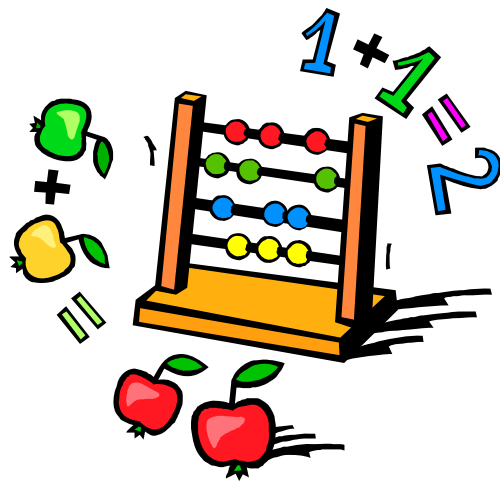


UXBRIDGE PUBLIC SCHOOLS  
EARLY LEARNING CENTER  
2008 - 2009



# TABLE OF CONTENTS

Welcome.....	P. 1
Staff.....	P. 2
Mission Statement.....	P. 3
Our Philosophy.....	P. 3
Eligibility for Kindergarten Programs.....	P. 3
Eligibility for Pre-Kindergarten Programs.....	P. 4
Pre-Kindergarten Program.....	P. 4
Pre-Kindergarten Classroom Information.....	P. 4
Kindergarten Program.....	P. 7
Kindergarten General Classroom Information.....	P. 8
Kindergarten Child Care Program.....	P. 11
District Policies Impacting the Kindergarten and Pre-Kindergarten Programs.....	P. 11
Medication Administration Policy.....	P. 14
Medication Consent Policy.....	P. 15

## WELCOME TO OUR SCHOOL!!

We want to welcome you to the Uxbridge Public Schools Early Learning Center. Whether you are a returning family, or new to our Kindergarten and Pre-Kindergarten Programs, we want to welcome you! We are eager to meet you and your child and happy that you will be with us for this school year.

The administration, teachers, support staff, Parent Teacher Organization (PTO), all work together to create a safe, exciting, learning environment for your child. To have a truly successful program, we need every parent's support so we hope you will decide to become an integral part of our school community.

In addition to the teaching staff and other specialists, a support team of two school psychologists and four school social workers/school adjustment counselors address the total needs of our families in the Uxbridge Public Schools. If you have a concern regarding school adjustment, special needs, or family difficulties, please feel free to contact your school social worker for assistance or a confidential referral.

Please take a few minutes to become familiar with the information contained in this booklet. As you and your family transition into the public school, this information will help smooth the way. Please look carefully at the list of dates included for your child. Finally, if you have any questions about your child's education, we urge you to call the school office at 508-234-9164. Please remember - *written information is our key way to communicate!* Please read all information we send home very carefully.

Again, we welcome you to our school!

Sharon Petrowicz  
Lead Teacher/Early Childhood Coordinator

**UXBRIDGE PUBLIC SCHOOLS EARLY LEARNING CENTER**

**11 Church Street  
Uxbridge, MA 01569**

**Staff Names, Titles and Telephone Numbers:**

**Email Address**

Mrs. Sharon Petrowicz	Early Childhood Coordinator/Team Chair	508-234-9164	Spetrowicz@uxbridge.k12.ma.us
Dr. Paul Haughey	Pupil Personnel Director	508-278-8654	
Mrs. Jean Accorsini	Special Education Resource/Inclusion Teacher	508-234-9164	
Mrs. Angeles Baldanza	Child Care Director - Taft School	508-278-8653	
Mrs. Louise Berube-Potter	Secretary - Early Learning Center	508-234-9164	lberube@uxbridge.k12.ma.us
Ms. Shanna Brierley	Speech & Language Pathologist	508-234-9164	
Ms. Marcie Chiuchiolo	Physical Therapist	508-278-8643	
Mrs. Linda Corona	Occupational Therapy Assistant	508-278-8643	
Mrs. Judith Donahue, RN	Whitin Middle School	508-278-8640	
Mrs. Joan Dubeau	Occupational Therapist	508-278-8643	
Mrs. Linda DeLang	School Nurse - Early Learning Center	508-234-9164	
Mrs. Holly Earl	Social Worker/School Adjustment Counselor/Team Chair	508-234-9164	
Mrs. Margaret Fairbanks	Speech & Language Therapist	508-234-9164	
Mrs. Janet Iannuccilli	School Psychologist	508-278-8643	
Mrs. Sharon Ross	Speech & Language Therapist - Whitin Middle School	508-278-8640	
Mrs. Lisa Arguin	Special Education Secretary	508-278-8654	

