

2018-2019  
Foxborough Public Schools

# A Handbook for Elementary School Students



**MABELLE M. BURRELL SCHOOL**

16 Morse St.  
Foxborough, MA  
508-543-1605

**VINCENT M. IGO SCHOOL**

70 Carpenter St.  
Foxborough, MA  
508-543-1680

**CHARLES G. TAYLOR SCHOOL**

196 South St.  
Foxborough, MA  
508-543-1607

# Table of Contents



LETTER FROM THE PRINCIPAL .....4



IGO SCHOOL HISTORY .....5



PHILOSOPHY OF THE FOXBOROUGH PUBLIC SCHOOLS .....6



GENERAL INFORMATION .....7

    FOXBOROUGH PUBLIC SCHOOL INFORMATION .....7

    CENTRAL OFFICE – IGO ADMINISTRATION BUILDING .....7

    SCHOOL BUILDINGS .....7

    ELEMENTARY SCHOOL HOURS .....7

    TARDINESS .....7

    ABSENCES .....7

    ARRIVAL PROCEDURES AT THE IGO SCHOOL .....8

    DISMISSAL PROCEDURES AT THE IGO SCHOOL .....8

    SCHOOL CALENDAR .....8

    SCHOOL CANCELLATION .....8

    MESSAGES TO STUDENTS .....9

    VISITORS AND VOLUNTEERS .....9

    LOST AND FOUND .....9

    SCHOOL DRESS .....9

    SCHOOL PICTURES .....10

    SNACKS AND DAILY RECESS .....10

    SCHOOL LUNCH PROGRAM .....10

    BEFORE AND AFTER SCHOOL CHILD CARE .....10



COMMUNICATION .....11

    OPEN HOUSE .....11

    CONFERENCES .....11

    COMMUNICATING WITH THE PRINCIPAL .....12

    COMMUNICATING WITH TEACHERS .....12

    SCHOOL NEWSLETTER .....12



TRANSPORTATION AND SAFETY .....12

    BUS TRANSPORTATION .....12

    PARENT RESPONSIBILITIES .....13

    STUDENT RESPONSIBILITIES .....13

    DISCIPLINE ON BUSES .....13

    BUS EVACUATIONS .....13

    TRANSPORTATION INQUIRIES .....13

    ARRIVAL AND DISMISSAL OF CHILDREN BY CAR .....14

    CROSSING GUARDS .....14

    BICYCLES & SCOOTERS .....14

    EMERGENCY DRILLS .....14



HEALTH .....14

    EMERGENCY INFORMATION .....14

    MEDICATION / TREATMENTS .....15

    FIELD TRIP MEDICATIONS .....15

    PHYSICAL EXAMS / IMMUNIZATION RECORDS .....15

HEARING SCREENING.....	15
ILLNESS .....	15
LIFE THREATENING ALLERGIES.....	15
HEALTH INSURANCE .....	16



**POLICIES AND PROCEDURES.....16**

SECURITY CAMERAS.....	16
NEW REGISTRATION – MOVING INTO FOXBOROUGH.....	16
TRANSFER PROCEDURE – MOVING OUT OF FOXBOROUGH.....	16
STUDENT PLACEMENT POLICY.....	17
BEHAVIORAL EXPECTATIONS.....	17
DEFINITION OF HARASSMENT .....	18
DEFINITION OF BULLYING.....	19
HOW TO REPORT HARASSMENT OR BULLYING .....	19
DISCIPLINARY PROCEDURES .....	20
SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS.....	20
COMMUNITY USE OF BUILDINGS .....	20



**FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION .....21**

EQUAL EDUCATIONAL OPPORTUNITIES LAWS .....	21
--	----



**CURRICULUM AND INSTRUCTIONAL INFORMATION.....22**

GENERAL INFORMATION ON CURRICULUM.....	22
INSTRUCTIONAL SCHEDULE.....	22
HOMEWORK POLICIES.....	23
ASSESSMENT AND GRADING POLICIES .....	23
STANDARDIZED TESTING .....	24



**SPECIAL RESOURCES AND PROGRAMS.....24**

PROJECT EARLY PRESCHOOL.....	24
SPECIAL EDUCATION PROGRAMS.....	24
SCHOOL GUIDANCE COUNSELOR .....	25
FIELD TRIPS AND PROGRAMS .....	25



**SCHOOL COUNCIL.....25**

PURPOSE AND MEMBERSHIP .....	25
MEETINGS.....	25



**PARENT-TEACHER ORGANIZATION .....25**



**VOLUNTEER OPPORTUNITIES.....26**



**PHOTO/VIDEO CONSENT.....26**



**INTERNET ACCEPTABLE USE POLICY.....26**



## LETTER FROM THE PRINCIPAL

Dear Parents and Guardians,

Welcome to a new school year! The Vincent M. Igo School is a successful neighborhood school with talented students, an involved parent community and dedicated faculty and staff. Home to approximately four hundred students, our school is the largest elementary school in the Foxborough Public Schools. The faculty and staff work hard each day to provide all students with a challenging and high-quality educational experience. We believe that by working together as partners in education, we can ensure that your children's elementary experience is as exciting, rewarding and productive as possible.

The Igo School has developed a tradition and culture of high expectations for both academics and behavior. It is our belief that every child can learn. The partnerships established between the students, teachers and parents enhance students' learning. We strive to stimulate children's intellectual curiosity and love of learning. In the process of acquiring skills and knowledge, we encourage students to ask questions, take risks and be willing to make mistakes in their quest for greater understanding. We work to create a climate based on caring relationships that communicate possibilities and hope.

