

**Earl D. Taft Elementary School**

16 Granite Street  
Uxbridge, MA 01569  
(508) 278-8643, 278-8645  
Fax – (508) 278-8646

**Principal: Dr. Howard D. Boyaj (hboyaj@uxbridge.k12.ma.us)**  
**Assistant Principal: Lori J. Fafard (lfafard@uxbridge.k12.ma.us)**

**Superintendent of Schools**

**Mr. George Zini**  
508-278-8650

**Pupil Personnel, Special Education Director**

**Dr. Paul Haughey**  
508-278-8651

**Vendetti Bus Co. 508-234-6135**

**School Hours: 8:35 a.m.-2:50 p.m.**

*The Uxbridge Public Schools believes in equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, creed, national origin or sex in compliance with Title VI and Title IX or disability, in compliance with section 504/ADA or sexual orientation in compliance with G.L. c. 151 and 157c.*

Do not drop off prior to 8:30 a.m. as children are not supervised. Children should not be left alone outside or left off at the office early. To arrange childcare, contact the Extended Day Program at 508-278-8653. If your child is late, they should be walked into the building by a parent/guardian.

“No School” or “Delay in the starting time” is determined by the Superintendent of Schools. You will receive a telephone call in the morning from the Superintendent giving you the message for a particular day, whether it be a delay or school cancellation. Information is announced on the following radio stations between 6:00 – 6:30 a.m.: WTAG (58 AM), WORC (1310 AM), WBZ (1030 AM). The announcements are also on the television stations WBZ (Channel 4) and WCVB (Channel 5), and WHDH (Channel 7). The fire whistle for No School – eight blasts – will sound at 6:30 a.m.

Do not call the fire station, as you will tie up emergency lines. Parents may use their judgment in keeping a student home on an inclement weather day if they feel conditions warrant such action.

**Attendance Policy**

Regular attendance is an important factor that contributes to students achieving their full academic potential. Without such attendance, the necessary continuity of learning is disrupted. We believe that there is value in classroom experiences that can never be replaced by after school help. Students who are frequently absent seldom fully develop necessary skills, concepts and individual talents. The Commonwealth of Massachusetts supports the philosophy of the Uxbridge Public Schools as evidenced by Chapter 76, Sections 1 and 2 of the Massachusetts General Laws which allows no more than seven absences in any period of six months. Tardiness after 11:00 a.m. or dismissal before 11:00 a.m. and not returning to school equals a half day absence. Two-half days equals one full day absence.

**Massachusetts General Laws, Chapter 76, Section 2 - Duties of Parents: Penalty:**

Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails to do so for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars.

**Excused Absences**

An excused absence is defined as an illness, a death in the family, medical procedure, a family emergency, or a religious holiday. A parent is asked to call the school prior to 9:00 a.m. on each day their child is to be absent. If the parent knows the child is going to be absent for more than a day, please state that when you call the first day. A staff member will phone parents who do not call the school to inform the school of an absence.

It is recognized that students may miss school for a number of reasons in which a physician’s note or an alternative excuse may be considered. The only excuse that may be accepted to excuse an absence is a physician’s note, a dentist’s note, a note from any other health care professional, or a legal reason such as a court date or family death. Notes should be turned into the office upon the child’s return, or when the child is brought into the office tardy by the parent. Any absence or tardy that is explained or covered by a health care professional’s note, or other excuse (such as death in the family) that is considered appropriate by the School Administrator, shall be counted as an EXCUSED ABSENCE. We ask that you contact the school administration prior to such request.

If a student is out for an excused absence, a parent may request homework (while calling your child in sick). Request by 9 a.m. to be picked up at 3 p.m. The work will be located in the Student Homework bin in front door.

If unable to collect work during an illness, the student will be given the work upon return. The student has the length of time of the absence to complete the work. Parents may discuss an extension with the teacher if more time is needed. At the teacher's discretion, a child will participate in at least one after school session.

### **Absences Due to Vacation**

Classroom learning is an ongoing process and every effort should be made to schedule family vacations to coincide with the school calendar. Vacations during school time are counted as absences. The school does not condone or encourage vacations during school time. If a student is out of school due to a vacation, the teacher is not responsible to prepare work ahead of time for the student. Lesson plans and instruction adjust and change on a regular basis throughout the week as teachers revise plans to suit class progress. A packet of work will be collected during absence, and the child will receive it upon return. The student has the length of time of the absence to complete and return the work to school. Please inform the teacher and the office of planned absences.

Parents must realize that some instruction will be lost during an extended absence, and teachers will not be able to go back and repeat all information that was covered during their child's absence.

### **Tardiness**

Students arriving late must be accompanied by a parent into the office. They are given a tardy slip and marked late. Students will be marked excused if a slip from the doctor's/dentist office is brought in. Students arriving on a bus that is running late is not considered tardy.

School begins at 8:35, repeated tardiness is disruptive to the classroom as well as to the education of your child. A student late more than three times per quarter will have a letter sent home and a copy placed in their school records. A parent or guardian will be required to meet with the principal. Additional consequences may be assigned at the discretion of the principal.

### **Dismissal**

Send a note in with your child in the morning. **Every attempt should be made to schedule activities and appointments after dismissal p.m., to not interfere with the learning process.** To have a dismissal excused, a doctor's/dentist note will be accepted. Taft School does not condone scheduling extra-curricular activities that require early dismissal. Your child will be dismissed when you arrive at the office.

Identification is required. Students do not leave unattended. The school day ends at 2:50 p.m.. Repeated dismissal is disruptive to the classroom environment as well as to the education of the classroom. Any student who is dismissed unexcused (without having documentation) more than three times per quarter will have a letter sent home and a copy placed in their school record. A parent or guardian will be required to meet with the principal.

### **Weather Related Early Dismissal**

In the event an early dismissal is called, you will be contacted by our Connect-Ed Calling Program. **Keep your emergency contact numbers up to date and accurate.** Please do not call us asking if we are dismissing early, this decision is made by the Superintendent of Schools not the Taft School. The phone system is updated weekly, you cannot change your phone number on a day of inclement weather and expect to receive a phone call.

