

Ruggles Lane Elementary School Student Handbook 2007 - 2008



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Barre MA 01005
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www.quabbin.k12.ma.us



A member of the Quabbin Regional School District

NOTICE

Massachusetts General Laws, Chapter 71, Section 37H

The school committee of every city, town, or district shall publish its regulations pertaining to the conduct of teachers or students that have been adopted. Copies of the rules or regulations shall be provided to any person upon request, and without cost, by the principal or headmaster of a school within each town or district. *Such rules or regulations shall not become effective until filed with the Commissioner of Education accompanied by a certification by the committee that copies of the rules or regulations are available as previously set forth.*

Please be advised that any supplementary student handbook information shall be treated as part of the student handbook and, where appropriate, shall replace information already included within this book.

It shall be the responsibility of individual students to be thoroughly familiar with such supplement material, if such is circulated, and to retain it as reference throughout the school year.

DISCLAIMER

The laws, school committee policies, and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of the schools in the Quabbin Regional School District. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of these schools, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or school committee policy not written in this handbook. If a new law is passed, it supersedes current rules.

The Quabbin Regional School District, an Equal Opportunity / Affirmative Action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or sexual orientation.

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QUABBIN REGIONAL SCHOOL DISTRICT

Sue M. Gee, *Superintendent of Schools*

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Barre, MA 01005
PHONE: 978-355-4668
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August 2007

This handbook is a source of information and reference to help you and your child throughout the year.

Within these pages we have addressed the most important school matters. You will find the policies and regulations of the district schools, an explanation of the services we offer, and our expectations for your child's education. You will also find specific ways in which you can become involved in our schools. However, please contact us if you have any other questions or concerns.

We look forward to striving for academic excellence throughout your the coming year.

QUABBIN REGIONAL SCHOOL DISTRICT MISSION/VISION/GOALS/VALUES

VISION

Preparing For A Lifetime of Learning

A school is essentially a community of learners organized for the care and development of young minds. A public school assumes the added responsibility of preparing all young learners for their future as productive citizens in a free and democratic society. The two purposes are intertwined: the faith that built our public schools holds education to be the key to our nation's future. We are committed to that mission. Indeed, the Quabbin Regional School District believes that the continued well-being of our society and its citizenry in the next century depends on the attainment of higher levels of education. It is not enough to restore old standards; these must be surpassed. Where we once expected competence, we must now expect and envision a pursuit of mastery in both learning and teaching.

The steeply increasing demands on the intellectual resources of our citizenry require that we regard learning as a lifelong endeavor. Credentials that once spoke to learning attained now signify only what further learning one is ready to pursue. The high school diploma no longer secures a place in our society. Certification no longer secures a professional position in our schools. Greater demands on students mean greater demands on staff. We must envision that our purpose as a public school system is to prepare students to continue their education beyond the diploma, through vocational training or higher education, on to a lifetime of independent learning. Our responsibility to our staff is to assure that certification is just the beginning of their professional development that they are continually prepared for the challenges ahead. We must all be leaning how to learn to be ready for the future.

GOALS

We believe that the best preparation for lifelong learning comes from a commitment by students and parents, teachers and administrators, to the following:

- A. **MASTERY OF THE LANGUAGE ARTS OF READING, WRITING, AND SPEAKING, ALONG WITH THE INTELLECTUAL SKILLS OF LOGIC AND MATHEMATICS.** These are the indispensable tools for the pursuit of lifelong learning.
- B. **IN DEPTH STUDY OF THE NATURAL AND BEHAVIORAL SCIENCES, THE ARTS AND HUMANITIES AS THE BASIC WAYS OF UNDERSTANDING OUR WORLD AND US.** The emphasis here is on the principles and methods that define these as disciplined modes of inquiry. These provide the standards of truth to guide the pursuit of lifelong learning.
- C. **A SERIOUS ENGAGEMENT WITH THE TOOLS AND TECHNIQUES OF RESEARCH.** It is important to understand the methodologies leading to new knowledge in the basic disciplines. It is just as important to be able to locate what's already known. Today, too much information has become as crippling as too little. Students must learn to navigate through libraries and computer networks to the primary and secondary sources that bear upon the questions that drive their learning, and then analyze and evaluate what they find there.
- D. **AN UNDERSTANDING THAT LEARNING IS A MATTER OF MEANS - NOT ENDS, A SET OF TOOLS AND TECHNIQUES FOR SOLVING NEW PROBLEMS, NOT THE RECOLLECTION OF OLD SOLUTIONS.** Learning must be placed in the context of life and experience to be pursued lifelong.
- E. **A COLLABORATIVE APPROACH TO BOTH TEACHING AND LEARNING THAT RECOGNIZES THE COMPLEXITY OF REAL-LIFE PROBLEMS AND THE RISK OF ONE-SIDED SOLUTIONS.** Interdisciplinary studies, cooperative learning, internships, and student activities all model the learning students will pursue lifelong through the communities they join.
- F. **AN EMBRACE OF OPEN INQUIRY AND OPEN MINDS.** The enemies of lifelong learning include uncritical acceptance of authority and past practice, the fear of new ideas, and intolerance of differences. Each shuts the door to possibilities. Where assumptions are questioned and biases challenged creativity and innovation flourish. Where diversity is embraced, the community of learning grows.
- G. **AN ATMOSPHERE OF CARING AND RESPECT.** A love of learning is needed for it to become a lifelong pursuit, and love cannot grow where care and respect are absent. When safety becomes an issue, the community itself is at risk and all our goals are imperiled. Personal safety and well-being cannot be compromised. Care for others' feelings and respect for others' differences are expected of everyone.
- H. **A SPIRIT OF COOPERATION, NOT COMPETITION WITH OTHER KEY INSTITUTIONS IN THE LIFE OF OUR STUDENTS.** Families, civic and religious organizations, private employers and public providers, and other educational institutions all need to have their unique contributions respected so that we can remain focused on what we do best - developing young minds and lifelong learners.

VALUES

Implicit in our Vision and Goals are the basic Values essential to their realization. These should be stated explicitly, so there can be no doubt as to their centrality and our profound commitment to them:

INTELLECTUAL VALUES:

1. We believe that public schools exist to develop informed minds and productive citizens.
2. We believe that this mission requires a commitment to learning how to learn within a context of lifelong learning.
3. We believe that all students can learn.
4. We believe that all students need to master basic intellectual skills and to measure up to standards of excellence across the curriculum.
5. We believe in the integration of theory and practice, and in the pursuit of knowledge through real-life problem solving.
6. We believe in the value of questions, of critical thinking and open inquiry, wherever it may lead.
7. We believe in collaborative approaches to both teaching and learning and school management.
8. We believe that all members of the community, students and parents as well as teachers and administrators, must acknowledge their own personal responsibility for meeting these goals.