**Pre-K Teaching Staff:**

Ms. Eileen Bernier	ABA Therapist (Whitin Middle School)
Mrs. Jillian Burr	Teacher (Whitin Middle School)
Mrs. Brenda Brochu	ABA Therapist (Whitin Middle School)
Mrs. Jacqueline Darienzo	Classroom Aide (Whitin Middle School)
Mrs. Kim Desjardins	ABA Coordinator (Whitin Middle School)
Mrs. Jennifer Martin	Teacher (Whitin Middle School)
Mrs. Betty Dionne	ABA Therapist (Whitin Middle School)
Mrs. Christine Hutchinson	Classroom Aide (Whitin Middle School)
Mrs. Beth Hyland	Aide (Whitin Middle School)
Mrs. Kathleen Mercure	Teacher (Early Learning Center)
Mrs. Nancy Peso	Aide (Early Learning Center)
Mrs. Beverly Nelson	ABA Therapist (Whitin Middle School)
Mrs. Linda Patrick	Teacher (Whitin Middle School)
Mrs. Kerrie Russell	Aide (Whitin Middle School)
Mrs. Cynthia VanderBrug	Classroom Aide (Early Learning Center)

**Kindergarten Teaching Staff:**

Mr. Brian Carter	Teacher
Mrs. Pamela Seagrave	Physical Education Teacher
Mrs. Suzanne Dauphin	Teacher
Miss Elizabeth Jodrey	Teacher
Miss Rebecca Ethier	Music Teacher
Mrs. Mel Cole	Aide
Mr. Scott Sherman	Teacher
Mr. Henry Skillern	Art Teacher
Mrs. Lynette Szerlag	Teacher
Mrs. Linda Dorgan	Aide
Mrs. Jeannine Yordanopoulos	Teacher
Mrs. Pat Preservati	ABA Technician
Ms. Robin Lanthier	Aide
Mrs. Shannan Dabelstein	Aide
Ms. Wanda Tymrakiewicz	Aide

## Uxbridge Elementary PTO Members

Co-President:	Kim DeMers	508-278-5435
Co-President:	Lisa Devane	508-278-0282
Co-Treasurer:	Tracy French	508-278-3322 <a href="mailto:Frenchjt@aol.com">Frenchjt@aol.com</a>
Co-Treasurer:	Kallie Spaulding	508-278-8085
Corresponding Secretary:	Wendy Walker	508-278-3079
Recording Secretary:	Kris Holt	508-278-2658

## Mission Statement

In keeping with District Goals, the mission of the Uxbridge Kindergarten and Pre-Kindergarten Program is to provide, for all Uxbridge children and their families, a creative, enriching and safe early childhood education. Our goal is to welcome and collaborate with all families who request our services. As advocates for children, we are committed to respecting all children and their families. As committed educators, we will constantly strive for improvement in our standards.

## Our Philosophy

Children are social, physical, emotional and intellectual beings. Young children learn with their whole bodies. It is important for a child to have a healthy environment where he or she feels wanted, respected and secure. Using developmental teaching and learning practices, we have created an environment which promotes success and a strong sense of community at the Uxbridge Kindergarten and Pre-Kindergarten Programs.

## KINDERGARTEN ELIGIBILITY

In accordance with the District Policy **620**, the minimum entrance age for kindergarten is 5 years of age as of September 1<sup>st</sup> of the year the child enters school.