### **Withdrawals**

If leaving the school system, parents are requested to notify the guidance office, Lynne Patton at 278-8647 x 165 as soon as possible. Parents must sign a release to transfer their child's records to another school system.

### **Perfect Attendance**

Students receive a certificate from the principal for achieving perfect attendance. Perfect attendance is defined as follows:

A student must be present every day, all day, with no tardiness, no absence, and no dismissals at any time during the school year. Excused absences or excused dismissals, excused tardies will also negate perfect attendance. (A child dismissed and returned to school the same day, counts as a dismissal, thus eliminating perfect attendance).

### **Emergency Procedure & Dismissals Bomb Threats, Building Evacuation and Fire Drills**

The Principal or his/her designee will ensure that the prescribed evacuation procedures are followed and the proper authorities are notified of the emergency.

In the event of emergency dismissal, no student in grades 1 – 4 will be dismissed unless the school has contacted a parent, guardian, or person designated by the parent/guardian.

In the event that the parent/guardian or parent designee cannot be contacted, the school district shall arrange for the student's safety and comfort until the end of the school day. At this time, the student will be transported home, weather permitting.

### **School Nurse School Medication Administration Policy**

In cases where it is necessary for a student to take medication during school hours, the following procedures are in effect:

1. Students are not allowed to carry any medication during school, including inhalers, vitamins, fluoride pills or cold medication.
2. All medication must be transported to school by an adult and taken to the nurse's office.

3. All medications (except limited time antibiotics) administered in school require:

A written physician's order which includes the following:

- Name of medication
- Dosage of medication
- Route of administration (oral, etc.)
- Frequency of administration
- Student's diagnosis
- Antibiotics – do not require a physician's order

- A signed permission form from the parent/guardian
- All medications must be in a pharmacy labeled container that includes child's name. Extra containers are available at your pharmacy at no extra charge.
- Over the counter (OTC) medications must be in original container and must have physician's order or cannot and will not be given.

4. Contact the school nurse at 278-8647 if medication requirements necessitate parental administration during school hours.

Students may receive Tylenol (acetaminophen) and/or Benadryl (diphenhydramine) per standing orders of the school physician based on the following protocols:

1. Parental consent on file (noted on student information cards).
2. No known allergies to these medications.
3. Not receiving other medications that would react with these medications.
4. Only to be given once per school day if necessary.
5. Will not be given if student has a fever of 103 F or higher, vomiting/diarrhea, severe abdominal pain or recent head injury.

The following conditions/assessments are acceptable for the administration of Tylenol:

1. Oral temperature of 101 F or above.
2. Headache in the absence of head injury persisting following ½ hour of rest. In the case of diagnosed migraine headaches, a physician's order is required for immediate medication administration.
3. No history of Tylenol ingestion within 4 –6 hours.

Benadryl may be given one time per school day for insect bites with local reaction or contact dermatitis with puritis. It may not be given if student took antihistamine that day or is allergic to Benadryl.

### Dismissal for Medical Reasons

Parents will be notified if a student becomes ill at school. Parents provide transportation.

## Health Services

Students are tested annually for weight, height, hearing and vision. Physical examinations are required for all new students and those in the fourth grade. Please submit the completed physician's report to the school nurse.

In accordance with General Laws Chapter 71, Section 32A, the Uxbridge School Committee has adopted this policy of the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

Students with Chicken Pox must remain out of school for 7 days. Please notify the School Nurse by phone or letter if your child has the Chicken Pox. Students with strep throat and conjunctivitis must remain out of school for a minimum of 24 hours after the initial dose of antibiotic medication.

Students with any communicable condition must remain out of school until treated. **Our general recommendation is for children to remain out of school until they are fever-free for 24 hours (temperature under 100 F) without medication and feeling well.** Specifics for certain diseases are listed below.

### Communicable Diseases

The following rules regarding exclusion from school of children for communicable diseases have been established by the Massachusetts Department of Health:

<u>Disease</u>	<u>Exclusion</u>
Chicken Pox	7 Days – All lesions must be dry before returning to school.
Conjunctivitis (Pink Eye)	Antibiotics for 24 hrs. before returning.
Fifth Disease	None, not contagious after rash is visible.
Fever	24 Hours Fever Free- (off meds.)
Impetigo	Antibiotics for 24 hrs. Lesions covered.
Measles	4 days after appearance of rash.
Mumps	9 days after onset and swelling disappears.

Pediculosis (Lice)	Treatment (medicated shampoo) and removal of all nits (eggs).
Ringworm	Treatment by a physician.
Rubella (German Measles)	7 days from appearance of rash.
Scarlet Fever (Strep)	24 – 48 hrs. on antibiotics.
Strep Throat	24 – 48 hrs. on antibiotics.
Vomiting	24 Hours – until not vomiting at all and fever free.
Whooping Cough	21 days after onset – 5 days after Antibiotic treatment.

If a student is allowed to come to school, but not participate in physical activities, a note is required from the student’s physician stating the reason and length of time to be excused.

Children showing evidence of the common head cold, a fever or sore throat should be kept out of school, as they are very contagious during the first few days.

### **Fluoride Program (Swish)**

Taft School, in conjunction with the Massachusetts Public Health Department offers students in Grade 1-4 a fluoride mouth-rinsing program (Swish) to prevent tooth decay. This simple method of applying fluoride has been demonstrated to be safe and effective in controlling tooth decay.

Under supervision, children will rinse their mouths in school with 0.2% sodium fluoride solution for one minute once a week during the school year. This solution is not swallowed.

Participation in this program is completely voluntary at no cost to you. We encourage you to allow your child to participate in this important health project. This preventive program, however, does not take the place of regular dental care by your own dentist or proper home care. “Swish” does not replace other home oral rinses.

Parental consent is required and may be checked off on the student information card you received the first day of school. Children may be enrolled or removed from the Swish Program at any time during the year by sending a written consent to the school nurse.