COMMUNITY VALUES:

1. We believe that diversity in all its forms enriches our community of learning.
2. We believe that care is what sustains us in our common pursuits - care for our own and others' uniqueness, consideration for one another's feelings, and concern for those who need our help and understanding.
3. We believe that respect is the basic requirement for whatever community we hope to achieve -
 - respect for the truth, which is honesty;
 - respect for difference, which is the essence of diversity;
 - respect for one's self, which is the foundation of our human dignity;
 - respect for each other's person and property, which is a matter of law;
 - and a respect for the rules and the authority that govern our community, for without these there is lawlessness, and no community.
4. And finally, we believe that educating the members of our community to the importance of these values is essential to our mission, hence implicit if not explicit in everything we do.

GENERAL QUABBIN DISTRICT SCHOOL INFORMATION

ASBESTOS HAZARD EMERGENCY RESPONSE ACT of 1986: AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act

August 2007

To: Families and Staff of the Quabbin Regional School District
From: Sue M. Gee, Superintendent of Schools

This notification is required by the Asbestos Hazard Emergency Response Act of 1986, (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act):

It is the intention of the Quabbin Regional School District to comply with all federal and state regulations controlling asbestos and to take the necessary steps to ensure students and employees a safe and healthy environment in which to learn and work.

You are welcome to review the Asbestos Management Plan located in each school's administrative office during school hours. Contact Clare Barnes, director of plant and facilities, and our Asbestos Program Coordinator, with questions: 1 978 355 6771.

EMERGENCY CARDS

Emergency card information is sent home at the beginning of the school year. It is extremely important that you review and correct this information as soon as you receive it. Incorrect information in an emergency wastes critical time. In addition, it is important to update this information throughout the year as personal circumstances change. To make a change, send a note to the school office.

NO-SCHOOL/EMERGENCY CLOSING PROCEDURES

Canceling School: The decision to cancel school is based upon travel conditions for buses. If at all possible, schools will remain open.

Late Starting Alternative: If judgments by road agents and weather forecasters support the decision to announce a late start, the radio announcements and the telephone contacts with staff and bus contractors will simply announce "one hour late start" or "two hour late start." For example, if your child normally boards the bus at 7:15 a.m., a one-hour delay means the bus will arrive at the bus stop at 8:15 a.m., or one hour later than usual.

If it becomes necessary to *change* a **late start** to a **no school** announcement, the Superintendent will make such a decision as early as possible.

"No school" and "late starts" will be announced on the following radio & TV stations and the QRSD website:

Worcester	WSRS	96.1 FM
Television	WBZ	Channel 4 (and radio)
	WCVB	Channel 5
	WWLP	Channel 22
District Website	www.quabbin.k12.ma.us	Click on School Closing

Emergency Closings: Sometimes inclement weather and/or other building problems make it necessary to dismiss school early. In such cases, the decision to dismiss early will be made by the Superintendent or his/her designee.

STUDENT ASSESSMENT/TESTING PROGRAMS

During your child's elementary school years, he/she will be expected to participate in both local and state testing programs. Such testing programs are important to you and your child because they will provide useful data about your child's academic strengths and weaknesses. Additionally, data from such testing will allow school personnel to design and implement educational programs that will better meet each child's needs.

Recently, much has been written about the current Massachusetts Comprehensive Assessment System (MCAS) in which all Massachusetts students must participate. In the future, the state plans to expand and change this assessment program. Any such changes will be communicated to students and parents in a timely manner so that all can be as prepared as possible for their participation in this important assessment program.

STUDENT ACADEMIC PROGRESS

For Grades 4 & 5, report cards and or progress reports are issued by trimester, all other grades are issued quarterly. Parent conferences may be scheduled anytime at the request of the teacher or parent. Parents are urged to contact the school anytime during the school year if there is a question or concern.

SPECIAL EDUCATION OVERVIEW

Quabbin Regional School District provides a continuum of special education services to the elementary students of the school district based on identified individual special education needs.

Each of the five elementary schools provides special education instruction to identified students through a local learning center model staffed by a certified special educators. In addition, the Quabbin District provides direct instruction to special needs students through an integrated preschool, integrated kindergarten and elementary, substantially separate classes. The special classes mentioned above are located at the Oakham Center School. Students requiring these special classes are provided with transportation services if they reside in any of the five member towns of the Quabbin Regional School District.

For further information, please contact the Special Education Office, 872 South Street, Barre MA 01005 (978- 355-2055).

GUIDANCE OVERVIEW

The Quabbin Regional School District guidance and counseling services begin with kindergarten screening and extend through post-high school planning. The services, available to all students, parents/guardians and school staff, are developmental and preventative in focus. QRSD views guidance/counseling services as a vital component in the process of helping all students become healthy and productive life-long learners.

Growing up can be difficult. Students face numerous challenges as they pass through the first seven years of school, which may interfere with learning. Elementary counselors are trained to meet the developmental needs of students and help them as they struggle with life's challenges. Elementary counselors work closely with administrators, staff, and parents to monitor the emotional, social, and academic development of students. Elementary counselors are preventative in focus and work to provide the intervention necessary to assist students through the process of growing and developing into healthy and productive learners.

General Functions:

- Accept and process referrals from administrators, school staff, students, and parents.
- Provide individual counseling and support when appropriate.
- Provide short-term group counseling for students dealing with emotional, developmental and life-change issues.
- Teach specified units of the comprehensive health curriculum.
- Mediate conflicts when necessary.
- Organize activities that promote a healthy school environmental.
- Serve as a consultant on numerous developmental topics and concerns.
- Coordinate and facilitate efforts to provide for individual student needs.
- Assist in providing career education awareness.

SCHOOL LUNCH PROGRAM

The school system participates in the National School Lunch Program to assure that all children in the schools receive proper nourishment. School lunch is offered to all Quabbin Regional School District students each day the school is in session at a price determined by the School Committee. Lunches may be purchased daily with cash, or a pre-paid ticket can be purchased for up to five days.

The program is optional; students may bring their own lunch to school. Milk is available for purchase separately. As we stress good nutrition for all lunches, we discourage soda except on field trips.

Applications for free or reduced price lunch are available. After applications have been submitted, parents will be notified as to the decision relative to eligibility. However, in accordance with the wishes of the Quabbin Regional School District Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parent or guardian.

Families must reapply each year for free/reduced lunch. Students approved for free/reduced lunch the previous June are assumed to be eligible in September; however, a new application must be submitted prior to October 1st or the student will not be eligible.

Students who forget their lunch or lunch money may occasionally charge a lunch at the school office. Charges must be repaid the following day to reimburse the account so funds are available for other students.

TRANSPORTATION SERVICES

The major purpose of the school system's transportation services is to aid students who live more than one and one-half miles from the school that they attend, to get to and from school in an efficient, safe and economical manner.

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. All children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper safe conduct while aboard.

In case of misconduct on a bus, the incident will be reported to the local school principal who will report the incident to the parent. In case of a repetition by the same student, the principal may suspend the student's transportation privileges. During a period of suspension of bus privileges, the responsibility of transportation will rest with the parents.