## Kindergarten School Hours

Morning Session: 8:30 am – 11:10 am  
Afternoon Session: 12:10 pm – 2:50 pm  
Full Day Session: 8:30 am – 2:50 pm

Lunch is available for all day kindergarteners. The cost is \$2.50 for lunch (milk is included with lunch); 50 cents for milk; 40 cents for juice. Your child will be assigned an account number, which will be theirs as long as they attend Uxbridge Public Schools. Pre-paying your child's milk or lunch is much easier for your child, teacher, and cafeteria personnel. More information about this payment plan will be sent home the first day of school.

## PRE-KINDERGARTEN ELIGIBILITY

Entry into pre-kindergarten classes requires a child turn 3 or 4 years of age as of September 1<sup>st</sup>. The exception to this is the three year old who may enter with an Individualized Educational Program on his/her third birthday. **Children must be potty trained to attend Pre-School (no pull-ups). Changing diapers takes time away from the classroom.** The Uxbridge Public Schools Pre-School Program is NAEYC accredited.

### Programs for 4 year olds

- 3 Half-days per week: morning **or** afternoon sessions available (Monday, Wednesday, Friday)
- **Morning Hours are 9:00 am – 11:30 am Afternoon Hours are 12:20 pm – 2:50 pm**
- 5 Half-days per week **9:00 am – 11:30 am** (Monday through Friday)

### Programs for 3 year olds

- 2 half-days per week (**Tuesday & Thursday 9:00 am – 11:30 am**)
- 3 half-days per week (**Monday, Wednesday, Friday 9:00 am – 11:30 am**)

## Pre-Kindergarten Program

The Uxbridge Public Schools offer pre-kindergarten classes on a tuition basis. These classes are developmentally appropriate programs that foster the growth of the whole child. The curriculum encompasses all areas of development: cognitive, emotional, physical and social. Through caring, creative learning environments, children are encouraged to explore and learn through small group, large group, music, movement and art activities. Language, reading and writing skills develop as students make new friendships and choices within the play centers of their classroom environment. *Children must be potty trained (no pull-ups).* Changing diapers takes time away from the classroom. ***PLAY is the work of three and four year old children.*** Parents are responsible for transporting their child(ren) to and from the pre-school programs.

## Pre-Kindergarten General Classroom Information

### 1. Snack Time and Milk:

Snack time is an important part of the pre-kindergarten day. It is not only a time to replenish their nourishment, but it is also a time to rest and learn important socialization skills. It is our policy to ensure that each child has a small snack to carry them through the day. Therefore, we are absolutely not allowed to withhold food from them as a disciplinary measure. If you have any concerns of this nature, please advise the classroom teacher or the school nurse. Please **DO NOT** send candy in for a snack.

Daily snack time is handled differently in each classroom, and we try to emphasize healthy snacks throughout the school. Cheese and crackers, fruit, raw vegetables or a half sandwich are some possible suggestions. **It is important for the classroom teachers and the school nurse to know of any food allergies your child may have.**

Low-fat white and chocolate milk are available on a daily basis. The cost is 50 cents per day payable daily or weekly. Your child will be assigned an account number. The teacher will have a weekly updated listing of his/her account balance and will check off the days your child buys milk. We suggest you pay for the upcoming week by Friday so that your child's account is current for the following week. We accept cash, checks or money orders (made payable to Uxbridge Food Service). Hot lunch is available for full day students.

If you prefer, a healthy drink in an unbreakable container may be brought from home.

2. Clothing and Backpacks:

Please label all of your child's jackets, sweaters, raincoats, lunch boxes and backpacks to prevent mix-ups and unhappiness. Experience has shown us that children seem to have a difficult time managing a lunch box and a backpack. We recommend either a backpack or a lunch box to carry belongings.

Please remove all cords from jackets and sweatshirts for playground safety. When boots are worn, shoes should also be brought to school. Pre-kindergarten is active, fun and at times can be very messy, even with a smock. Please make sure your child is dressed appropriately, comfortably and safely.

3. Toys:

Please DO NOT allow your child to bring in toys from home.

