in need of service. Tests to determine students’ strengths and weaknesses are given upon entry and exit from the program. Trimester reports are sent home with report cards by the Title 1 teachers, who are certified teachers. The students continue to work in the classroom in these areas.

TELEPHONE USAGE
Students should only use the telephone in emergency situations. Students will be allowed only one phone call home per marking term unless otherwise authorized by the office. When necessary, students should use the telephone located in the main office. Families should finalize plans for the day before students report to school. Teachers will not be called from class for telephone conferences. Messages will be delivered to students and teachers at the earliest possible time.

TEXTBOOKS
All textbooks that are being taken home for homework purposes must be covered. Students are not allowed to write in their books. All books are stamped and numbered. If damage to a textbook occurs, parents will be notified and restitution made.

TRANSFERS AND WITHDRAWALS
The following procedure will be used when transferring or withdrawing students:
1. Parents should notify the school at least five (5) days in advance before transferring or withdrawing a student. Parents must come to the main office or send a written request stating the withdrawal date, new address, and name of the new school, if known.
2. Parents must complete and sign a release of records form with the new school and provide this form to the school secretary.
3. The student must return all textbooks, library books, and other school property.
4. BACK and cafeteria owed money and lost library and textbook fees must be paid.

USE OF SCHOOL FACILITIES
Local, non-profit community groups and organizations may use the school facilities, if available, by filling out the necessary forms that may be obtained at the school office. You must fill out the district paperwork five days prior to the event for approval. When using the facilities, local community groups agree to follow established building regulations and procedures and have insurance coverage. Profit-making, private organizations will be required to pay a fee, as specified in the district fee schedules for use of school facilities. The final decision regarding the use of school facilities is determined by the approval of the Superintendent of Schools and the school principal.

VISITORS
Parents, volunteers and other visitors are welcome at school; but in order to minimize classroom interruptions, all visitors and parents are asked to report to the office and sign the visitor’s register when arriving on school grounds. Unless it is an emergency situation, parents are asked not to accompany their child in the hallways or to the classroom upon arrival at school or to pick-up their child at the classroom for dismissal. School office personnel will provide assistance as needed. In visiting classrooms, parents and visitors must realize that the teacher’s first responsibility is to the children and the teacher will be unable to speak at length with the parent or visitor. If a conference is desired, arrangements will be made by the teacher with the parent either before or after school hours. Any unauthorized person on school property will be reported to the principal. The person will be asked to leave. If the person refuses, the police will be called. No pets or other animals, unless authorized by the principal or classroom teacher, will be allowed in the school building for health and safety reasons.

VOLUNTEERS
Parent and community volunteers play a vital role at AES. Any amount of time a parent can volunteer is greatly appreciated. Among the many services volunteers can provide are: membership on the Superintendent's Parent Advisory Council, School Council, in the PTC, tutoring individuals and small groups, facilitating a classroom activity in an area of interest or expertise, supervising computer use, assisting teachers with classroom activities, assisting in the school office, and chaperoning field trips. Room mothers are needed for each classroom to organize / coordinate the class involvement in PTC activities.

A form will be sent home at the start of the school year soliciting school volunteers and a volunteer meeting will be held and a handbook distributed. A C.O.R.I. check must be completed for every volunteer and chaperone every
two years. Confidentiality of student and teacher information must be followed by every volunteer and chaperone at AES. Some training may be required for volunteers to assist teachers and students within the school program.

ADDITIONAL DISTRICT WIDE POLICIES AND INFORMATION

ADMISSION PRICES FOR FINE ARTS & MIDDLE SCHOOL ACTIVITIES –
School committee has approved a fee increase as of July 21, 2011.

Middle School Sports - $80.00/sport
High School, Marching Band (including majorettes) - $150.00/sport
* Fees ill be waived for any student eligible to participate in the "free and reduced" program or who demonstrates a financial hardship. (XIV)

ASBESTOS – Every three years each school in the district is re-inspected to update their asbestos management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan is available and accessible at the school office. (XXII)

STAFF TEACHING ASSIGNMENTS 2011 -- 2012

Principal: Mrs. Cromwell-Gapp, M.Ed.
Guidance: Mr. Prehna, M.Ed.
Nurse: Mrs. Porter
Secretary: Mrs. Cappucci

Kindergarten: Mrs. Moore Teacher
Mr. Wholey Teacher
Mrs. Cudmore Teaching Assistant / KW
Mrs. Ellis Teaching Assistant / KM

Grade 1: Mrs. Landry Teacher
Mrs. Rollo Teacher
Mrs. Edwards One on One Paraprofessional

Grade 2: Mrs. Casson Teacher
Mrs. Sheridan Teacher

Grade 3: Mrs. Roberts Teacher
Ms. Walsh Teacher

Grade 4: Mrs. Rixford Teacher

Unified Arts: Mrs. Houston Library
Mrs. Vaillancourt Art
Mrs. Hencke Music
Mrs. Grier Computers
Mr. Wolfendale Gym

Title I Staff: Mrs. Cote Grades K, 1, 2 & 3

Special Ed Staff: Mrs. Foley Sped Teacher/Inclusion 2/3/4
Mrs. DiPasquale Sped Teacher / Inclusion 1
Mrs. Moore Sped Teacher/Inclusion K
Mrs. Rubinic Speech
Dr. Rapala School Psychologist
Custodial Staff: Mr. Oscar Hills, Mr. Dan Johnson, Mr. Keith Masson

Cafeteria Staff: Mrs. Heywood and Mrs. Chandler

Recess/Lunch Aides: Mrs. Beal, Mrs. Dorman, TBA

Crossing Guard: None at this time AM & PM