Scheduling and Routing: The School Committee delegates to the administration the authority and the responsibility to determine the time schedules and the routing of all buses. In circumstances requiring the coordination of time schedules of buses with those schedules of other systems, the adjustments necessary to make coordination effective and safe will be made by the administration. Adjustments, which will require added costs to the district, will be brought before the School Committee for final approval.

For purposes of determining routes, the point of origin and destination homebound shall be a pupil's place of residence. Transportation arrangements where a child's regular point of departure or after-school destination is other than his residence shall be subject to administrative approval and the availability of seating. Requests for special transportation arrangements must be made in writing to the principal. Alternative arrangements, if such a request can be honored, must be made the same for every school day; alternating days and point of delivery is not permissible. The transportation of children to babysitters, meetings, or destinations other than their homes shall be the responsibility of the parent or guardian.

Walkers and Riders: It is the intent of the School Committee to provide transportation to all students who live more than one and a half miles from the school. Further, it is the intent of the School Committee to provide transportation to any other child who would be required to walk to school under conditions judged to be dangerous. Bus routes are designed so that no child is required to walk more than one mile to a bus stop, and under normal circumstances, will not be required to walk more than one-half a mile. Only children residing on an established bus route will be authorized to ride that bus. Exceptions will be authorized by the administration only if seating capacity of the bus allows additional passengers.

REGULATIONS FOR BUS RIDERS

The school day of any pupil begins when he or she boards the bus and ends when he or she returns to his or her destination; therefore, each child comes under the jurisdiction of the school administration during this entire period. Each child should be reminded that it is a privilege to ride the bus, and, if a child is not well behaved, courteous, or if, by his actions, endangers the health and safety of other pupils, this privilege may and will be suspended with parental notification.

- 1) Youngsters should arrive at the bus stop in enough time to avoid rushing but not so early as to require a long wait that may lead to horseplay.
- 2) Pupils should wait in a safe place, well off the roadway.
- 3) There must be no pushing or racing for seats or general play antics in getting on or off a bus.
- 4) Hands, head and feet should be kept inside the bus. Loud talk, boisterous laughter or other disturbances to the driver must be avoided.
- 5) Youngsters should cooperate in keeping the inside of the bus clean. Many kinds of accidents are possible with the throwing of paper or trash on the floor.
- 6) Children should remain seated while the bus is in motion and until the destination is reached.
- 7) The emergency door is for emergency use only.

School Bus Safety: Massachusetts state law requires that vehicles must come to a full stop and remain stopped when coming upon a school bus that is stopped with its flashing lights in operation. Parents driving in the schoolyard are required to comply with that law. When boarding or alighting from a bus on a highway, pupils are to cross the road in front of the bus. The driver will not proceed until the pupils are either aboard the bus or have safely crossed the highway and are out of danger.

A number of our buses/vans are filled to capacity and therefore parent requests for their children to ride a bus other than their regularly assigned bus are discouraged and are very often impossible to grant. In the event that a parent/guardian needs to have a child ride a bus other than the assigned bus or needs to have a child pick up or dropped off at a bus stop other than the one designated to their residence, the request must be submitted to the school office either in person or in writing. Again, not all requests can be granted as some buses area already filled to capacity.

SCHOOL INSURANCE

Each fall the parents are given the opportunity of insuring their children against accidents at school by paying a very nominal fee. Your child's teacher will distribute information regarding this program in September. **Please note that parents must sign and return this form even if they choose not to purchase this insurance.**

STATE AND FEDERAL REGULATIONS

REGULATION FOR KINDERGARTEN ENTRANCE: State Regulation 603 CMR 8.0

A child is eligible to enter kindergarten if he/she is five years old before September 1st of the year in which he/she is to enter. Registration for kindergarten is conducted in the spring and includes a preliminary screening of all incoming preschoolers to provide for the early detection of needs or conditions that will bear on a child's success in school. At the time of registration, parents should bring in a birth certificate, which will be returned, and a record of the child's immunizations.

DECLARATION OF COMPLIANCE WITH EQUAL OPPORTUNITY AND PRIVACY RIGHTS:

State Regulation 603 CMR 26.00

The school system of the Quabbin Regional School District is guided by both state and federal regulations that deal with nondiscriminatory practices and protection of privacy rights of parents and students. We intend to fully comply with such regulations, and welcome any and all inquiries and/or complaints in such matters. The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, color, sex, religion, national origin, sexual orientation, economic status, political party, age, and handicap.

EQUAL EDUCATIONAL OPPORTUNITIES: Chapter 622

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the school committee will make every effort to protect the dignity of the students as individuals. To accomplish this, the committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities Law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs.

The law reads as follows:

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

This means that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and co and extracurricular and athletic activities. All implementing provisions issued by the Board of Education in compliance with this law will be followed.

FEDERAL LAW: TITLE IX – EQUITY IN EDUCATION

It is the policy of the Quabbin Regional School Committee not to discriminate on the bases of sex in its educational programs, activities or employment policies as required by Title IX of 1972 Educational Amendment. Inquiries regarding compliance with Title IX may be directed to Title IX Coordinator, Maureen M. Marshall, Superintendent of Schools, Barre, Massachusetts (telephone 978-355-4668), or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

REHABILITATION ACT: SECTION 504

The Committee does not discriminate on the basis of handicap (section 504 of the Rehabilitation Act of 1973) in admission or access to, or treatment or employment in, its programs and activities. School principals and/or Superintendent of Schools are designated employees responsible for the full compliance of this federal law.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT: IDEA

The Individuals with Disabilities Education Act (1997) is the federal law that ensures that a full and appropriate public education is provided to students who meet the criteria for eligibility for special education.

SPECIAL EDUCATION: STATE LAW CHAPTER 766

Chapter 766 is the state law that governs the provision of special education to students residing in the Commonwealth of Massachusetts. For further information about IDEA and Chapter 766, contact Dr. R. Cherie Majoy, Director of Special Education at 978-355-2055.

SEXUAL HARASSMENT

It is the policy of the Quabbin Regional School District that all persons associated with the School District, including students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any student who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

For purposes of this policy, sexual harassment would be any unwelcome or other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive educational environment. Incidents of sexual harassment should be reported to building administrators.

HATE CRIMES

The Quabbin Regional School District will enforce all federal, state and local laws and regulations relative to civil rights violations and hate crimes.

Massachusetts General Laws Chapter 22C, Section 32 defines "hate" crime as follows:

Any criminal act coupled with overt actions motivated by bigotry and bias, including but not limited to, a **threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice**, or which otherwise deprives another person of his constitutional rights by **threats, intimidation or coercion**, or seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Behavior by students or staff that constitutes a hate crime will be dealt with according to the Quabbin Regional School District's Code of Conduct. This behavior includes, but is not limited to the following:

1. Physical violence
2. Threats of physical violence
3. Harassment
4. Intimidation
5. Negative or offensive biased language (slurs or epithets)
6. Use of symbols of hate such as swastikas or burning crosses
7. Damage to property, real or personal

LAW PROHIBITING THE PRACTICE OF HAZING MGL Chapter 269

The Federal Law, Chapter 536 of the Acts of 1985 (also known as Massachusetts General Law, Chapter 269, Section 17-19) makes it a crime to participate or organize hazing, or for a person at the scene of such a crime, fail to report the incident. A copy of Chapter 536 will be issued to every group or organization.