The challenges facing our students require problem solving, communication, and teamwork in order to achieve success. Each day provides valuable opportunities for our students to learn and grow. The strength of our school depends upon the cooperation and effort of teachers and parents in the educational process.

Both research and common sense alert us that a strong home/school relationship is vital to a child's success. We take pride in the educational programs offered to students and believe that every child is special and capable of learning. We are proud of our school and invite you to be involved at all levels.

This handbook has been prepared as a source of information for you and your child concerning the philosophy, policies and operational procedures of Igo School. It is important that you review and discuss its contents with your child. We look forward to a rewarding school year filled with memories to last a lifetime.

It's a great day for school!

Sincerely,

*Michael Stanton*

Principal



## IGO SCHOOL HISTORY

Who was Vin Igo and why did the people of Foxborough name a school after him? In short, Mr. Igo was a friend to young and old alike. Vincent M. Igo, Jr. was born in Foxborough on May 20, 1922 and lived a life of community service to the town that he loved. Igo wrote for decades as a reporter and columnist for The Foxboro Reporter. He also served as the official photographer for the weekly newspaper and for both the Foxborough Police and Fire Departments.

Mr. Igo was a lifetime member of the Board of Recreation, a founding member of Foxborough Little League, a member of the Foxborough Lions Club and served an astounding 47 years of continuous service as a member of the School Committee. He was affectionately known as “Mr. Foxborough” to generations of Foxborough citizens.

In the words of Mr. Igo’s lifelong friend, longtime colleague on The Foxboro Reporter and Town Historian Jack Authelet, “Based primarily on his long record of service on the School Committee and continued dedication to the community, Vincent M. Igo enjoys the distinction of having his former high school named in his honor.”

---

The original portion of the present Igo School was built to serve as Foxborough High School in 1928. It was opened and dedicated with great fanfare as part of the town’s Sesquicentennial Celebration. For many years, the high school in the present Igo complex served grades 7 through 12 for the entire community.

A wing was added in 1952 and the facility became a middle school when a new high school (the present Ahern Middle School) was built. In what had become a familiar transition, the high school on Mechanic Street became the middle school when the present high school on South Street was completed in the 1970’s.

In the mid-1970’s, the Igo became the School Administration Building, while also renting space to various community agencies. In 1994, the building underwent a major renovation and in 1995 opened as a full elementary school, with the district’s School Administration remaining in another section of the building.



## PHILOSOPHY OF THE FOXBOROUGH PUBLIC SCHOOLS

### Core Values:

- **C**hallenging and innovative educational experiences promote academic excellence by meeting the needs of students in ways that engage them in their learning.
- **A** safe, supportive, and collaborative environment fosters positive attitudes among students and school staff.
- **R**espect for the diversity and dignity of individuals and cultures enriches learning and supports the development of responsible citizenship.
- **E**nsuring a quality education, cultivated by ongoing communication and shared resources among parents, teachers, town organizations, and residents, is the responsibility of the entire community.

### Mission statement:

The mission of the Foxborough Public Schools, guided by its core values, is to engage students in a rich, diversified education, thereby empowering them to challenge themselves as they become productive, responsible citizens.

### Vision:

The Foxborough Public Schools, in collaboration with the community, will provide students with intellectual, artistic, and character building educational experiences to inspire them to achieve.



## **GENERAL INFORMATION**

### **FOXBOROUGH PUBLIC SCHOOL INFORMATION**

#### **CENTRAL OFFICE – IGO ADMINISTRATION BUILDING**

60 South Street, Foxborough, MA 02035

Superintendent’s Office	508-543-1660
Business Administration	508-543-1675
Food Services	508-543-1656
Transportation	508-543-1600

#### **SCHOOL BUILDINGS**

##### **Elementary Schools**

Mabelle M. Burrell School	16 Morse Street (PreK - 4)	508-543-1605
Vincent M. Igo School	70 Carpenter Street (K - 4)	508-543-1680
Charles G. Taylor School	196 South Street (K - 4)	508-543-1607

##### **Middle School** (Grades 5 - 8)

John J. Ahern Middle School	111 Mechanic Street	508-543-1610
-----------------------------	---------------------	--------------

##### **High School** (Grades 9 - 12)

Foxborough High School	120 South Street	508-543-1616
------------------------	------------------	--------------

#### **ELEMENTARY SCHOOL HOURS**

**Kindergarten ~ Grade 4:** 8:45 a.m. to 3:00 p.m.

**Half-day dismissal time:** 12:07p.m.

#### **TARDINESS**

The school day begins at 8:45 a.m. After 8:50 a.m. children are considered tardy and must be escorted into the building and signed in by an adult. Tardiness caused by bus delays is not recorded.

#### **ABSENCES**

Massachusetts law requires that a child attend school every school day, except for illness or other reasons approved by the school. We do not expect students in school if they are ill. We ask that parents notify the office in the morning when their child is going to be absent. Absences due to religious holidays are considered excused absences and are not counted against a student’s attendance record. However, parents must notify the office in order for the absence to be recorded as excused. As per MGL Chapter 71, Chapter 222, Section 37H if a child is absent five days or more, parents will be contacted for a meeting. Parents who voluntarily take their children out of school for vacations are assuming the responsibility for their children’s educational program. It should be realized that teachers cannot provide work to take the place of instruction missed during planned absences.

### **ARRIVAL PROCEDURES AT THE IGO SCHOOL**

Students may begin entering the building at 8:45 a.m. Unless your child is registered for the Before Care Program, they may not be dropped at school prior to 8:45 a.m. since no supervision is available before that time.