4. Children should come to school well rested and ready to learn. All regular education students should be potty-trained before admission to the 3 and 4 year old pre-kindergarten program.

5. Child Care/Babysitting Arrangements:

If your child will be going to a babysitter during the school year, please indicate the sitter's name, address and telephone number on the Student Information Card sent home on the first day of school. *It is imperative that the classroom teacher and the office be notified of this information. We will not release any child to any person whose name is not shown on the Student Information Card.* Any time a change is made, please be sure to notify the school in writing immediately!

6. Punctuality:

Our programs run from 9:00 am to 11:30 am, and 12:20 pm – 2:50 pm. The children respond best when the school day begins with everyone present. ***To avoid insecure feelings at the end of the day, PLEASE pick your child up at the time of dismissal. Habitual lateness will result in an additional fee!***

7. Notices:

During the year, your child will bring home notices about conferences, and special events. Most office notices will be sent home on cherry colored paper; notices from the PTO will be on colored paper. (Please realize that this is the way we communicate with you about school events, changes, etc. It is very important to us and your child that you look at this information, call us if you have questions, and respond immediately.) Some notices may need your signature. We ask that you return these promptly. Teachers maintain communication with parents through message boards and newsletters. Please check daily.

8. Attendance, Early Dismissal and Illnesses:

Children are encouraged to attend classes each and every day. **Parents are encouraged to schedule medical and dental appointments outside of the school day.** If it is necessary to dismiss your child (or if your child will be late), please try to notify the office in advance. When dismissing a child early, you must stop at the main office before pickup. Students will only be dismissed to individuals authorized by a parent or guardian as indicated on the Student Information Card. Anyone picking up a child, who is unknown to the office staff or classroom teacher, will be asked to show some form of picture identification.

We receive many calls from parents whose children are determined to attend school, even when ill. If your child is not feeling well, home is usually the best place for him/her. Assure your child that it is better for his classmates and teacher that he stay home and recuperate before returning to school. Ill children must be fever free (without Tylenol) for **24 hours** before returning to class. Children learn best when they are well rested, well fed and healthy. Please check with the school nurse if you have any questions.

- Parents will be notified if a student becomes ill at school.
- If a student vomits or has diarrhea while attending school, parents will be called to pick up their child.
- Students with strep throat must remain out of school for 24 hours after initial dose of antibiotic medication. It is highly recommended that the student stay out of school a full 48 hours.
- Students with conjunctivitis must remain out of school for 24 hours after the initial dose of antibiotic medication.

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 hours before returning to school.
Fifth Disease	None, not contagious after rash is visible.
Impetigo	Antibiotics for 24 hours. Lesions must be covered.
Measles	4 days after the 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	24-48 hours on antibiotic.
Strep Throat	24-48 hours on antibiotic.
Whooping Cough (Pertussis)	21 days after onset – 5 days after antibiotic treatment.

9. Special Activities:

The PTO sponsors special programs during the school year. If it becomes necessary to attend a program elsewhere, a special notice will be sent home with your child.

10. Parent Volunteer Programs:

We are very fortunate to have a highly successful volunteer program in our pre-kindergarten classrooms. If you would like to be involved in activities at the school, a desire to help is all that is needed. There are a variety of roles that volunteers play in helping us maintain successful programs: emergency parent caller volunteers, home volunteers (helping a teacher to prepare games or materials for a lesson), office volunteers, PTO participants, outreach volunteers and aide substitutes in the classrooms.

If you think you might be interested, there is a volunteer form provided in the opening day packets. We ask that you try to return these as soon as possible.

11. Birthday Parties:

Unless the entire class is being invited to your child's party, birthday invitations should be mailed and not brought to school.

### Child Care

Four year old pre-school through grade 4 students will be able to have before/after school childcare (**fee for service**) at the Taft School Monday through Friday from 6:30 am to 6:00 pm. Before School Child Care includes breakfast at the Taft School. If you have any questions, you may call Mrs. Angeles Baldanza, Childcare Director at 508-278-8653. The address for childcare payments will be Mrs. Angeles Baldanza, Uxbridge Extended Day, P.O. Box 307, North Uxbridge, MA 01538.