FIREARMS

Chapter 269, Sect. 10, Prohibition Against Firearms in Schools

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or office in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars, or by imprisonment for not more than one year, other both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which shot, bullet, or pellet can be discharged by whatever means. Amended by St. 1987, C.150,S2.

SEARCHES BY STAFF

The right to search students and inspect a student's property, or school property under the temporary control of a student, is inherent in the authority granted school committees and administrators. This authorization may be exercised as needed in the interest of protecting children and safeguarding their own, or school property.

Nevertheless, exercises of that authority by school officials places significant demands upon their judgment in an effort to protect the constitutional rights of the individual students while, at the same time, acting in the best interest of all students and the school system.

FERPA & STUDENT RECORDS 603 CMR 23.00

The policies and practices of the public school system are intended to honor and comply with both federal and state regulations governing student records and the use of information contained therein. Such regulations identify rights for parents and/or students in matter of student records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, known as eligible students, certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

In compliance with regulations this serves as notice to parents/students that the school system will continue to collect and file data felt to be useful in planning and implementing the educational process for each student so long as objections are not made by parents or students. It is also understood that the school may release for publication certain information from time to time without obtaining the consent of the parent and/or student unless said parent or student indicates in writing that we should not do so. The information that may be released for publication is limited to: student's name, class, participation in activities/sports, honors, awards, and post-high school plans. Requests not to have such information released should be completed on forms provided upon request from the principal's office. Such requests should be made within ten school days following the opening of school or following the admission of the student to school.

The superintendent will provide for the proper administration of student records in keeping with state and federal requirements. The temporary record of each student will be destroyed five years after the student transfers, graduates or withdraws from the school district. Former students desiring information from their records may obtain it by requesting such information from the principal before the date of destruction.

The committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

SCHOOL DISTRICT POLICIES / PROCEDURES

DRUGS and/or ALCOHOL USE / POSSESSION and/or DISTRIBUTION Policy JCDAC

PURPOSE: The Quabbin Regional School District seeks to keep the public school environment free from the use and presence of illegal drugs and alcohol.

Students and/or employees may be disciplined for being in the possession of illegal drugs and/or alcohol on school property, including school buses or at any school-sponsored event.

The Committee encourages the school and the community to cooperatively develop and conduct programs that provide every student with a good understanding of the physical, psychological and social dangers associated with drug abuse.

All students and employees with knowledge of the illegal use and/or possession of illegal drugs and/or alcohol on school property and/or at school sponsored events are expected to report said information to their principal and/or the superintendent who are expected to report such information to the police.

The superintendent of schools is expected to take whatever lawful action she or he determines to be necessary to implement this policy including but not limited to the following:

- requiring principals to develop codes of discipline for students pursuant to the requirements of Massachusetts General Laws, Chapter 37H;
- notifying all employees and their bargaining agents of the existence of this policy and conducting any negotiations that might be necessary over the impact of implementing this policy;
- conducting periodic training of personnel related to the implementation of this policy;
- cooperating with other departments within town government to achieve the objectives of this policy;
- recommending such programs and/or services for students and employees, which s/he deems appropriate to achieve the purposes of this policy.

DEFINITIONS:

"DRUG" - The term "Drug" as used in this policy applies to, but is not limited to, the following: alcohol, marijuana, amphetamines, anabolic steroids, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic solvent (glue, cleaner, aerosols) peyote, mescaline, hallucinogens, as well as drug paraphernalia.

"POSSESSION" - The term "possession" as used in this policy means having actual possession on one's person and/or constructive possession meaning that it may be under one's control even though it may not be in one's immediate possession (e.g. in a bag, locker, automobile or hidden location on school property or at a school sponsored event, including in the custody of another person).

TOBACCO USE AND POSSESSION

PURPOSE: The purpose of this policy is to insure compliance with Massachusetts General Laws, Chapter 71, Section 37H.

Massachusetts General Laws, Chapter 71, Section 37H prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual including but not limited to students and school department employees. It is the policy of the School Committee that all school department employees are responsible for enforcing this law and thus should report any violations to the building principal or the principal's designee.

The Committee expects that violations of this policy will be dealt with in accordance with the Code of Conduct and Standards of Behavior for students as set forth in the Student Handbook.

Due to the adverse effects of tobacco use, education and prevention programs should be made available to all students and employees. Smokers should be referred to cessation programs. This requirement for education and cessation programs is not a condition precedent to taking disciplinary action for violations of Chapter 71, Section 37H of the General Laws.

For the purpose of this policy and any rules published by school officials, "tobacco" and "tobacco related products" are any products containing tobacco including cigarettes, cigars, loose tobacco or smoke-less tobacco.

The Superintendent of Schools is authorized to take whatever lawful action may be necessary to insure compliance with this policy.

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The committee does recognize, however, that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration will request a physician's statement certifying such absences to be justifiable.

STUDENT DISCIPLINE

Good discipline in a school is extremely important to the school program. Staff and students share responsibility for maintaining a climate in which education can be pursued. Without good discipline students cannot realize their greatest opportunities for academic growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Principal, the Superintendent, and the School Committee.

The school staff in maintaining student control and discipline in the school will observe the following principles.

1. It is believed that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a student's poor attitude or misconduct, and striving to meet his/her social, emotional and academic needs.
2. Every individual needs to feel worthy and accepted as a person. In criticizing a student for his/her conduct and in taking disciplinary action, teachers and other staff members will endeavor to show him that it is his/her behavior that is objectionable, not the student him/herself.
3. The best discipline is self-discipline. Modes of student control over classroom management will offer students the freedom to acquire self-control and self-discipline. This freedom will be extended in keeping with the student's maturity.
4. Good discipline is always fair, dignified, and in good temper.
5. Conferences with teachers, principals, and parents should be effectively employed to bring about acceptable classroom behavior.

Within the above guidelines and specific policies regulating conduct and disciplinary action, the superintendent will set up procedures for dealing with disciplinary problems.

The School Committee extends to all of its school employees, professional and nonprofessional, the authority to enforce policy and regulations governing student behavior. Students will comply with the directions given them by staff members.