### **DISMISSAL PROCEDURES AT THE IGO SCHOOL**

Walkers are dismissed at 3:00 p.m. each normal school day. The walkers are dismissed via the front door by a staff member. Students are required to signal to the staff member that they see the adult responsible for their care before departing school grounds.

All other students are dismissed after the walkers have departed.

If your child's regular dismissal routine is to be different for any reason, the school must be notified in writing. We will not alter a child's regular plans without your written authorization. Such authorization should take the form of a note to your child's teacher, dated and signed. With the exception of emergency situations, no changes in children's dismissal plans will be accommodated after 2:00 p.m. After this time, it is difficult for office staff to be able to ensure that all involved parties are properly notified.

Parents coming to pick children up for early dismissal must come into the building. Your child will be called from his/her classroom and will meet you in the main lobby.

Parents who choose to allow their children to ride bicycles and/or scooters to school must ensure their children wear helmets as per state law.

### **SCHOOL CALENDAR**

The school calendar is determined by the Foxborough School Committee each spring. The state-mandated school year consists of 180 days. In the case of inclement weather, snow days will be made up at the end of the year. In the event of a "delayed opening" on a given school day, that day counts for attendance. Allowances are also made for staff development days in the school year.

### **SCHOOL CANCELLATION**

In the event that school is canceled for the day because of weather conditions or other emergency situations, information will be posted on the district website. "No School" announcements will also be made over the following local radio and television stations:

<u>TV</u>	<u>Radio</u>
Cable Access Channel 12	WBZ (1030 AM)
WCVB Channel 5	WRKO (680 AM)
WBZ Channel 4	WPRO (630 AM)
WHDH Channel 7	WARA (1300 AM)
	WHDH (850 AM)

A phone message will be sent through the district's emergency communication system to the home number provided on the student registration form.

A delayed opening means morning pre-school classes will be cancelled. Afternoon pre-school sessions will run as usual.

In the event it is necessary to dismiss students after they have arrived at school, advance announcements will be made utilizing the same website, radio, and television stations. The children will go home in their usual format. In the case of an emergency dismissal, parents or emergency contacts will be notified. If the school is unable to reach a parent or emergency contact, the student will be held at the school until someone can be reached.

### **MESSAGES TO STUDENTS**

Information that must be communicated to your child during the school day should be addressed to the office. Cell phone use is not permitted during the school day.

### **VISITORS AND VOLUNTEERS**

In order to protect students' safety and security, all of the elementary school buildings are locked during school hours. All visitors and volunteers are required to enter through the main door and report to the office. Visitors must ring the front doorbell and will be admitted into the building by the school secretary. Visitors should sign in at the office and wear a "visitor/volunteer badge." Special visits to your child's classroom must be coordinated with the teacher and office staff in advance. In addition, in compliance with Massachusetts state law, all volunteers must sign and file a CORI form (criminal background check) with the school department. CORI forms must be submitted in person as photographic identification is required at the time of submission. CORI forms can take up to five days to process and volunteers cannot begin their work until the CORI checks are complete. Please note that a CORI form must be submitted by anyone who does not have one on file with Foxborough Public Schools. CORI forms are generally valid for up to three years, although the district will periodically require all employees and volunteers to update their CORI information.

### **LOST AND FOUND**

Lost and Found articles should be turned in to the office. Money and other items of value will be kept by the school secretary for claiming. Other articles will be placed in the Lost and Found box. The students' names should be on their book covers, lunch bags, winter clothing, etc. Prior to school vacations items that are left unclaimed in the Lost and Found will be boxed and donated to charity.

### **SCHOOL DRESS**

All children must be adequately and appropriately dressed for the activity and weather of the day. Please be sure that your child wears sneakers on days when s/he has Wellness class. Also, please send the appropriate outerwear so that your child may go outside for recess. We try to go out every day, weather permitting.

### **SCHOOL PICTURES**

Student photos are taken annually in the fall of each year. Prior notice of the specific day and costs are sent home with each pupil. One make-up day for absentees is also scheduled. If families choose to purchase photographs, students must pay the photographer at the time their photo is taken.

### **SNACKS AND DAILY RECESS**

Every class has a daily snack time. The school does not sell snacks, so please send your child with a nutritious snack each morning. You may also send a drink. In addition to snack time, all students are given a short recess break every day. Recess is an important part of children's school experience. During recess time, children have the opportunity to interact with their peers in a less structured setting as well as to get physical exercise.

### **BIRTHDAY CELEBRATIONS**

In our elementary classrooms, we acknowledge each child's birthday. In accordance with our wellness policy, we have implemented procedures that support the physical health and well-being of students and **food items are not permitted.**

### **SCHOOL LUNCH PROGRAM**

Children in grades K-4 have the option of bringing a lunch from home or purchasing a lunch at school. Students may purchase their lunch daily or may prepay their lunches. Checks can be made out to School Food Services. Prepaying for lunch can be beneficial, since students do not have to handle money and the lunch lines move faster. Menus are sent home monthly, available on the school website, and published in **The Foxboro Reporter** and **The Sun Chronicle**. Milk and water are available daily. In an emergency, a child may charge lunch, but payment must be made the next school day. School lunch prices are set prior to the opening of school in September and will be published in school newsletters, as well as on monthly school menus.

### **BEFORE AND AFTER SCHOOL CHILD CARE**

Recognizing the changing needs of our children and their families, Foxborough Public Schools offer **Before** and **After School Child Care** for children in kindergarten through grade six. There is no child care available during the school day for half day kindergarten students.