### Kindergarten Program

In accordance with the District Policy **620**, the minimum entrance age for kindergarten is 5 years of age as of September 1<sup>st</sup> of the year the child enters school.

Children enter school at different levels of development. Just as some youngsters will stand up and walk at a very early age, some students will begin to read at an early age. Walking early does not make one a better walker; reading early does not make one a better reader. It is always a good idea to remember that your child's education is a journey, not a race. Enjoy his/her sense of wonder and curiosity.

Most children show an unlimited curiosity for knowledge. They are determined to explore, discover, and manipulate. Our kindergarten program provides experiences to stimulate growth in all cognitive areas, using a variety of activities: art, movement, song, stories, manipulative materials, reading and writing experiences and play. These experiences take place in an educational environment that nurtures and stimulates each student.

## Kindergarten General Classroom Information

### 1. Snack Time, Milk, and Lunch:

Snack time is part of the kindergarten day. Please send one small snack only. Full-day kindergartners should bring in 2 snacks. All Day students should bring a lunch from home or they can purchase lunch from the school cafeteria for \$2.50. It is not only a time to replenish their nourishment, but it is also a time to rest and learn important socialization skills. It is our policy to ensure that each child has a small snack to carry them through the day. If you have any concerns of this nature, please advise the classroom teacher or the school nurse. Please **DO NOT** send candy in for a snack.

Daily snack time is handled differently in each classroom, and we try to emphasize healthy snacks throughout the school. Cheese and crackers, fruit, raw vegetables or a half sandwich are some possible suggestions. Children should only bring in one snack (no choices), a napkin, and a spoon when needed. Children should be able to open their own snacks. ***It is important for the classroom teachers and the school nurse to know of any food allergies your child may have.***

Low-fat white and chocolate milk are available on a daily basis. Cost is 50 cents per day. For easier collection of milk money, payment (\$2.50) for the full week may be made on Monday (or the first day of the school week). Your child will be assigned an account number. The teacher will have a weekly updated listing of his/her account balance and will check off the days your child buys milk. We suggest you pay for the upcoming week by Friday so that your child's account is current for the following week. We accept cash, checks or money orders (made payable to Uxbridge Food Service). If you prefer, a healthy drink in an unbreakable container may be brought from home, but, please **DO NOT** send soda.

### 2. Clothing and Backpacks:

Please label all of your child's jackets, sweaters, raincoats, lunch boxes and backpacks to prevent mix-ups and unhappiness. Experience has shown us that children seem to have a difficult time managing a lunch box and a backpack. We require a backpack. No lunch boxes or backpacks with wheels.

Please remove all cords from jackets and sweatshirts for playground safety. When boots are worn, shoes should also be brought to school. Socks and comfortable shoes are advised for your child's safety. No flip-flops, platforms, sandals, backless, or open-toe shoes should be worn. Kindergarten is active, fun and at times can be very messy, even with a smock. Please make sure your child is dressed appropriately, comfortably and safely.

### 3. Child Care/Babysitting Arrangements:

If your child will be going to a babysitter during the school year, please indicate the sitter's name address and telephone number on the information card sent home the first day of school. ***It is imperative that the classroom teacher and the office be notified of this information.*** We will not release your child to any person whose name is not shown on the Student Information Card. Any time a change is made, be sure to notify the school ***in writing.***

### 4. Punctuality:

Our morning kindergarten program runs from 8:30 to 11:10 am; afternoon kindergarten from 12:10 – 2:50 pm. The children respond best when the school day begins with everyone present. Children are **not** allowed in the classroom before 8:30 am or 12:10 pm.

To avoid insecure feelings at the end of the day, please pick up your child at the time of dismissal. When dismissing your child early, please be respectful of classroom learning by remaining quiet and managing children in your care.