CORPORAL PUNISHMENT

State law provides that: The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

REGULATIONS TO ACCOMPANY POLICY JG - STUDENT DISCIPLINE

K - GRADE 6 DISCIPLINE

In accordance with Quabbin Regional School District policy, the following regulations have been formulated for the elementary schools of the Quabbin Regional School District:

1. All discipline will have as its main focus a desire to best serve the needs of each child emotionally and educationally.
2. Behavioral expectations for students will be consistent in all school related environments (such as classroom, bus, play yards, school yards, school building, field trips, etc.)
3. Behaviors will not be tolerated which cause or pose the threat of injury, physical or emotional, oneself or others.
4. Behaviors will not be tolerated which interfere with or disrupt the teaching/learning process.
5. Behaviors will not be tolerated which result in damage to, or the destruction of, property.
6. In-house suspensions of no more than three (3) days, and out-of-school suspensions of no more than five (5) days may be invoked by the Principal for severe infractions of the behaviors listed in Items 3, 4 & 5 of these regulations. In all cases of suspension, parents will be notified by phone and letter. Every attempt will be made to confer at the school, by phone and by letter. Every attempt will be made to confer at the school building with parents at the time when the suspension is deemed necessary.
7. Detention/loss of privilege shall be permitted and defined by the individual schools.
8. Parent consultation shall be an integral part of all continuing/serious discipline problems.
9. Each school shall develop, with input from staff, administration and LAC, school rules to implement policy and these regulations, in a fair and equitable manner.

REGULATIONS TO ACCOMPANY POLICY JG: STUDENT DISCIPLINE STUDENTS WITH SPECIAL NEEDS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, requires that additional provisions be made for students who have been found by an evaluation *TEAM* to have special needs, and whose program is described in an Individualized Educational Plan (I.E.P.). The following additional requirements apply to the discipline of special needs students.

1. The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P. file.
2. The Principal (or designee) will notify the Special Education office of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten (10) days in a school year, a review of the I.E.P. as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The *TEAM* will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - design a modified program for the student and write a new educational plan
 - or
 - provide for the delivery of special education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations
 - or
 - behaviors that are a threat or pose as a threat to the safety of self or others (including weapons or drugs) will result in an emergency team meeting to discuss interim alternative educational placements and/or a behavioral intervention plan.

In addition, the Department of Education will be notified as required by law, the procedures promulgated by the Department of Education, for requesting approval of the alternative plan will be followed.

CLOTHING - GENERAL

Guidelines for clothing worn to school are few in number and include:

1. Outer clothing should be of the type and fit such that a child can dress quickly and easily for recess activities.
2. Clothing should allow the child to be comfortable both inside of school and out of doors.
3. Clothing should reflect reasonable standards of personal modesty relative to the age of the child. We ask your cooperation in this matter and need to let you know that children who come to school dressed inappropriately will be sent to the office and the parent(s) will be notified. The child will not be returned to class until he/she is appropriately dressed.
 - Bermuda shorts are appropriate; short shorts are not. The guide used is: when the child places his/her arms at their sides, the shorts should be longer than the child's fingertips.
 - T-shirts are acceptable; tank tops with spaghetti straps or a loose fitting tank without proper undergarments are not, however, a loose fitting tank over another shirt is. Mini skirts and midriff blouses are not acceptable either as primary or secondary articles of clothing.
 - Imprinted T-shirts are acceptable if they do not reflect inappropriate pictures or messages. Examples of inappropriate wear for elementary students would be: COED Naked T-shirts, T-shirts advertising alcohol or tobacco products, T-shirts emblazoned with drugs or drug paraphernalia, T-shirts advocating violence, etc.
 - Oversized, baggy clothing that presents a safety risk or clothing that prevents participation in physical education classes is not appropriate.
 - Appropriate shoe wear - Sandals are acceptable; heels and flip flops are not. Please remember that SNEAKERS are required footwear for physical education.
 - Clothing should be such that children can easily manage in the bathroom.
4. In selecting snowsuits or other outer wear, consideration should be given to styles and sizes that will permit the child to spend most of his recess time in the open air rather than struggling with his garments. Clothing, and boots should be large enough for the child to put on by him or herself. It is strongly urged that parents put the child's name in each item of his outer clothing, and boots. Each year many lost articles are collected which cannot be identified for easy return.

ARTICLES THAT SHOULD NOT BE BROUGHT TO SCHOOL

The following is a list of items that are not to be brought to school unless a teacher asks a child to do so for a special purpose:

Roller blades	Cap Guns	Water Pistols
Skateboards	Any Battery-Operated Toy	White-Out

- Such items can cause injury or be lost or damaged at school. If such items are brought to school, the teacher will collect and hold them until a parent can make arrangements to collect the item from school.
- Items allowed on the **bus only**: electronic games, Walkman headsets, IPODs, MP3 players, CD players
May not be removed from backpack in school. These items are the child's responsibility if lost, damaged or stolen.
- **Cell phones** are only allowed with a note from parent/guardian stating the purpose. Cell phones are to be held in the office from arrival to dismissal. It is the child's responsibility to check the cell phone in and out of the office.
- Any student who brings an item to school that may be construed as a weapon will be sent to the office and the building principal will deal with the issue.
- Students should not bring any item of precious monetary or sentimental value to school.

FUNDRAISING POLICY

Purpose

The School Committee is sensitive to the increasing need to raise additional funds to provide activities and programs that will enhance the educational programs and goals of the district. The purpose of this policy is to establish district-wide guidelines for fund raising activities conducted by school clubs, school organizations, and parent support groups. The policy will ensure the safety of the children as well as monitor the activities over time in order not to burden any particular entity in the communities. The policy also applies to organizations outside the school community that are granted permission to conduct fund-raising activities by the School Committee.

Definition:

A fund raising activity which may involve students, staff, and parents who, through the sale of goods and/or services attempts to raise money for a predetermined school activity, school event, or charity.

STUDENT HEALTH & WELL BEING POLICIES:

ADMINISTERING MEDICINES TO STUDENTS

QRSD Policy JHCD MDPH REG. 105 CMR 210. 00

Medications (prescription or non-prescription) may be administered to a student in school only by a registered nurse or a non-licensed person designated and trained by the school nurse.

Medications will only be administered to students in school if a.) there is a written order from a licensed prescriber (physician, dentist or nurse practitioner); b.) there is written consent from a parent/guardian and c.) the medication is in a pharmacy - labeled container or the manufacturers original container.

Medication must be delivered to school by a parent/guardian (or other responsible adult) unless otherwise prearranged with the school nurse.

Medication must be in the original pharmacy or manufacturer labeled container and contain no more than a thirty (30) days supply. Have the pharmacy prepare a separate container of medication to be kept at school.

Special Medication Situations:

- a. For short-term medication, *i.e. those requiring administration for ten days or less*, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. The nurse may request a licensed prescriber's order if there is any question relative to the order.
- b. Field trips and other short-term special school events: every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent/guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- c. Standing Orders (for those schools which have Standing Orders): The parent/guardian may choose to have standing orders for the student by signing the "Standing Orders" form available from the school nurse. These orders contain School Physician's written order for specific over-the-counter medications that can be given by the school nurse.
- d. Self-administration of medication by students will be allowed if a.) the school nurse, the student and parent/guardian agree that this is a viable and safe method of medication administration, and b.) there is written permission from the student's parent/guardian. The school nurse may request a written order from a licensed prescriber for self-administration.
- e. Administration of epinephrine by unlicensed personnel, trained by the school nurse, to students with diagnosed life threatening allergic conditions, when the school nurse is not immediately available.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the school nurse shall notify the parent/guardian and licensed prescriber immediately, to explain the reason for refusal.