### **Student Information Cards**

Student Information Cards are sent home the first day of school. Complete and return the next day. The Student Information Card should identify at least two people

who can assume responsibility for the student if the parent is unavailable. Please notify the school if there are any medical problems which should be included in the student’s health care record. Also, each student’s immunization record should be updated. Please notify the office of any changes/phone number changes.

### **Students with Life-Threatening Allergies**

The purpose of this policy is to minimize the incidence of life-threatening allergic reactions and to ensure all parties involved are aware and informed of what to expect for communication and actions, all with the goal of keeping the student safe.

### **Parental Responsibility**

- 1.) It is the responsibility of the parent/guardian to provide the district with written notification from the student’s primary care physician or a board-certified allergist that the student has a life-threatening allergy and the nature of the allergy.
- 2.) It is the responsibility of the parent/guardian to notify the district with the proper authorization form, which will be provided by the district, giving permission for information to be released to the appropriate parties regarding the student’s medical needs.
- 3.) It is the responsibility of the parent/guardian to complete a separate authorization, if required by the bus company, in order for the bus driver to administer an Epi Pen.
- 4.) It is the responsibility of the parent/guardian to provide the district with prescribed EPI Pens, clearly identified with the student’s name. EpiPens that are prescribed to students with a known LTA will be readily available in the nurse’s office. Parents/guardians may request additional EpiPen(s) to be located in other clearly designated location(s). All staff including substitutes will be informed of the location of the Epi Pen.
- 5.) It is the responsibility of the parent/guardian to notify the classroom teacher if there is a concern or question regarding the manner in which the student’s IHCP (Individual Health Care Plan) is being carried out. If the parent/guardian’s concerns/questions are not resolved satisfactorily, then the concern/question is elevated to the building principal for resolution. If the concern/question is still not satisfactorily resolved, then the situation is to be brought to the attention of the Superintendent of Schools by the parent/guardian.
- 6.) It is the responsibility of the parent/guardian to ensure a student with a LTA wear either a medical alert necklace or a medical alert bracelet when on school property or attending a school-sponsored function. **For students participating in sports, MIAA policy shall be applied, which states:**

“No jewelry is allowed to be worn in game competition; however, medical alert tags in the form of bracelets or necklaces can be worn but must be taped. They can be visible, but must be taped down.”

### **District Responsibility**

- 1.) Uxbridge Public Schools (the District) will provide life-threatening allergy awareness education and EpiPen training for all UPS employees based on Department of Public Health and Department of Education recommendations.
- 2.) LTA awareness training will be conducted by the school nurse in each building and reviewed annually at the start of the school year. Any new employees will receive the LTA training at the next scheduled professional development day. If the new employee is going to be working with an identified student with LTA, the training will be done immediately upon hire.
- 3.) Each building’s Crisis Management Plan will include how to respond to an anaphylactic reaction. The plan will be reviewed annually with the staff and will be part of all LTA awareness training.
- 4.) Once notified by the parent/guardian and provided with appropriate documentation from the student’s primary care physician or a board certified allergist, an Individual Health Care Plan will be developed by the school nurse and reviewed with the parent/guardian. Once the school nurse and parent/guardian approve the IHCP, a copy shall be provided to the student’s homeroom teacher.
- 5.) When field trips are planned, a clear plan to activate the Emergency Medical System (911) will be reviewed with all teachers and chaperones. A copy of the student’s IHCP and an EpiPen will accompany the student on all field trips. No student will be excluded from a field trip due to unavoidable allergen exposure.

### **EpiPens**

1.) At the secondary school level, all students with LTA’s are allowed and encouraged to carry on their person their own EpiPen, including when participating in school based extra-curricular or co-curricular activities and the school athletic program. At the elementary level, the parent/guardian will be required to complete an authorization form to allow the student to carry a prescribed EpiPen on their person during the school day. The form will be available from the school nurse.

### **Classroom/Cafeteria**

- 1.) At the elementary school level, when the need for a student to be in a LTA-free environment as recommended and documented by the student’s

primary care physician or board-certified allergist, the District will make reasonable efforts to create LTA-free classrooms for the student. The District reserves the right to consult with a board certified allergist of its choice to review the recommendation to determine if the District will authorize its implementation.

- 2.) When curriculum or other classroom activity involves the use of food, the classroom teacher will make reasonable efforts to review the planned activity and food products with the school nurse and the parent/guardian prior to introducing the lesson in the classroom. This review will ensure the food products to be used will not pose a potential danger of an allergic reaction for the student.
- 3.) The parent/guardian will be encouraged to provide safe snack foods to be kept in the classroom for their child so that there will never be a question of a safe food available when routine snacks are forgotten.
- 4.) While proper hand washing techniques are incorporated into the elementary level health education curriculum and encouraged by the classroom teacher, the District cannot guarantee that hand washing will occur each time before or after lunch and snack consumption. Parents who are concerned about the issue of pre/post food consumption hand washing may supply hand wipes to the student’s classroom or include individual wipes with the student’s lunch and snack.
- 5.) At the elementary level, a table will be provided during lunch periods designated for those students who have been identified with an LTA. LTA-free tables will be maintained in the secondary schools as necessary. These tables will be designated by a universal symbol and it will be the responsibility of the cafeteria monitor to ensure that the tables are not contaminated.
- 6.) Lunch menus, ala carte food options and snack choices are to be within the discretion of the Food Services Director. If a parent/guardian has a concern about a food item being offered, they are to contact the Food Services Director, who shall have the decision-making authority as to what is served in the district’s cafeterias.

### **Transportation**

#### **Transportation Information & Rules**

It is a privilege to ride a school bus. Any student who behaves improperly, discourteously, or endangers the health and safety of other pupils, will lose this privilege either temporarily or on a permanent basis, in accordance with School Committee policy #722.

- 1.) The district will request a written copy of the bus company’s policy on the handling of students with LTA’s. If no policy exists, the district will work

with the bus company to clearly outline the expectations of the district to ensure the safety of identified students with LTA's to and from school.