5. Physical Education and Other Classes:

The Early Learning Center students will have physical education classes. The gym teacher encourages the children to wear long pants and sneakers on the scheduled Physical Education days. As you may know, there is no gymnasium within the Early Learning Center. Unless there is rain falling, or ice on the playground, children have class outdoors each week. Please be sure that they dress appropriately.

Students also have weekly classes in Music and Art.

6. Notices:

During the year, your child will bring home notices about conferences, field trips and special events. Most office notices will be sent home on cherry colored paper; notices from the Parent Teacher Organization (PTO) will be on colored paper. (Please realize that this is the way we communicate with you about school events, changes, etc. It is very important to us and your child that you look at this information, call us if you have any questions, and respond immediately.) Some notices may need your signature. We ask that you return these promptly.

Teachers maintain communication with parents through message boards and newsletters. Please check your child's backpack daily.

7. Attendance, Early Dismissal and Illnesses:

Children are encouraged to attend classes each and every day. **Parents are encouraged to schedule medical and dental appointments outside of the school day.** If it is necessary to dismiss your child (or if your child will be late), please try to notify the office in advance.

When dismissing a child early, you must stop at the main office before pickup. Students will only be dismissed to individuals authorized by a parent or guardian. Anyone picking up a child, who is unknown to the office staff or classroom teacher, will be asked to show some form of picture identification.

We receive many calls from parents whose children are determined to attend school, even when ill. If your child is not feeling well, home is usually the best place for them. Assure your child that it is better for his classmates and teacher that he/she stay home and recuperate before returning to school. Children learn best when they are well rested, well fed, and healthy. Always call the school nurse concerning contagious illnesses. Children must be fever free (without Tylenol) for a full 24 hours before returning to school. Please check with the school nurse if you have any questions.

- Parents will be notified if a student becomes ill at school.
- If a student vomits or has diarrhea while attending school, parents will be called to pick up their child.
- Students with strep throat must remain out of school for 24 hours after initial dose of antibiotic medication. It is highly recommended that the student stay out of school a full 48 hours.
- Students with conjunctivitis must remain out of school for 24 hours after the initial dose of antibiotic medication.

Communicable Diseases:

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

## Disease

## Exclusion

Chicken Pox	7 Days – All lesions must be dry before returning to school.
Conjunctivitis (Pink Eye)	Antibiotics for 24 hours before returning to school.
Fifth Disease	None, not contagious after rash is visible.
Impetigo	Antibiotics for 24 hours. Lesions must be covered.
Measles	4 days after the 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	24-48 hours on antibiotic.
Strep Throat	24-48 hours on antibiotic.
Whooping Cough (Pertussis)	21 days after onset – 5 days after antibiotic treatment.

### 8. Special Activities:

The PTO sponsors special programs during the school year. If it becomes necessary to attend a program elsewhere, a special permission slip will be sent home with your child to be signed and promptly returned to the teacher. Occasionally, both sessions of kindergarten will be combined to attend a special single performance. You will be notified in advance of such a change.

### 9. Field Trips:

Kindergarten classes usually make one field trip each school year. All necessary information and permission slips are sent home prior to the trip. Children must be transported to and from the field trip destination on a bus with their classmates, teachers, and chaperones. Children **MUST** be dismissed from the Early Learning Center. **NO EXCEPTIONS!**

On occasion we might have a special program at the school for the students.

### 10. Parent Volunteer Programs:

We are very fortunate to have a highly successful volunteer program at the Early Learning Center. If you would like to be involved in activities at the school, a desire to help is all that is needed. There are a variety of roles that volunteers play in helping us maintain successful programs: classroom volunteers, home volunteers (helping a teacher to prepare games or materials for a lesson), office volunteers, PTO participants, and outreach volunteers.

If you think you might be interested, there is a volunteer form provided in the opening day packets. We ask that you try to return these as soon as possible. Whenever you enter the school you must sign in at the main office and pick up a visitor's badge.

### 11. Birthday Parties:

Unless the entire class is being invited to your child's party, birthday invitations must be mailed and not brought to school. (See your child's teacher for a "birthday list".) If desired, parents may send n a special, healthy snack for the entire class.