ALLERGIES – BEE/INSECT STINGS

It is extremely important that each year parents notify the school of any allergic condition, which afflicts their child especially associated with bee stings, or the bites of insects. Stinging insects are very common on the playgrounds, especially in the late spring and early fall. If your child requires immediate medical attention for stings, be sure to notify the school promptly.

“CHILDHOOD” COMMUNICABLE DISEASES

Parents are encouraged to call their physician if they suspect their child has a “childhood” communicable disease such as chicken pox or mumps. A child showing signs of ill health or of being infected with a disease or condition dangerous to the public health, shall be sent home immediately, or as soon as safe/proper convenience can be arranged. Some conditions that could require temporary exclusion from school are Chicken Pox, Impetigo, Pediculosis (head lice), Conjunctivitis (pink eye), Staph/Strep Infections, Scabies, Ringworm, and other contagious conditions. Upon returning to school, the child must report to the school nurse or principal before returning to class.

ACQUIRED IMMUNE DEFICIENCY SYNDROME

Policy JHCC the purpose of any policy dealing with health services in the school is to help each child attend school in optimum health and to benefit from the school experience. It is with this purpose in mind that the Quabbin Regional School District committee has adopted for use in the Quabbin Regional School District, policy the regulations proposed by the State Department of Human Services -- Attendance by Children with Acquired Immune Deficiency Syndrome (AIDS) or Clinical Evidence of Infection with the Human Immune-Deficiency Virus (HIV). (Copies of Regulations are available upon request from the Superintendent’s office.)

FIRST AID

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call appropriate medical personnel.

First Aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician.

- I. At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

- a. The school nurse or another trained person will be responsible for administering first aid.
- b. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
- c. A child who is seriously ill or injured will not be sent home unless it is known that someone is there to receive the child.
- d. In extreme emergencies the school nurse, school physician or principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
- e. The teacher or other staff members to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
- f. All accidents to students and staff members will be reported as soon as possible to the Superintendent.

PHYSICAL EXAMINATION OF STUDENTS

Quabbin Regional School District requires physical examinations as follows:

1. Students entering school must have an exam within 6 months prior to entrance. (All kindergarten students are required to have evidence of recent serum lead level.)
2. All students in grades 4, 7 and 10 (6 months prior to or before completion of the school year.)
3. Students transferred from another school system shall be examined as an entering student (physical 6 months prior to transfer or during the first year) unless school health record shows that a physical was done in the school year of transfer.
4. Students planning participation in competitive athletics, annually, *prior to such participation*. (The school physician will examine athletes, except when a family wishes to have the examination done by their own physician at their own expense. In this case, a written report of physical examination must be submitted to the school nurse *prior to participation*.)
5. Others:
 - a) Students referred because of known physical defects that require repeated appraisal;
 - b) students referred due to frequent absences due to unexplained illness;
 - c) students referred from teacher-nurse conference because s/he is not making expected progress in school or because of signs of illness noted by the teacher or nurse.

Whenever possible, the QRSD encourages the performance of physical examinations to be done by the student's own private physician. If this is not possible, the QRSD will provide the services of the school physician to carry out the physical examination. In this case, notification of the parents/guardians and signed consent is required.

Exemptions to these procedures will be allowed for individual students at the discretion of the school nurse and building administrator.

INOCULATIONS OF STUDENTS

The Committee wishes to protect all students from vaccine-preventable diseases. Immunization against these diseases is the most effective method to protect all students and members of the community. Therefore, the Committee recommends that the School District comply with the MDPH Immunization Program Guidelines by requiring all students entering school for the first time, whether at kindergarten, transfer from another school system or Foreign Exchange student, to show proof of immunization against: diphtheria, tetanus, polio, measles, mumps, rubella, Hepatitis B Virus and Varicella (Chicken Pox).

Minimum Requirements:

Minimum requirements for immunization for students entering school in Quabbin Regional School District will be those set forth in the Guidelines of the Immunization Program of the MDPH as published annually. Students who do not meet these requirements may be excluded from school until such time as they receive the vaccinations or provide proof of exemption.

Exemptions:

Students will be exempt from these requirements as follows:

1. Written documentation from a physician stating that the student's health would be endangered by a vaccination (Medical Exemption).
2. Written documentation from the parents stating that immunization is contrary to the religious beliefs of the student or parent (Religious Exemption).
3. Students on delayed schedule of immunization with written documentation from physician.
4. Other exemptions to these procedures will be allowed for individual students at the discretion of the school nurse and the building administrator.

Documentation: notices will be attached to the health record and the information noted on the cover page.

Acceptable "proof" of immunization includes:

- a. Authorized (signed) physician's note
- b. Student Health Record cover page
- c. MDPH "Blue Book"

HEALTH EDUCATION: HUMAN SEXUALITY EDUCATION

The Quabbin Regional School Committee, in compliance with MGL Chapter 71, Section 32A, shall require that building principals notify parents/guardians prior to offering parts of the Comprehensive Health Education Curriculum which primarily involves human sexuality and sex education.

This notification will include: (1) availability of curriculum material for preview; (2) the parent/guardian's right to exclude their child(ren) from said instruction and (3) the procedure by which they can exclude the child(ren) from these classes.

All instructional materials including textbooks, teachers' manuals, audio-visual aids and other supplementary materials which are used for instruction in human sexuality and sex education shall be available at the building site for inspection and review by parents or guardians of students receiving this instruction.

A student shall be excused from participating in portions of the curriculum that primarily involve human sexuality and sex education instruction upon receipt by the principal of written notification from the student's parent or guardian.

No student exempted from participation shall be penalized by reason of this exemption. In order to ensure that all students receive structured learning time the school will make an effort to accommodate the exempted student in another class, assign an alternative educational project, or provide the student with a directed study period for the duration of the exemption.

Resolutions of disputes that may arise under Section 32A will be handled at the local level under QRSD Policy JFH (as recommended by the Massachusetts Department of Education Regulations 603 CMR 5).