- 2.) The district will work with the bus transportation company to provide proper training on LTA's and the appropriate use of EpiPens.
- 3.) Once authorization is received from the parent/guardian to release student information, the district will notify the bus company of a student with identified LTAs. The bus company will notify the drivers of identified students who are on their driving routes.
- 4.) If the student is to carry an EpiPen to and from school, it is the responsibility of the parent/guardian to inform the bus driver of the location of the EpiPen in the student's backpack. It is strongly encouraged that the EpiPen remain in the same location to ensure timely access in the event it is needed. The EpiPen is to be properly labeled with the student's name.
- 5.) The parent/guardian will contact the central office if there are any concerns or questions regarding the transportation of identified students with LTA's.

No eating or drinking allowed on any bus. Please explain to your children that they are not to have food out of their lunch boxes, finishing breakfast or eating any snacks during the bus ride, as they could endanger the life of another child. Any questions regarding this policy can be directed to the Principal. Violations of this rule are subject to disciplinary action.

### **School Bus Conduct**

Students shall:

- Obey the bus operator at all times while under his/her supervision.
- Not stand or play in the road while waiting for the bus.
- Not extend arms or heads out of the bus window at any time.
- Remain seated while the bus is in motion.
- Remain in line at least five feet from the bus when it stops to pick up and should not move toward the bus until the doors are open.
- Keep aisles clear of lunch boxes, musical instruments or other things.
- Be at the bus stop before the designated time and be ready to get on the bus.
- Ride only those buses to which they are regularly assigned and will not be allowed to leave the bus at any other place other than his/her stop without consent of the Principal.
- Conduct themselves in an acceptable manner at all times.
- Assist the driver in keeping the bus clean.
- Not damage or deface any part of the bus. Should this happen, it will be the responsibility of his/her parents to pay for any damage.
- Any students who must cross the road after getting off the bus shall pass several feet in front of the bus after the driver signals them to do so.

- No student will be allowed to throw anything out of the bus windows at any time.

### **Violations**

Each principal shall enforce the following disciplinary measures relative to violation of the rules and regulations above:

- A. First Offense – Warning
- B. Second Offense – Written notice to parents that failure to behave will result in suspension of riding privileges.
- C. Third Offense – Suspension of riding privileges for a period of up to ten (10) days.

Also, the nature of the offense may result in suspension from school. Exceptions to this general pattern may be made by the building principal for good cause. For example, in certain instances first offense may lead to suspension of bus privileges. All such suspensions may be appealed.

The bus company shall be informed by the principal of all actions taken by the school in relation to driver complaints.

The principal shall notify parents of complaints and the action taken.

### **Bus Changes**

Bus changes should be in writing to the office **48 hours prior to a change. Changes for daycare purposes only – no playdates accepted. Send a note with the following information:**

- Include, students' name, teacher, grade (many kids have different names than their parents- provide full name of student,)
- Home address & parent's home/work phone number
- Bus change-effective date, name, complete address & telephone number of sitter.
- Bus number.

In case of emergency, the Principal may waive this time requirement. A change is only approved if there is room on the bus to accommodate the change. Parents are responsible for their children at the bus stop. A reliable person should meet them at the bus stop. If there is no one to meet the child or if the bus driver suspects no one is home, the bus will return the child to the school to be picked up.

### **Taft School Playground and Recess Rules**

These rules for playground and recess are to help all students understand:

- A. Everyone needs to be safe, have fun, and be able to play without fear.

- B. All students and staff have the right to be respected in school and on the playground.
- C. All school and private property will be treated with respect.

## Playground & Recess Responsibilities

As a student I know that:

1. *I can play in designated areas only.*
2. *I can play in a safe, welcoming and responsible manner.*
3. *I can follow directions of a recess monitor.*
4. *I can use equipment properly and only in safe ways.*

## Further Explanation of Above Rules

### 1. I can play in designated playground areas only.

- I will always stay in sight of the recess monitors.
- I know I am only allowed in the upper baseball field, and the grassy area near the basketball court.
- I will stay in the playground area and not go past the basketball court or in front of the school.
- I can play on the basketball court.

### 2. I can play in a safe, welcoming and responsible manner.

- I will cooperate with others and try to find ways to make everyone feel included.
- I will demonstrate respect for other people's feelings.
- I will use appropriate language at all times.
- I will use words to explain how I am feeling when I am upset.
- I will try to solve my own problems by staying calm and thinking of the traffic signal.

Red Light. . .Calm down and tell yourself what the problem is  
 Yellow Light. . .Think of safe and fair solutions to the problem  
 Green Light. . .Make a plan and try it!

- I know name calling, teasing and bullying are all "Double D" (dangerous and destructive) behaviors, and will result in detention. If I see them happening I will tell a monitor.

### 3. I can follow directions of the recess monitors.

- I know this means all adults who are there to help us at recess.
- I will be respectful and a good listener at all times.
- I will stop playing when the whistle blows and line up safely.

### 4. I can use equipment properly and in safe ways.

- I will go down the slide feet first, one at a time.
- I will go across the monkey bars, using my hands only, and in one direction.
- I will put my feet in the middle of the tire swing. I know that three can only be three children allowed at a time, and we get three pushes. Then it is someone else's turn.
- I know that I must sit on the swings and that I cannot jump off.
- I will not jump off any part of the structures.

Boundaries – students are allowed to be on the basketball court, near the structure, or near the tire swing. They may also use the upper baseball field infield. They are allowed to use the grassy area adjacent to the basketball court. Students are not allowed to go to the lower ball fields. Students are not allowed on the bleachers. Students are also not allowed to climb on the fences.

### General Rules

Children should use the bathroom before going outside. They will not be allowed to come in to use the bathroom. (exceptions will be made if situation warrants).

1. When the whistle blows, children are to line up quietly in line.

Slides – children should be sitting down, feet first, one at a time.

Monkey Bars – children should go across monkey bars using their hands only. They should start by the swings and go in only one direction.

Tire Swing – children should be sitting on the tire swing with feet in the middle of the tire. There are only 3 students allowed on the swing at one time. They are allowed 3 consecutive pushes, then their turn is over.