We presently offer Before School and After School Care at the Burrell, Taylor and Igo elementary buildings. An After School Care program is also available at the Ahern Middle School. Each site provides recreation, social contact, intellectual and cultural enrichment. The program allows children the space and time to develop interests and relationships that begin in school.

Hours:

7:00 a.m. - 8:45 a.m.

3:00 p.m. – 6:00 p.m. Snack provided

Extended hours offered on early-release days

For more information, please contact the FPS Child Care Director at 508-698-3858.



## **COMMUNICATION**

Open communication is always encouraged between home and school. Our staff will make every attempt to answer your questions and address any concern you may have regarding your child and his/her school experience.

### **OPEN HOUSE**

Each fall, the school sponsors an Open House for students and their families. Open House differs from individual conferences in that it enables parents to meet their child's teacher, view materials to be used during the year, tour the school and become acquainted with the structure of the school day. Various other personnel such as Special Education Staff, Reading Specialists, Music, Art and Wellness teachers are available to meet with parents.

### **CONFERENCES**

Parent/Teacher Conferences are designed to provide a forum for discussing your child's academic progress. A conference lasts between 10 and 15 minutes. Conference times are scheduled in advance, usually at Open House. Those who do not sign up at Open House will be assigned a slot or can contact their child's teacher to set up an appointment. Conferences for all elementary students are held in November. In addition, kindergarten parents are offered a second conference in April.

### **COMMUNICATING WITH THE PRINCIPAL**

Your school principal is fundamental to your child's elementary school. She/he always encourages an open line of communication. You may address any questions or concerns at any time to your principal by contacting the school during school hours. The secretary will schedule an appointment, or have the principal return your call.

### **COMMUNICATING WITH TEACHERS**

Communication with your child's teacher is always welcomed and encouraged. In the event that you need to reach the teacher with any questions or concerns, you may leave a message and ask for the teacher to return your call. All of the teachers at the elementary level have voice mail in their classrooms. Calls received during the school day will be forwarded directly to voice mail in order to avoid interrupting classroom instruction. Parents may also send in a note to the teacher(s) in their child's backpack or communicate through email. Explain your concern (i.e., you will pick up child from school versus taking the bus) or address any other questions you may have, and the teacher will make every effort to respond within twenty-four hours. Please remember that email can be a less secure forum and that sensitive information may be better shared directly through a phone call or conference.

### **SCHOOL NEWSLETTER**

The school newsletter is another vehicle used to keep parents updated on various school activities. Usually included in the newsletter are the Principal's Message, PTO, and School Council information. There is also a calendar of events and a monthly lunch menu. In addition to the school newsletter, individual teachers or grade level teams may send home newsletters to provide parents with information about the curriculum and special classroom events. All school publications are sent electronically to parents and are posted on the school website. Any parent requiring a hard copy of the school newsletter should contact the school office.



## **TRANSPORTATION AND SAFETY**

### **BUS TRANSPORTATION**

All kindergarten children and students in Grades 1-4 living more than one mile from their elementary school are entitled to transportation to and from school. Transportation for students is provided between the child's assigned bus stop and the school. Yearly bus schedules and routes are listed on school web sites and in The Foxboro Reporter's Back to School Issue that comes out at the end of August.

Children must ride their assigned buses at all times. In the case of an extreme emergency, the parent must call the school office for a change approval. If approved, the school office will notify the Transportation Department, who will notify the bus driver. The school office will also notify the classroom teacher and issue the student a one-day bus pass. Changes in bus routes will not be permitted for play dates.

### **PARENT RESPONSIBILITIES**

Children should arrive at their designated bus stop at least eight minutes prior to the scheduled pick up. Due to the large volume of students being transported, drivers are not able to wait.

### **STUDENT RESPONSIBILITIES**

Students are expected to follow the rules when riding the bus. The bus rules are:

- Be on time
- Walk to and from the bus
- Stand back from the curb
- Keep hands, feet and objects to yourself
- Stay in your seat
- Use an appropriate indoor voice
- Always obey the driver
- Wait for the driver's signal before crossing
- No food or drink is permitted on the bus
- Always cross 10 feet in front of the bus

### **DISCIPLINE ON BUSES**

The driver is responsible for discipline on his/her bus. Students are responsible for obeying all instructions of the bus drivers. In the event of a minor infraction of the rules, the driver may reprimand the offending student. In the event of a more serious infraction, the driver must report the offending student to the school principal for further disciplinary action. At no time will students be put off the bus while en route. If, in the opinion of the driver, one or more students is acting in such a manner as to jeopardize the safety of the bus, the driver may return the student(s) to the school or the home, whichever is closer. The driver will submit a Bus Conduct Report to the principal or designee for immediate action. Any problems concerning discipline on the buses must be addressed to the building principal immediately. Parents are reminded that the town's vehicle insurance policy prohibits any person on the bus other than those appointed or authorized by the School Committee.

### **BUS EVACUATIONS**

Bus evacuation drills are carried out twice a year. A back door evacuation is held in October and a front door evacuation is held in May. Students are taught what to do in the event of a bus evacuation, and are reminded to pay attention to the driver's instruction at all times. All students, including walkers, are required to participate in evacuation drills as children may ride school buses for field trips.

### **TRANSPORTATION INQUIRIES**

If a parent wishes to register a concern regarding bus stops or routes, a Transportation Inquiry Form must be filled out and submitted to the Transportation Coordinator at the Superintendent's Office. Forms are available at the Igo Administration Building or mailed

upon request. The Transportation Coordinator will review all inquiries and make every effort to respond within three working days.