Quabbin Regional School District
Ruggles Lane Elementary School

Martha Femino, Principal
Mary McCormack, School Nurse
Terri Consolmagno, Office Manager - Robin Bernard, Office Secretary

Building Schedule

8:00 am	Teachers Present
8:05am	*** This is the earliest students may arrive ***
8:10am	Buses unload - Students proceed to classroom Children will NOT be allowed into the building until this time
8:20 am	Tardy Signal
8:20 am	Homeroom
8:25 am	Classes begin
10:15 - 10:35 am	Grade 1 & 2 Recess
10:00 - 10:15am	Grade 3 Recess
10:45 - 11:00 am	Grade 4, 5 & 6 Break
11:20 - 11:45am	Lunch - Grade 1
11:25 - 11:50 am	Lunch - Grade 2
11:55 - 12:20 am/pm	Lunch - Grade 3
12:05 - 12:30 pm	Lunch - Grade 4
12:15 - 12:45 pm	Lunch - Kindergarten
12:35 - 1:00 pm	Lunch - Grade 5
12:40 - 1:05 pm	Lunch - Grade 6
11:45 - 12:05 am/pm	Grade 1 Recess
11:50 - 12:10 am/pm	Grade 2 Recess
12:40 - 12:55 pm	Grade 3 & 4 Recess
Varies	Grade K Recess
1:00 - 1:20 pm	Grade 5 & 6 Recess
2:50 pm	End of classes
2:55 pm	Lines pass to buses
3:00 pm	Buses depart the schoolyard
Teacher's departure time - following departure of buses	

SCHOOL DISMISSAL

Dismissal to parent or authorized person - Notify the school by noon, in writing or by phone, if you are going to pick your child up at the end of the day. If an emergency, call by 2:00 p.m. If you cannot notify us by noon, your child will be dismissed at the regular time and you will meet your child under the bell tower. This policy is designed to avoid classroom interruptions and so to include your child's name on the dismissal list. Children who have early dismissal will not be dismissed from the classroom until the parent or authorized caretaker arrives at the school and reports to the office. We do, however, understand that emergencies may arise. Should that be the case, call the principal.

At the end of the school day, a staff member will be under the portico to ensure children are released to an appropriate caretaker. The children must be signed out before the child will be released. Please do not be offended if we ask for identification before releasing your child, as not all faces may be familiar.

Emergency dismissal - Occasionally, it is necessary to send the students home early because of worsening travel conditions or a building emergency. Your child will be sent to his/her regular destination for the day, unless special instructions have been received at the school office. A form for emergency dismissal procedures is sent home each fall. If your plans call for your child to go to a different destination when school closes early, you must complete the form.

ATTENDANCE

Students who arrive after 8:25 a.m. are considered tardy. The student must report directly to the office for attendance and lunch count. Classroom teachers are anxious to start class on time so tardiness is strongly discouraged. Your cooperation in this regard is greatly appreciated.

In the event that your child will be absent from school, please call us at 978-355-2934. If you know in advance that your child will be out, a note to the office will be sufficient. Messages about an absence may also be left on the school answering machine. If your child is absent and we have not heard from you, we will attempt to reach you by phone at home or at work. Absences not confirmed by any of the above methods should be documented with a written note sent with the child on the day he/she returns to school.

Parents who take vacations while school is in session must realize that children will miss valuable school instruction. Work will not be assigned ahead of time. Upon return to school, students will be expected to make up work in a reasonable amount of time. A week's extension is usually allowed.

CLOTHING

Please note the clothing guidelines as described on page 16 of this handbook. As outlined, all dress should be conservative, age-appropriate, and in good taste. Platform shoes and high heeled boots are not appropriate for school. **Sneakers are required for physical education and should have non-marking soles, if possible.** Sneakers are the preferred footwear for primary grade students.

STUDENT SCHOOL SAVINGS PROGRAM

Through a special arrangement with the Barre Savings Bank, children attending the local elementary school may open a savings account at school once a week. To familiarize the children with the process of banking and to eliminate infringement upon class time for those not participating, children who bank are excused from class for a brief period to meet the bank's representative.

SCHOOL INSURANCE: See page 10 of handbook

PARENT-TEACHER CONFERENCES

The maintenance of open channels of communication between the home and the school is of prime importance for the effective cooperation of the home and school. Teachers welcome conferences that provide opportunities for the exchange of information with parents. A parent need only request a conference either by sending a note to the teacher or by calling the school to establish a date and time. If a parent has concerns relative to his/her child's school program, plans should be made to discuss the situation with the teacher or the principal before other difficulties develop.

SCHOOL VOLUNTEERS

Ruggles Lane enjoys the services of a dedicated group of nearly one hundred school volunteers. Members of the Ruggles Lane PTO contribute hundreds of hours preparing materials, assisting on field trips, working in the library, helping with the production of plays, and countless other endeavors. If you would like to become a Parent Actively Volunteering for Education or PAVE, please call to tell us about your interests. A CORI & SORI must be completed.

TELEPHONE CALLS: Please note - students are not allowed to use cell phones during school time.

Telephone calls to teachers should be made before the opening of the day's session or during recess or lunch periods unless the matter is urgent. Teachers and instructional aides will not be called from a class to receive a telephone call except in an emergency.

To foster a sense of responsibility on the part of our students, it is our policy that students are not allowed to call home for forgotten books, assignments, musical instruments or projects. The month of September will act as a grace period, during which time a student may be allowed a phone call home for forgotten items. Beginning in October, no such allowances will be honored.

SAFETY

Massachusetts State Law requires that vehicles must come to a full stop and remain stopped when coming upon a school bus that is stopped with its flashing lights in operation.

- ***Please do not drive into the schoolyard while buses are loading or unloading.*** We are concerned that children will walk between the buses and cars.
- We ask that parents who enter the schoolyard by vehicle, keep to the left of the island remaining in the first driveway so as not to block the buses. The area immediately adjacent to the island is reserved for the Special Education transportation vans. *Please do not stop in the driveway to drop off children - it stops the flow of traffic.
- In the morning, children should be dropped off in front of the crossing guard, at the crosswalk located at the end of the parking lot, using the established entrance pattern.
- At the end of the day, please park at the lower parking lot and walk up to greet the students.
- For those students being picked up, it is required that they be signed out with the appropriate Ruggles Lane Staff member on duty.

REGULATIONS FOR BUS RIDERS: See page 10 of handbook

RIDING BICYCLES TO SCHOOL

Children are permitted to ride bicycles to school. Parents must submit a written letter to the principal granting the child

permission to ride their bicycle to school. The school administration reserves the right to rescind permission in cases where riding skill, the condition of the bicycle, or the riding habits of the student poses a danger to the child or others.

Bicycle riding is a healthy and pleasurable experience providing the rider follows basic safety practices:

- Drive on the right-hand edge of the road.
- Obey all traffic rules
- Give hand signals to show what you're going to do
- Always ride single - carry no riders
- Avoid crowded streets or high-speed roads
- Provide your own power. Never hitch on to a truck or other vehicle
- Helmets must be worn **AT ALL TIMES** and **BY ALL RIDERS**
- Look out for pedestrians
- Keep your hands on the handlebars
- Travel single file with other bike riders
- Walk your bike across busy intersections

SAFETY PRECAUTIONS FOR PEDESTRIANS

Since Barre is a rural community without sidewalks on many of its streets, children walking to school or to a bus stop must exercise considerable caution as they travel along the shoulder of the road. Parents must teach their children to assume much of the responsibility for their own safety. They should be taught to cross streets safely and they should be familiar with the safest route to school.