Swings – Students should sit on the swings and there is to be no jumping off.

Structure – Students are not allowed to jump off any part of the structure.

## Behaviors & Consequences

The students are expected to behave at all times during recess. If problems arise, they are asked to tell a recess monitor about the problem. Certain behaviors will warrant specific consequences. Below are a list of some specific behaviors that are not allowed and the consequences that will ensue if these behaviors occur.

1. Rough play (kicking, pushing) – 5 minute time out in designated spot.
2. Fighting or hitting – immediate removal to the office
3. Disturbing classes (banging on doors, windows, etc.) – 5 minute time out.

4. Soccer rules are to be followed for all soccer games. If the ball goes over the sidewalk, it is out of bounds. One student will go and get the ball and throw it back into the game. If you do not play by the rules, you will get one warning. If you still do not play by the rules, you will be asked to leave the game.

### **Electronic Devices/Toys**

Students are not permitted to have cell phones, toys, games, cards, trading cards, laser pointers, pagers, beepers, disc/tape players, candy, gum, etc. in school or on school grounds during the school day. Students who bring the above to school will have the item(s) taken away by a teacher or administrator. Such items must be picked up by the parents or guardians at the main office.

This school regulation is intended to apply to any item brought to school which may cause distraction or disruption of the education process.

The only exception of the above rule is during a field trip. The teacher or administrator in charge of the field trip may grant special permission prior to the trip in some cases.

### **Student Dress Code**

In keeping with the educational standards at Taft Elementary School, students are expected to dress as individuals with a sense of responsibility and self-respect. Students should take the time to ensure that clothing fits appropriately. Student attire must be proper for the elementary school setting. Individual attire that presents a danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or causes a disruption to the learning environment will not be tolerated.

The following guidelines set expectations for student dress at Taft Elementary School:

1. Clothing should fit properly and apply modest coverage for the body. Blouses/shirts should hang to the belt area or be tucked in. Pants/trousers should appropriately cover undergarments and be positioned so as not to reveal undergarments both when students are standing, sitting or bending. To that end, the following clothing is not allowed...
  - Clothing that fails to cover the entire abdominal region front and back.
  - Any clothing that displays inappropriate or offensive symbols, images or language
  - Sheer fabrics that can be seen through.
  - Shorts or skirts that are above the mid-thigh region.
  - Chains attached to clothing or accessories, i.e. wallets, purses, book bags, etc.
2. No hats, visors or sunglasses are to be worn in the building.
3. Proper footwear must be worn to ensure the safety of the child.

- Appropriate (safe) footwear is required within the school. Therefore, no flip-flops, heeled shoes, high heels (no more than 2 inches), cleats, or tap shoes are allowed.
  - Because of safety issues, sneakers or closed flat shoes must be worn on gym day. Students will be asked to sit out during gym if their footwear is inappropriate
4. Outer garments, appropriate to the winter weather should be worn, including a warm jacket, hat, mittens, and boots.
  5. Make up is not allowed in Taft School, including eye shadow, mascara, lipstick, and foundation makeup.
  6. Other articles of clothing and/or hair color that cause a distraction to teaching and learning, and are as such deemed inappropriate by the principal, are subject to the same consequences as those enumerated here.

### **Consequences for Violations of the Dress Code**

A student who is inappropriately dressed will be asked to call home to attain proper clothing for the school setting. Students who violate this policy will be subject to the following progression of discipline:

1. Change of clothes, a formal warning, and notification to parents – 1<sup>st</sup> offense
2. Change of clothes and a detention and notification to parents – 2<sup>nd</sup> offense
3. Subsequent offenses – a parental conference, reoccurrence of such behavior may result in further action.

Note: Changes in style of dress and trends in clothing make it difficult to list all guidelines for appropriate school dress. Therefore, the Principal and/or Assistant Principal may consult with appropriate staff to make judgment in matters related to dress code issues.

### **School Breakfast & Lunch**

Free and reduced breakfasts and lunches are available for those who qualify. Applications are sent home the first day of school, and are available by request throughout the school year.

The Lunch Program offers a choice of a cold lunch, hot lunch and peanut butter and jelly uncrustable. School breakfast is served daily. Students are offered a variety of cold cereals, yogurt, breakfast bars, milk, and juice. Lunch menus are available at [www.Uxbridgeschools.com](http://www.Uxbridgeschools.com). Snacks will be available at lunchtime. One purchase per student please! (Prices subject to change after calendar printing)

The Taft Cafeteria uses a Computerized Cash Register System. A debit system which allows the convenience of prepayments, anonymity to students who receive free or reduced meals, and alerts the cafeteria staff to any restrictions or food allergy information about your child. Any students who wish to make purchases must use an assigned PIN code, which

they enter at the cash register, whether they prepay or not. PIN# cards will be distributed at the beginning of the school year. Your child's teacher and the cashier will also have their PIN# in case your child forgets. It is best if your child memorizes their PIN# so they don't have to carry a card. First graders will receive a laminated card to use until they memorize their PIN#.

We encourage parents to use the prepayment option. It eliminates the hassle of looking for money everyday & lost lunch money, as well as speeds up the lunch line.

### **Parent Conferences & Report Cards**

Parent-teacher conferences are scheduled twice a year. Parents will receive notices from their child's teacher in the fall and spring. This is the time to share information about your child. Any parent desiring an additional conference at any time during the school year may contact the child's teacher. Conference dates are: November 19<sup>th</sup>, 2009 evening, November 20<sup>th</sup>, 2009, afternoon. Spring conferences will be held April 9<sup>th</sup>, 2009. Report Cards for students in Grades 1 – 4 are sent home three times per year November, March, and June.