### **ARRIVAL AND DISMISSAL OF CHILDREN BY CAR**

If you choose to drop your child off at the beginning of the day or pick your child up at the end of the day, it is essential for your child's safety and the safety of others that you follow these rules:

- Park your car in a designated space in the parking lot
- Use the sidewalks/ crosswalks
- Do not walk between buses

### **CROSSING GUARDS**

There are crossing guards stationed at the main intersections near or in front of each elementary school shortly before and after school each day. The crossing guard stops traffic and supervises students crossing the roadway. Students are asked to walk across the street. Children riding bikes must dismount and walk their bikes across the street.

### **BICYCLES & SCOOTERS**

Parents who choose to allow their child to ride bicycles and/or scooters to school are required to wear helmets. It is recommended to use a lock on the bike rack.

### **EMERGENCY DRILLS**

Children will practice a variety of emergency drills routinely throughout the year. In the event of an emergency the students will follow the designated plans. If an evacuation requires students to be transported to another site, students will ONLY be dismissed at that site. NO dismissals will be made prior to transportation.



## **HEALTH**

Mrs. Erin Murray, RN  
Igo School Nurse  
Phone: 508-543-1684  
Fax: 508-543-1695

Mrs. Linda Mealey, RN  
Burrell School Nurse  
Phone: 508-698-6524  
Fax: 508-698-6525

Mrs. Edna Fuller, RN  
Taylor School Nurse  
Phone: 508-698-9825  
Fax: 508-698-6523

### **EMERGENCY INFORMATION**

Please complete/update the emergency forms you receive at the beginning of the year and return to the school as soon as possible. The form provides us with valuable information regarding your child such as allergies, medical treatments/concerns, physician's numbers, as well as alternate emergency contacts in the event you are not available. This form is kept in the nurse's room and will be available to teachers and appropriate staff. If your child has a medical condition (for example, asthma or diabetes), this information will be shared with his/her primary teacher, substitute, and support staff. **Please keep us informed of any address or telephone number changes throughout the year, as well as any medical updates.**

### **MEDICATION / TREATMENTS**

If your child requires any medications or treatments during school hours, please contact the nurse. **Medications of any kind** (including over the counter types such as Tylenol and cough syrup) **cannot be administered without parent/guardian permission and a physician's order**. All medication will be dispensed from and kept in the nurse's room. Please note that all medication must be delivered to school by an adult.

### **FIELD TRIP MEDICATIONS**

With your authorization and MD documentation, prescribed emergency EpiPens and inhalers will be sent with your child on field trips and administered by designated staff members trained by the school nurse.

### **PHYSICAL EXAMS / IMMUNIZATION RECORDS**

In keeping with Massachusetts State Law and Foxborough School Policy, a physical exam and documentation of immunizations are required for all students entering preschool, Kindergarten, Grades 4, 7 and 11, as well as new students entering the system.

### **HEARING SCREENING**

All students in grades 1-4 will be screened. In the event your child fails, you will be notified and asked to seek further medical evaluation.

### **ILLNESS**

For your child's welfare and for the protection of others we would like to ask your cooperation in keeping your child home from school if he/she exhibits any of the following symptoms:

- is not feeling well – for example, has a headache or stomach ache
- a fever over 100 degrees within the last 24 hours
- a sore throat with swollen glands
- other contagious symptoms such as diarrhea, vomiting, frequent productive cough, nasal discharge, or red, draining eyes
- undiagnosed rash or skin eruptions
- head lice/nits – as the system follows a “No Nit Policy”

### **LIFE THREATENING ALLERGIES**

Several students in the school have a severe allergy. These allergies can be life threatening and strict avoidance is the only way to prevent a reaction. In an effort to keep these students safe, we are attempting to create safe environments, such as a peanut/nut free classroom. In a room such as this, we ask for your cooperation to not send any snacks that contain these products. There will also be accommodations in the cafeteria for these students. If there are any children with life threatening allergies in your child's class, you will be notified at the start of the school year.

## **HEALTH INSURANCE**

The Department of Public Health has expanded the Children's Medical Security Plan to include any child age 18 or under, except those already enrolled in the Medicaid program. The Children's Medical Security Plan provides free or low cost coverage for the basic care children need. For a brochure or more information, contact your school nurse or call 1-800-909-2677.



## **POLICIES AND PROCEDURES**

### **SECURITY CAMERAS**

The Foxborough Public School District uses security cameras in school district buildings and on its property to ensure the safety of students, staff and visitors as well as to protect School District property. Security cameras are installed and used in locations deemed appropriate by the Superintendent in consultation with the Foxborough Police Department. They may be used in any area, inside or outside of school buildings, where there is no reasonable expectation of privacy, and may be used at any time. Additionally, some buses are equipped with cameras.

Students or staff identified on security cameras in violation of School District policies will be subject to appropriate disciplinary action, in accordance with the disciplinary procedures set forth in the Student and Staff Handbooks. Violations of the law may be referred to law enforcement agencies and video evidence may be provided to those agencies by the Superintendent. Please refer to School Committee Policy ECAF.