### 12. Toys:

Please **DO NOT** allow your child to bring in toys from home.

## Child Care

4 year old pre-school through grade 4 students will be able to have before/after school childcare (**fee for service**) at the Taft School Monday through Friday from 6:30 am to 6:00 pm. Before School Child Care includes breakfast at the Taft School. If you have any questions, you may call Mrs. Angeles Baldanza, Childcare Director at 508-278-8653. The address for childcare payments will be Mrs. Angeles Baldanza, Uxbridge Extended Day, P.O. Box 307, North Uxbridge, MA 01538.

## District Policies Impacting the Uxbridge Early Learning Center

### Student Information Cards

The office maintains a database of student information based upon the enrollment cards sent home on the first day of school. Please return the Student Information Card to the office immediately. *If at any time during the school year your address or phone number at home or at work changes, please notify the school secretary **in writing**. It is imperative that we have accurate information in the event we need to contact you in an emergency.* Also, if you have a restraining order on anyone, you MUST notify the office and teacher immediately.

### Parent Conferences/Progress Reports

Parent conferences are scheduled twice during the school year. These day and evening conferences are scheduled during Education Week in November and in mid-May. Be aware that at any time you may have a question about your child's progress, his/her teacher will be more than happy to schedule time to discuss your concerns.

### Student Insurance

A low cost insurance is available to all students. This plan protects the child during school hours and while traveling to and from school. Information and enrollment forms are sent home at the beginning of the school year.

### Student Records

A school may release the following information without prior consent: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards and post-high school plans. However, before the school releases this information, it must give public notice that it releases these types of information and it must inform parents and eligible students that they have the right to request that this information not be released without prior consent. This notice may be included in the routine information letter the school publishes.

Additional information about school records can be made available by contacting the school office.

### Education Gift Program

The Uxbridge Public Schools accept donations of funds or material for educational programs. These gifts qualify as a charitable contribution, which may be deducted from your income for federal income tax purposes. If you would like to donate books, materials or funds to support any program, please contact the school Principals or the Superintendent of Schools.

### School Closing/School Delays

“No School” or delay in the starting time is announced on the following radio stations between 6:00 –6:30 am: WTAG 590 AM, WORC 1310 AM, WPRO 630 AM, 92.3 FM, WMRC 1490 AM, WWON 1240 AM, 1063 FM, WBZ 1030 AM, 106.7 FM, WFTQ 1440 AM, WAAF 107. FM. (\*Also check the Uxbridge Cable Station on your TV) **PLEASE NOTE: When Uxbridge has a delayed opening there will be NO morning kindergarten or pre-kindergarten class; the afternoon class WILL be in session!**

The fire whistle for no school, eight blasts, will sound at 6:30 am. Please **do not** call the fire station as you will tie up emergency lines. Parents of students may always use their judgement in keeping a student home on an inclement weather day, if they feel conditions warrant such action.

In the event it is necessary for the schools to close during the school day, parents or the contact person listed by the parent on the Student Information Card for the students in pre-kindergarten through grade 4, will be contacted before the students are dismissed. This will be done by an automated telephone message from the superintendent or building principal. For this reason, any change in your home or work phone numbers **MUST** be conveyed to the school office (508-234-9164) immediately!

### Title VI, IX Chapter 622

It is the policy of the Uxbridge School Department not to discriminate on the basis of sex, race, religion, color and national origin in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971 (MGLc, 76, 85). Inquiries regarding compliance with Title IX may be directed to the Superintendent’s Office, the Regional Center of the Department of Education or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Boston, Massachusetts.

#### **Suggested Student Grievance procedure for Title IX and Chapter 622**

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 unsolved, 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.

Title VI Coordinator is Mark Donahue, Uxbridge High School Athletic Director.

Persons who have questions on this matter should contact Paula Montesi (508-278-8643), Title IX Coordinator, Uxbridge Public Schools.