### **Homework Policy**

The Homework Policy (Policy 583) of the Taft School is as follows:

1. Students, parents and guardians should be apprised of student progress on grade level and course goals on a frequent basis. Feedback should be designed to promote continuing progress and corrective action if needed. Feedback should be based on samples of student work products which may include written reports, oral presentations, drawings, experiments, journals, demonstrations, creations, designs, standardized tests and essays.
2. At the beginning of every school year all students shall receive a statement of grade level/course goals, homework expectations, independent reading, suggestions for home assistance and enrichment, method(s) of assessment, the day the teacher is available for additional assistance, and the procedure for requesting a conference with the teacher(s).
  - 2.1 Each school shall establish an extended learning program, which includes, but is not limited to:
    - 2.11 Daily/weekly extended learning assignments (homework) including reading and writing activities.
    - 2.2 Each school week during the school year students shall be assigned the following **minimum** extended learning assignments which consist of reading, writing, research (excluding research/term papers) and other learning activities as follows:

2.21	Grade 1	15-20 minutes 4 times a week
2.22	Grade 2	15-20 minutes 4 times a week
2.23	Grade 3	25-30 minutes 4 times a week
2.24	Grade 4	35-40 minutes 4 times a week

- 2.3 No specific assignments need to be given during the school year vacation weeks. Research projects, book reports, or other long term projects assigned in a course/class/grade may extend over a vacation period. However, summer extended year projects should be given to all students. These should be developed by each grade level, department, and/or school. Students and families should be given options. There should be a focus on reading. A system for grading projects should be included as part of the assignment.
- 2.4 Learning activities should include choices for students and a parent involvement component.
- 2.5 Extended learning activities will be evaluated by the teacher. Each grade/department shall use a consistent evaluation process. The evaluation shall be included in the student's grade for a marking period. Written assignments shall be returned to the student. Comments are to be added when appropriate.
- 2.6 The Taft and Whitin Schools shall develop school-wide systems for communicating assignments to parents on a weekly basis including a parent sign off procedure for work completed.

### **Basic Skills and Competency Testing**

Grade 2 students are tested for listening skills competency. A Basic Skills letter is sent home to parents notifying them of their child's results.

Students enrolled in Grade 3 are tested for basic skills in the areas of writing and reading. The writing test format and topics are developed by Uxbridge Teachers who serve on the Uxbridge Basic Skills Committee. This test is given in the spring and is corrected by teachers on the Basic Skills Committee. Grade 3 students are also administered the MCAS Reading test in April and Math test in May.

A Regular Education Modification Plan will be developed for each student who failed to meet the minimum standards of any of the tests. The teacher who is currently the student's instructor will develop the plan. The Regular Education Modification Plan should address those objectives that need to be mastered, also curriculum modifications and instructional strategies, along with extra help sessions, as related to the objectives. The plan will be reviewed by the parents at a parent-teacher conference.

Grade 4 students take the Massachusetts Comprehensive Assessment System (M.C.A.S.) tests in the spring of each school year. Students are tested in Language Arts and Mathematics. Test results are sent to the schools in late fall.

A complete description of the district's testing program (School Committee Policy 583) is available for review in the main office in each school.

## **Discipline**

The Taft School Golden Rules are:

- \* ***Be kind to yourself and others.***
- \* ***Let others learn in peace.***
- \* ***Take good care of our school.***
- \* ***Always do your best.***

All staff and students are aware of the four Golden Rules. Each classroom teacher determines how these rules set the tone for the classroom. The Golden Rules are meant as an "umbrella" for all the rules of courtesy, which we follow.

Generally, students are given a verbal warning for failure to follow the Golden Rules. After a third warning, students are assigned a recess detention. There may be occasions when a recess detention is given immediately. During this detention the students are required to write a letter to their parents explaining why they received a detention. The letter must be signed by a parent and/or guardian and returned to school the next day. If a student receives a detention on three or more occasions, an administrator will contact the parent to schedule their child for an after school detention. The implementation of the Golden Rules is supported by Taft School administrators, school staff, and parents. Your support is greatly appreciated. Please review the Code of Discipline with your child to help him/her understand the school rules.

Students may be given an in-school or at-home suspension if the after school detention is not effective. A mandatory conference is scheduled with the student, parent, and principal. The student shall be given oral or written notice of the charges, an explanation of the evidence against him/her and a stated opportunity to present his/her side of the story to an impartial decision maker, who may be a school administrator.

The student and/or his/her parents may appeal his/her suspension to the Principal. If not satisfied with the Principal's decision, an appeal may be made to the Superintendent of Schools.

The Education Reform Act and Chapter 380 gives school principals new authority over student discipline in serious situations. The Principal has authority to expel a student who is found on school premises or at a school sponsored or related event in possession of a dangerous weapon, or a controlled substance, or a student who assaults school personnel on school

premises. A student who assaults another student may be expelled by the School Committee.

The Uxbridge Public Schools has a Sexual Harassment Policy (Policy 751) which relates to all schools.

Students are expected to follow the Golden Rule, "Be kind to yourself and others". Any un-welcomed remarks, name calling or touching of a sexual manner will not be allowed at the Taft School. Such behavior will be viewed as a serious violation of the Code of Discipline. A copy of Policy 751 is available in the Taft office.

Students who have serious and chronic behavior other than the above-mentioned offenses may be expelled for a period of time to be determined by a vote of the School Committee. At an expulsion hearing the student will be accorded due process, i.e. right to counsel, right to present witness, and right to cross examine. See School Committee Policy 722 for further information.

## **Discipline of SPED Students**

Any student who has an Individualized Education Program (IEP) under Mass. General Laws Chapter 71B (reg.603CMR28) and the federal Individuals with Disabilities Act (IDEA) is entitled to the following procedural protection.

The Administrator of Special Education and his/her designee will be notified by the Principal or his/her designee of any conduct that will result in suspension from school, in-house suspension, or suspension of school transportation services.

When a student accumulates more than ten (10) suspension days in a school year, the TEAM will reconvene to ensure that the misconduct is not related to the student's disability, his/her current placement, or the failure to implement the current IEP. The student will not be suspended if the behavior is found to be a manifestation of the disability. However, in the absence of that determination, the student may be suspended (in accordance with relevant disciplinary procedures applicable to children without disabilities and IDEA regulations) for more than 10 days provided that Free Appropriate Public Education (FAPE) services are provided. A Functional Behavioral Assessment will be conducted and a behavioral intervention plan will be implemented. The Superintendent of Schools will be notified of any suspension over ten (10) days.