LIBRARY POLICY

Questions regarding the library or media center should be made to Mr. Paula, 978 355 2934.

Borrowing At the beginning of the year, each student is issued a library card with his/her name, grade, homeroom and library number. These cards are kept in the Media Center for use during scheduled times.

A library book is loaned to students in grades K-3 for one week.

Students in Grades 4-6 may borrow two books each week.

Books may be renewed for up to two additional weeks.

Students are required to write their name and homeroom or group on the card in the closest line to the top.

Overdue After three (3) weeks, students with books not yet returned will be issued an overdue notice.

They will have one (1) week to return the book.

Borrowing privileges are suspended until the book has been returned

Lost Books Students will be held responsible for the books they borrowed. Lost books notices will be sent in early June and will contain the replacement costs of the missing book(s). Payment should be made in the form of a check made payable to Ruggles Lane School. Should the book be found, reimbursement will be made.

EXTRACURRICULAR or CO-CURRICULAR ACTIVITIES (i.e., dances, athletic events)

All students attending extracurricular or co-curricular activities and or events must be accompanied and supervised by their parent or guardian without exception. No student drop-offs will be allowed. Students who are absent from school, receive in-house suspension, or accumulate excessive demerits in accordance with the Student Discipline Code, will not be allowed to attend extra or co-curricular activities on that given day.

GUIDELINES FOR STUDENT CONDUCT

Ruggles Lane Discipline Code

The discipline policy of Ruggles Lane Elementary School represents a desire by the staff and administration to best serve each child educationally and emotionally. It is essential to provide the school community with a Code of Behavior that affords all students the opportunity to grow together and reach their full academic, physical, social and emotional potential in a safe, productive, educational environment.

It is our expectation that our parents will share the responsibility with the school of helping students develop attitudes and skills that will remain with them throughout their adult lives, enabling them to be lifelong learners and productive citizens.

Student Responsibilities:

Each student is expected to:

- Behave in a respectful manner toward themselves, other students, all staff members, parent and community volunteers
- Be respectful towards their own possessions and possessions of others
- Be punctual and attend school daily
- Participate fully in the learning process
- Be prepared to come to class with the necessary materials and cover all textbooks regularly taken home
- Complete assignments within the timelines required
- Cooperate with peers, other students and staff members
- Refrain from aggressive and intimidating behavior
- Refrain from verbally abusing and harassing others
- Remain on school property during school hours, unless formally excused
- Obey all bus safety rules and board buses at designated stops
- Move in a quiet, orderly fashion on the stairs and in the halls
- Seek guidance, support or advice for problem solving
- Follow all classroom rules
- Accept the consequences of behavior and actions
- Properly use all facilities
- Dress appropriately for school and field trips
- Not chew gum at school
- Remove hats upon entering the school building
- Use appropriate and acceptable language in the school, on the playground and on school-sponsored field trips
- Refrain from bringing inappropriate music or media materials to school
- Refrain from bringing weapons, replica of weapons, toy weapons or articles that may serve as weapons to school

Parent Responsibilities

- To establish and maintain communication with their child's teacher
- To encourage their child's acceptable behavior
- To attend school conferences related to their child's achievement and effort, and discuss any report cards or progress reports with their child.
- To discuss their child's day with them and to remain current with assignments and homework
- To assist their child in obtaining the resources needed to complete assignments
- To ensure that their child attends school regularly and promptly
- To report and explain absences or tardiness
- To inform the school of current home, business and emergency contact phone numbers
- To alert the school of any problems or conditions which affects the students or other members of the community
- To discuss the Ruggles Lane Discipline Code with their child

School Responsibilities

- To promote effective learning by encouraging students to
 - actively participate in the learning process
 - hypothesize and demonstrate critical thinking
 - learn to ask questions and to solve problems
 - make regular judgments about personal progress and achievement
- To plan a curriculum to meet the needs of all students
- To maintain a safe learning environment conducive to positive behavior
- To respect the dignity of each student
- To promote effective discipline by reviewing all rules, regulations, expectations and procedures as required
- To develop a good working relationship among staff and with students
- To encourage and develop parental communication and participation in school volunteer programs and student activities
- To provide access to quality and current learning & reading materials and resources

Implementation: This Discipline Code is in effect:

- During school hours
- While students are walking to and from school
- While students are being transported on school buses
- During recess and while on school property
- At events held before and after school
- During field trips, athletic events, and overnight excursions under the school's supervision

Consequences

- Consequences are actions students know will occur should they choose to break the school rules
- They are viewed as natural outcomes of inappropriate behavior
- Students will be held accountable for their actions and must accept the consequences of their behavior
- Staff members will implement appropriate consequences in a firm, fair and consistent manner
- The demerit system will be implemented to students who do not correct their inappropriate behavior

DEMERIT SYSTEM

For serious and or recurring violations of the School Discipline Code, students will be given demerits at the discretion of staff members. Demerits will be issued per reported violation and will require a conference with the principal. Accumulation of demerits results in:

5 demerits: Loss of recess privilege for one week. Recess time will be spent in principal's office, studying

10 demerits: Two day in-house suspension. Parents/guardians will be notified in writing of the dates of suspension.

A meeting of staff directly involved will arrange a specific intervention plan to address the difficulties that have lead to the 10 demerits.

20 demerits: Five days of in-house suspension. Parents/guardians will be notified in writing of the dates of suspension.

A meeting of staff directly involved will arrange a specific intervention plan to address the difficulties that have lead to the 20 demerits.

Exceeding 20 demerits: This is considered an extreme situation necessitating intervention with more serious consequences.

Parents/guardians, staff and administrators will meet to plan and implement intervention.

MERIT SYSTEM

Students who received demerits will be given the opportunity to earn merits. Each merit earned will cancel one demerit. For fifteen consecutive school days without receiving another demerit, one merit will be given.

HOMEWORK POLICY

Homework is a vital link between the school and home, providing communication, tracking of student progress and information on current studies. Regular homework assignments of elementary grade level students contributes to the overall student's success by reinforcing basic skills, developing responsibility and teaching that learning can take place outside the classroom. Homework should be purposeful and relevant to the work at school and adjusted to meet each student's needs and abilities.

Recommended grade-level guidelines:

May be assigned four nights per week, Monday - Thursday, for each grade level:

Grade 1 - 10 minutes Grade 4 - 40 minutes

Grade 2 - 20 minutes Grade 5 - 50 minutes

Grade 3 - 30 minutes Grade 6 - 50 minutes

Some long-term projects and activities may require additional time.

Late work may result in lowered grades.

A student must be absent three days before homework and class work is provided. Students are discouraged from returning to school after hours to pick up work they have forgotten.



The Quabbin Regional School District
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The Quabbin Regional School District does not discriminate on the basis of color, religion, sexual orientation, age, disability, or national origin.