### **NEW REGISTRATION – MOVING INTO FOXBOROUGH**

1. Fill out a registration form available at the local school office.
2. Sign a "Release of Information Form" allowing the school to obtain students' past records. This is not necessary if parent brings records with them at time of registration. Records should include the following:
  - Academic Records
  - SASID number (if MA Resident)
  - Up-to-date Health Records
  - Individual Education Plan (if applicable)
  - Attendance Record
  - Any necessary testing reports

### **TRANSFER PROCEDURE – MOVING OUT OF FOXBOROUGH**

1. Notify school of impending move and anticipated date
2. Sign "Release of Information Form" in order to allow the school to forward all records by mail to new school system. Records should include the following:
  - Academic Records
  - Up-to-date Health Records.
  - Individual Education Plan (if applicable)
  - Attendance Record
  - Any necessary testing reports
  - Transfer Card (including SASID number)

*All Health Records will be mailed from the nurse's office to the school nurse at the new school.*

## **STUDENT PLACEMENT POLICY**

Each spring one of our most important tasks is to determine students' placements for the upcoming school year. This is a major undertaking that we address both carefully and thoughtfully. The Foxborough Public Schools elementary student placement process is structured to protect our fundamental beliefs about free and appropriate public education. Therefore the primary goal of student placement is to create classroom communities that ensure that all children feel welcomed, supported and challenged.

By springtime, your child's teacher knows a great deal about your son or daughter. Teachers collaborate with their grade level colleagues and specialists to share information in order to build classroom communities that reflect a heterogeneous mix of students with differing abilities, talents, personal styles and learning needs. Creating effective learning communities where children's diverse strengths and needs can be nurtured is in everyone's best interests. It would be impossible for us to achieve this goal if we were to factor in individual parental requests for specific teachers. Additionally, there are always variables that we cannot control, such as families or staff moving or changing. Consequently, we do not construct our class lists around particular teachers or staff members. In contrast, we build dynamic communities of learners that will work well together and will enable all children to be successful, both academically and socially. Students and parents are then notified of class placement by mail, usually in mid-August.

## **BEHAVIORAL EXPECTATIONS**

One of the goals of educating young children is to teach them the responsibility of making appropriate choices for behavior. As members of the school community, students agree to:

Demonstrate self-respect by:

- Doing their best
- Taking responsibility for their actions and property
- Coming to school rested, on-time, and prepared
- Using appropriate words and language
- Being honest and fair
- Bringing only appropriate items to school
- Playing and acting safely

Demonstrate respect for others by:

- Accepting everyone's differences
- Observing classroom, lunchroom and playground rules
- Being polite, courteous, and cooperative in work and play
- Making sure that games and activities are open to everyone
- Walking quietly at all times in the building
- Helping those who are hurt or need a friend
- Following directions from all teachers and supervisors
- Demonstrating a respectful attitude toward adults

Demonstrate respect for property by:

- Keeping all areas of the school neat and orderly
- Using materials in ways that don't waste, litter or damage

### **DEFINITION OF HARASSMENT**

Harassment is annoying, threatening, or unwanted behavior causing fear and/or limiting another's behavior and actions. Harassment dehumanizes and causes pain to the individuals or group being attacked. It is taken very seriously and it is expected that all students will treat each other with respect. Harassment can include:

**Verbal harassment** involves words that hurt and/or humiliate, including, but not limited to, teasing, name calling, and/or insults. The following are categories of verbal harassment:

1. **Careless hurtful remarks** appear to be thoughtless rather than malicious; repetitive "careless hurtful remarks" are probably not thoughtless, but in fact may be "verbal or written teasing/taunting" (see below).
2. **Verbal or written teasing/taunting** is the expression of language which is deliberately hurtful to a target's feelings, and can either be made directly to the target or within his/her or other children's hearing or sight.
3. **Verbal or written threats or taunts** are explicit remarks threatening future harmful behavior.
4. **Encouraging such harassment** is also a type of verbal harassment.

**Physical harassment** involves physical actions that are hurtful. The following are categories of physical harassment:

1. **Physical threats** include physical gestures used to convey to a target that s/he will be hurt, such as but not limited to raising a clenched fist or drawing a finger across the throat.
2. **Physical aggression** involves physically touching a target in a hurtful way that is unlikely to cause injury, including, but not limited to, pinching, pulling off hats, grabbing books, and/or blocking one's way. Taking or damaging someone's property is another form of physical aggression.
3. **Physical attacks** include, but are not limited to, pushing, shoving, kicking, hitting, punching, or pinning down.

**Relational harassment** involves convincing one's peers to exclude or reject certain persons and cut them off from their social connections.

Verbal, physical, and relational harassment is bullying if it also meets the three criteria identified in the definition of bullying (on the next page).

## **DEFINITION OF BULLYING**

“Bullying” is systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve but is not limited to:

1. unwanted teasing
2. threatening/intimidating behavior
3. stalking or cyberstalking
4. cyberbullying
5. physical violence
6. theft or destruction of school or personal property
7. sexual, religious, or racial harassment
8. public humiliation
9. social exclusion, including incitement and or coercion
10. spreading of falsehoods or rumors

### **Student behavior must meet three criteria to be considered bullying:**

1. The behavior is repetitive. If a behavior occurs only once, it may constitute harassment, but it is not bullying.
2. The behavior is either unwanted, offensive, threatening, insulting, or humiliating; or the behavior causes the target to feel stressed, injured or threatened to the point that it impacts his/her educational experience or affects the school environment.
3. There is an imbalance of power between the target and the aggressor. Children who engage in peer aggression have more power than the target. The power advantage may be due to social status, age, size, and/or popularity.

## **HOW TO REPORT HARASSMENT OR BULLYING**

Any suspicion of harassment or bullying should be reported. A student, or the parent/guardian of any student, who has been a target of harassment or bullying, or who has witnessed, or who has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have occurred on school property or in a school-related activity should promptly report the incident(s) to a classroom teacher, principal, assistant principal, guidance counselor, or school nurse. If a student is not sure whether or not an incident constitutes harassment or bullying, he/she should speak to any of the above school staff members.