Students who engage in weapons and/or drug violations at school or school functions are subject to placement by school personnel in an appropriate interim alternative educational setting for up to forty-five (45) days. A hearing officer may order placement of a student in an appropriate interim

alternative educational setting for up to 45 days if a child is likely to injure himself or others.

A child's parent who disagrees with a placement decision may request a hearing with a hearing officer.

Nothing in this section shall prohibit a school administrator from requesting that the Police remove any student from school whose presence constitutes a danger to himself/herself or others.

### **Drug & Alcohol Procedures, Firearms**

1. Students are prohibited from using any tobacco product in school, or on school grounds or on school buses at any time. See School Committee Policy 720 for additional information.
2. Staff is asked to report to the Principal any student who they suspect of being under the influence of or in possession of a controlled substance or alcohol.
3. The administration will immediately summon appropriate personnel (nurse, guidance counselor, psychologist) and together they will interview the student.
4. If, in their judgment, there is reasonable suspicion of possession or influence of a controlled substance or alcohol the principal will be summoned (if not present). They will then conduct a search of the student, his/her possessions and locker. (In accordance with School Committee Policy 720.)
5. One of the following steps will be taken after this interview.

If no substance is found and it is determined that the student is not under the influence, the student will be sent back to class and the parents will be notified of the suspicion and the search.

If the student is judged to be under the influence or in possession of alcohol or controlled substance, his/her parents and the Uxbridge Police will be summoned. The Police will take steps, as they deem necessary in the matter. The student will be subject to suspension or expulsion from school. Due process procedures will be followed in accordance with G.L. Chapter 71, Section 37H and School Committee Policy 722.

6. Students may be required, as a condition of return to school, to submit to the Principal such examinations as needed to determine if a chemical dependency exists. The principal, in consultation with the Student Review Committee, will determine appropriate follow up action including, but not limited to, counseling, peer helpers, and/or alternate placement.

### **Firearms**

No person, unless he/she is a law enforcement officer or licensed under Chapter 140, shall carry a firearm onto school grounds, or into the school building without the prior written authorization of the Principal or his/her designee. A firearm is defined as any pistol, revolver, rifle, or smooth bore arm from which a shot, bullet, or pellet, can be discharged. In accordance

with the provisions of the Federal Gun Free School Act any student who brings a firearm onto school property shall be expelled for a period of one year and reported to the Uxbridge Police and the Department of Social Services. The Superintendent may modify this disciplinary action.

A student who receives services under the IDEA (Individuals with Disabilities Education Act) may be placed in an alternative program for a period of 45 days pending any special education hearing unless the school system and the parent agree otherwise.

### **Special Services, Title I**

Title I is a federally funded program, which provides educational services to students below grade level in reading and math. Reading specialists work within the regular education classroom setting along with the classroom teachers to help students improve upon their reading skills.

### **Extra Help**

Extra help for your child is available for one school period per week. If your child is having trouble understanding a concept or needs extra help in any subject area contact your child's classroom teacher(s) to schedule an extra help period. An extra help schedule will be sent home to you in September.

## **INTERNET ACCEPTABLE USE POLICY**

### ***Uxbridge Public Schools***

It is the goal of the Uxbridge Public Schools to provide a world-class education to all students. The Internet is one of the many information resources available to students as part of that process. Through the Internet, students can access data from colleges and universities, scientific research facilities, government resources and many other informative sites throughout the world. While there is a tremendous amount of useful and valuable information available, due to the global nature of the Internet and the lack of effective control over its content, access brings with it the potential for misuse and abuse. The Uxbridge Public Schools will make every reasonable effort to ensure the Internet is used responsibly and will take every reasonable step to control access to inappropriate material. The Uxbridge Public Schools expect all students to use the Internet in an appropriate and responsible manner for educational purposes only.

Access to the Internet is a privilege offered to the students at the discretion of the administrators, teachers, and library media staff at each school. While at school, students may use the Internet for educational purposes only, including research for school projects and intellectual inquiry and may not use it for personal use including access to email accounts for accessing websites that are not educational in nature.

Students are expected to use the Internet in a responsible manner. Students are not to transmit, receive, submit, publish or otherwise access information deemed inappropriate, including, but not limited to, material that is defamatory, inaccurate, abusive, obscene, profane, racially or gender offensive, unethical, sexually oriented, or illegal.

Students may not use the school's Internet access to conduct private, commercial, personal or illegal business. No activity promoting a political or religious point of view will be permitted. Game playing is prohibited. Hacking (any attempt to gain prohibited access to, or malicious attempt to harm or destroy data or to upload, download or otherwise create computer viruses) will not be tolerated.

Students are expected to conform to accepted social behavior in their use of the Internet ("netiquette"). Users shall refrain from plagiarizing the works of others obtained over the Internet and are to respect copyrighted material and to properly credit all works cited from Internet resources. Students must immediately notify the system administrator of any violation of this Internet Acceptable Use Policy or if a security problem is discovered.

Inappropriate behavior on the part of any student while using the Uxbridge Public School Internet access may result in the loss of Internet access privileges. Under appropriate circumstances, law enforcement officials may be notified. The Uxbridge Public School system, along with any other persons or organizations associated with the school Internet link-up, will not be liable for the actions of anyone connecting to the Internet through the school. All users shall assume full liability, legal, financial or otherwise, for their actions while connected to the Internet. In addition, the Uxbridge Public School system takes no responsibility for any information or materials accessed or transferred from the Internet. Parents or guardians agree to accept financial responsibility for any damages or expenses incurred as a result of inappropriate or illegal student activity while using the Uxbridge Public School Internet access.

The Uxbridge Public School system makes no guarantee, implied or otherwise, regarding the validity of information accessed on the Internet, nor does it guarantee protection against corruption of electronic files when information is downloaded. The Uxbridge Public School system reserves the right to log network use, monitor files and file space, thus students should not expect their use to remain private. The Uxbridge Public School system reserves the right to modify these guidelines at any time.