### 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.

## **Grievance Procedure**

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 the written complaint.
3. If the matter is not resolved, the complainant may appeal in writing to the Section 504 Coordinator. The Section 504 Coordinator will meet with the complainant and respond in writing within ten (10) days of receipt of the written complaint.
4. If, at the end of ten (10) school days following the written response from the Section 504 Coordinator 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.
5. The Superintendent shall investigate the complaint and respond in writing to the complainant no longer than ten (10) days after having received the complaint.
6. If the matter remains unsolved, 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.
7. 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 Education Branch, 140 Federal Street, Boston, Massachusetts 02110.

## Public Notice in Asbestos

The Asbestos hazard Emergency Response Act, Title 11 of the Toxic Control Substance Act was signed into law by President Reagan on October 22, 1996, and became effective on December 14, 1997.

In accordance with the law (AHERA 40 CRF Part 763 of Title II of the Toxic Control Substance Act), all schools have been inspected by certified personnel to locate all friable and non-friable asbestos containing materials in school buildings and the administrative office. A report on the results of the inspections and the school system's management plan will be available in each school office and the administrative office for review by the public during normal business hours.

Early Learning Center	11 Church Street, Uxbridge	01569
Earl D. Taft Elementary School	16 Granite Street, Uxbridge	01569
Whitin Intermediate School	120 Granite Street, Uxbridge	01569
Uxbridge High School	62 Capron Street, Uxbridge	01569

## Use of School Facilities

Use of school facilities by residents is permitted under the conditions outlined in the School Committee Policy of *Use of School Facilities*. A copy of this policy and forms to be completed are available at each school building.

*The Uxbridge Public Schools insures 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. c151b and 157c*

## Medication Administration Policy

Dear Parent/Guardian,

This is to inform you of the medication administration policy put into place to ensure the health and safety of children needing medication during the school day.

Our school district requires that the following information must be on file in your child's health record before any medication can be administered:

1. Signed consent by the parent or legal guardian to give the medication. No medication can be administered without proper written parental consent. The school nurse has these forms available in the office. (Sample form on the back cover)
2. Signed medication order by your physician. Please have your health care provider prescribing the medication fill out a medication order form and return it to the school nurse. These forms are available in the health office in each school building. Permission on your physician's letterhead is also acceptable if this is a long-term medication (i.e. Ritalin, Allepent). Please include the time of day the medication is to be administered. This order must be renewed at the beginning of each new school year and each time there is a change in dosage.

Medications should be delivered to the school in the original pharmacy container by the parent or guardian. Please do not send any medicines to school with your child. Elementary school children are not allowed to carry any medications with them to school, or to medicate themselves in school. This is for the safety of your child and other children as well.

If your child needs a medication to be given during the day, please act quickly to avoid a delay in your child's treatment. Please contact me with any questions or concerns.

Linda DeLang  
School Nurse  
Early Learning Center  
508-234-9164

Judith Donahue  
School Nurse  
Whitin Middle School  
508-278-8640

**Parent/Guardian Consent for Prescription Medication Administration**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**CONSENT**

1. I give permission to the school nurse or school personnel designated by the school nurse to give the following medicine \_\_\_\_\_ prescribed by \_\_\_\_\_ to \_\_\_\_\_ . Time to be given in school: \_\_\_\_\_.
  
2. I give permission for my son/daughter to self administer medication if the school nurse determines it is safe and appropriate.  
YES \_\_\_\_\_ NO \_\_\_\_\_
  
3. I give permission to the school nurse to share with appropriate school personnel information relative to the prescribed medicine administration (i.e. adverse side effects) as he/she determines necessary for my child’s health and safety.  
YES \_\_\_\_\_ NO \_\_\_\_\_

I understand that I may retrieve the medicine from the school at any time and that the medicine will be destroyed if it is not picked up within one week following termination of the order, or one week beyond the close of school.

Parent/Guardian Signature: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Please Note: All prescription medication must be in the original bottle from the pharmacy. Ask your pharmacist to divide the medication into two containers in order to leave one at school. **Also, no medication can be administered without a physician’s written consent.**

The “Consent for Prescription Medication Administration” form will be given to you by the school nurse upon request.