Upon receipt of an oral or written complaint, the principal or designee will investigate and will take appropriate disciplinary action, when necessary.

### **DISCIPLINARY PROCEDURES**

When a student or parent reports an incident to a staff member, the staff member will immediately bring the information to the attention of the building principal. The principal will promptly determine if there are any safety issues that must be addressed. The principal and/or designee will then conduct an investigation of the incident, interviewing the alleged target, alleged aggressors and witnesses as needed. The results of the investigation will be documented and records of all incident reports will be maintained. Once the investigation is complete, all parents involved will be notified of any actions the school is taking that could impact their child. Appropriate disciplinary consequences will be assigned and will depend on the seriousness of the behavior as well as the past disciplinary record of students involved. Consequences may range from temporary loss of privileges up to and including suspension or expulsion.

### **SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS**

The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the student leaves the school system.

As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:

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

### **COMMUNITY USE OF BUILDINGS**

The School Committee controls the use of all school buildings during and after school hours. A fee structure covering custodial and overhead costs has been established by the School Committee for non-school related and for school-related use. For information on and applications for use of school buildings, contact the Central Office at the Igo School.



## FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

### **Title VI of the Civil Rights Act of 1964**

Coordinator: Mr. William F. Yukna, School Business Administrator 508-543-1665

Statue prohibits discrimination on the grounds of race, color, sexual orientation or national origin by recipients of federal financial assistance. This statue ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statue has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

### **Title IX of the Education Amendments of 1972**

Coordinators: Ms. Michele McCarthy, Burrell School 508-543-1605

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch 151B, S3A)

### **Section 504 of the Rehabilitation Act of 1973**

Coordinator: Dr. Sandra Einsel, Director of Special Education 508-543-1645

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

### **Americans with Disabilities Act of 1990**

Coordinator: Mr. William F. Yukna, School Business Administrator 508-543-1665

The regulations implementing the ADA proved that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address and telephone number of the employee or employees designated pursuant to the paragraph." (34 CFR 35.107(a))

## **EQUAL EDUCATIONAL OPPORTUNITIES LAWS**

### **Equal Educational Opportunities Act of 1974**

Coordinator: Dr. Amy Berdos, Superintendent of Schools 508-543-1660

This federal statue prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs.

(20 USC S 1203(f))

### **Mass. General Laws CH. 76, S5 (also known as Chapter 622)**

Coordinator: Mr. William F. Yukna, School Business Administrator 508-543-1665

This state law provides that "no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.

**Title I of the Elementary and Secondary Education Act of 1965**

Coordinator: Ms. Susan Forrest, Title 1 Director 508-543-1610

Designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student’s language needs rather than providing an ESL program/class).

**SPECIAL EDUCATION**

**Chapter 688 (transition planning)**

Coordinator: Dr. Sandra Einsel, Director of Special Education 508-543-1645

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student’s eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget request that it submits to the state legislature each year.



**CURRICULUM AND INSTRUCTIONAL INFORMATION**

**GENERAL INFORMATION ON CURRICULUM**

The Foxborough Elementary School curriculum is comprised of a set of standards and content that are specific to each grade level and to each subject area: language arts, math, science, social studies, library, computer lab, music, world language, art, health, and physical education. The curriculum is aligned with the Massachusetts Common Core of Learning and the statewide Curriculum Frameworks. Specific information about grade level curriculum is distributed during the fall open houses and is available on the district website.

**INSTRUCTIONAL SCHEDULE**

The Foxborough Elementary Schools follow an instructional schedule that operates on a six-day cycle as opposed to a Monday through Friday schedule. This allows for maximization of the various specialists. Art, Music, Spanish, Computer Lab, Library and Wellness are assigned specific days in this cycle which will remain the same for the entire year. Wellness and Spanish meet two times during each 6-day cycle, while Art, Music, Computer Lab, and Library meet once each. Kindergarten students attend art and music twice in lieu of Spanish. Spanish instruction begins in grade one. Each day’s cycle number may be found on the monthly lunch menu. In the event of school cancellation for the entire district, the canceled day’s cycle number will be lost.

## HOMEWORK POLICIES

### **Purpose of Homework**

Homework is meant to be an extension of your child's learning. Consequently, children should be able to get at least 70% of a homework assignment correct working independently. Homework is designed for students to:

- practice, apply and strengthen concepts introduced in the classroom
- participate in research activities to locate facts and data using traditional and technological tools
- develop good work habits
- gain confidence in preparing for tests and classroom participation
- develop independent study skills
- complete short and long-term projects

### **Guidelines for Homework**

Homework assignments are based on the skills and concepts the learner needs to review, practice, apply, and expand. Students learn to value the importance of homework during the primary grade years. The support and guidance provided by parents can influence the students' attitude toward homework, meeting deadlines and the product quality. Communication among students, parents and staff is essential to success in completing high quality homework assignments.

Each teacher determines the content and quantity of homework assignments with the following guidelines:

	<u>Reading</u>	<u>Homework (total time including reading)</u>
K	Read Aloud Encouraged	Optional
1	15 minutes	15-20 minutes
2	15 minutes	20-30 minutes
3	15-30 minutes	30-45 minutes
4	15-30 minutes	30-60 minutes

Homework may be requested for a sick child on the THIRD day the child is out of school. The parent may pick up the homework in the school office at the end of the school day. It is expected that work sent home will be completed and returned to school with the child. Teachers are not responsible for sending work home that is missed due to vacations or unexcused absences.