**The complete Uxbridge Acceptable Use Agreement for School Network and Internet is available on the web at [www.uxbridgeschools.com](http://www.uxbridgeschools.com).**

### **Extended Year Program**

Taft Special Education students are offered additional academic programs in the summer. These academic programs will include enrichment and academic support in

the subject areas. Additional information will be sent home to parents of Special Education students in the spring.

### **Student Review Committee**

The Student Review Committee (S.R.C.) is the school's forum for discussing student needs, which exceed the immediate resources available to the teacher. Students are referred to the S.R.C. through the principal. Members of the committee are: Principal, Assistant Principal, Support Staff and Classroom Teachers. The School Nurse, Speech Therapists, Classroom teachers, outside Consultants and Specialists, as well as parents are invited on an as needed basis. S.R.C. members discuss strategies for providing students with additional support. Recommendations for regular education modifications are made to the teacher. Members may recommend the writing of a regular education plan to document the student's needs and support strategies provided. Parents are provided a copy of this plan. If the child continues to experience difficulties after several regular education modifications are tried, a referral for a Special Education Evaluation may be made. Students who are referred for an evaluation by their parents will also need to be presented to the S.R.C. in order to ensure that all possible modifications have been made to their regular education program. Depending on the results of the Special Education Evaluation, the student may remain on a Regular Education Modification Plan or receive support services through a more formalized plan.

### **Special Services**

Support staff providing special services includes the School Nurse, Social Worker, School Psychologist, Speech Pathologists, Special Education Teachers, Reading Specialists, and Physical and Occupational Therapists. These services are modifications that can be delivered on a 504 Accommodation Plan, which identifies a specific disability, or an Individualized Education Plan through Special Education. Any parent who would like to discuss support services should call the Taft Principal or Debra Dinoi, 504 Coordinator to set up an appointment at 278-8643x168.

### **Child Care**

Grades 1-4 students can attend before/after school/gap child care (**fee for service**) at the Taft School Monday through Friday from 6:30 a.m. to 6:00 p.m. Grades 1-4 students will be able to choose after school activities that include computers, gym activities, arts and crafts, and a place to do homework. Before school child care includes breakfast at the Taft School. If you have any questions, you may call Betty Brodeur, Director, Child Care Program at 278-8653. The address for childcare payments is Mrs. Brodeur, Uxbridge Extended Day, P. O. Box 307, No. Uxbridge, MA 01538.

### **School Council**

The Taft Elementary School Council was established in January 1992. The council's purpose is to develop, implement, and revise operational policies and programs pertaining to the education of students' grades 1-4. The Taft School Council views

itself as a visionary body existing for the future development of the Taft School community. The council consists of a maximum of thirteen members, the Principal, six staff members and six parents/community members. The council meets a minimum of once a month. The 2006-2009 Strategic Plan will be available in the school office.

### **Parent Teacher Organization (PTO)**

The goals and objectives of the Earl D. Taft Elementary PTO are to form a closer relationship between home and school, to be of service to teachers and students and to raise money for special programs and activities.

### **Student Lockers, Desks, Personal Belongings**

Students who are assigned lockers are responsible for keeping these in good order throughout the year. Student lockers are provided for the student to use for storing clothing and educational materials including textbooks. Storage of contraband, e.g. weapons, drugs, alcohol, tobacco products, matches, lighters, and stolen property is not allowed. Lockers are subject to periodic inspections to ensure compliance with the above rules. The administration reserves the right to search lockers if “there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.” A student who is present in school will be informed of any locker search which takes place when school is in session before the locker is searched. The administration also reserves the right to search desks or a student’s personal belongings under the same search guidelines as the lockers.

### **Grievance Procedure**

1. Students shall be required to bring any allegations of discrimination, in writing, to the attention of the principal.
2. If the matter is not resolved within seven (7) days, the student may appeal in writing to the Title IX coordinator.
3. If, at the end of fourteen (14) days, the matter remains unresolved, the student has the right to appeal to the Superintendent of Schools. All allegations of discrimination are to be communicated to the Superintendent of Schools in writing.
4. The Superintendent of Schools shall investigate the complaint and respond, in writing, to the complainant no longer than fourteen (14) days after having received the complaint.

Any student who feels that he or she has been discriminated against on the basis of handicap should utilize the following procedure to register a grievance:

1. Students should submit any allegations of discrimination in writing to their building principal for consideration.

2. The Principal will investigate the allegations and respond to the complainant through personal interview and in writing within ten (10) school days of receipt of written complaint.
3. If, at the end of ten (10) school days following written response from the building principal the matter remains unresolved, the complainant has the right to appeal to the Superintendent of Schools. All allegations of discrimination are to be communicated to the Superintendent of Schools in writing.
4. The Superintendent shall investigate the complaint and respond in writing to the complainant no longer than ten (10) days after having received the complaint.
5. If the matter remains unresolved, the complainant may appeal in writing to the School Committee within ten (10) school days of receipt of the Superintendent’s response. The School Committee will meet within fifteen (15) school days to review and consider the matter. The Committee will respond to the complainant in writing within five (5) school days following the meeting.
6. If the matter still remains unresolved for the complainant, he or she has the right to file with the Office of Civil Rights, Department of Health, Education and Welfare, Elementary and Secondary Branch, 140 Federal Street, Boston, Massachusetts 02110.

### **Section 504**

It is the policy of the Uxbridge Public Schools to comply with the regulations of the Department of Health, Education, and Welfare in implementing Section 504 of the Rehabilitation Act of 1973 which provides that:

“No otherwise qualified handicapped individual shall solely by reason of his handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.”

Inquiries regarding compliance with Section 504 may be directed to the Principal’s office or Debra Dinoi, 504 Coordinator at 278-8647 x168.

### **Non-discrimination Policy**

The Uxbridge Public Schools believe in equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, creed, national origin or sex in compliance with Title VI and Title IX or disability, in compliance with section 304/ADA or sexual orientation in compliance with G.L. c. 151 and 157c. Inquiries regarding Title IX may be directed to the assistant principal.