## ASSESSMENT AND GRADING POLICIES

School progress for all Foxborough elementary students in kindergarten through Grade 4 is reported to parents throughout the school year via report cards and parent-teacher conferences. Report cards are primarily checklists that reflect students' progress toward state learning standards and developmental progress in social areas. In addition to report cards, parent-teacher conferences are regularly scheduled to encourage productive and open communication.

All information pertinent to a child's achievement and rate of progress is based on a wide range of interactions between the student and teacher. The teacher determines these from the following: a review of oral and written work; ongoing formal and informal observations of performance and the use of portfolios and student-teacher conferences.

Written reports and conferences are held as follows:

Kindergarten: Written reports in January and June  
Parent-Teacher Conferences in November and March

Grades 1-4: Written reports in December, March and June  
Parent-Teacher Conferences in November

### **STANDARDIZED TESTING**

It is the intent of the Foxborough Elementary Schools to be consistent across the district with frameworks set by the Commonwealth of Massachusetts. Specific dates for state testing will be distributed each year.



## **SPECIAL RESOURCES AND PROGRAMS**

### **PROJECT EARLY PRESCHOOL**

The Project Early Program is an integrated preschool program run by the Foxborough Public Schools. The program is designed for children who are three to five years old. In addition to providing classroom services, the preschool staff also screens three, four, and five year-old children referred for possible learning needs.

Preschool provides a fun, developmentally appropriate, multi-sensory, hands-on experience. A thematic approach is used and includes storytelling, music, arts and crafts, movement, and weekly cooking activities. Daily small and large group activities are provided to maximize all learning styles.

### **SPECIAL EDUCATION PROGRAMS**

The Foxborough Public Schools provide a wide variety of programs and services for children on educational plans who are diagnosed with a disability and whose disability prevents them from making effective progress in school without assistance, under the mandates of Chapter 766.

In addition to the academic support, the school system has access to a speech therapist(s), occupational therapist(s), physical therapist(s), adaptive physical education therapist(s), and a wide variety of other services that might be delineated on the child's individualized education plan.

### **SCHOOL GUIDANCE COUNSELOR**

Through the elementary school guidance program students have the opportunity to develop the knowledge, beliefs and behaviors necessary to effectively interact with the others in the school and community. The focus is on the development of positive healthy relationships and the application of skills related to attitudes, self-acceptance, and positive coping strategies.

### **FIELD TRIPS AND PROGRAMS**

Field trips are designed to extend and enrich the curriculum. Field trips are planned by the grade level teams and are usually partially subsidized by the school's PTO. Many special programs are held during the school year at the school for all grades. These programs are organized with input from the staff and funded by the PTO.



## **SCHOOL COUNCIL**

### **PURPOSE AND MEMBERSHIP**

In accordance with the Education Reform Act, every public school in the Commonwealth must establish its own school council. The school council is an elected body of parents, teachers and community members that serves to advise the principal on matters of concern to the school. The council has a role in creating individual school goals and improvement plans. Serving as a member of a school council allows parents, teachers and community members an active, hands-on opportunity to become involved in improving the educational process and school environment.

The council consists of equal numbers of staff and parents and one community representative. The school principal appoints the community representative. The parent community elects parent representatives. Staff members elect their representatives at a staff meeting. The principal acts as the co-chair of the council along with one of the council members chosen by the council.

### **MEETINGS**

School Council meetings are held monthly at each school and are open to the public. Information regarding the dates, times and agendas of these meetings are available at each school, the town hall and on-line. In addition, copies of the current School Improvement Plan are also available on-line or at each building's main office.



## **PARENT-TEACHER ORGANIZATION**

The Parent-Teacher Organization (PTO) is a group of parents and teachers devoted to enriching the educational experience of the elementary school students. The PTO works to raise money and provide volunteers for many programs and enrichment activities. The PTO offers parents an opportunity to be involved in their child's education in many ways. For comprehensive information on the PTO and its various committees, please see the PTO Information Booklet that is revised and distributed each fall.



## **VOLUNTEER OPPORTUNITIES**

There are many opportunities available to parents who would like to volunteer in their child's school. Parent involvement is encouraged and supported by the elementary school staff. Volunteer opportunities are organized in a variety of ways and can accommodate parents' busy schedules as well as utilize their varied interests and talents. The PTO has numerous committees that depend on parent volunteers. In addition, parents assist in the schools as library assistants, room mothers, and computer lab assistants. Teachers may also request help from parents for special projects, field trips or events. Information regarding volunteer opportunities will be sent home in the monthly newsletter or in separate notices. Please speak with your child's teacher or the principal regarding any volunteer ideas you may have or special talents you wish to share.



## **PHOTO/VIDEO CONSENT**

The Foxborough Public School District uses student names, student work, photographs, video, and/or audio of students for many purposes such as honor roll, attendance, awards, and other school-related events. These may be included in the school's/district's newsletter, yearbook, website, podcast, instructional videos, or other publications including social media produced or authorized by the school system.

At the beginning of each school year, parents will be asked to sign a permission form indicating whether or not their child/children may be videoed or photographed for the purposes described above.



## **INTERNET ACCEPTABLE USE POLICY**

It is the goal of the Foxborough 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 an enormous 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 Foxborough 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 Foxborough 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 and staff at each school. While at school, students may only log on using the school account, and may not use personal or home accounts. The Foxborough Public School account is to be used for educational purposes only, including research for school projects and intellectual inquiry.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Age-appropriate training on online behavior/cyberbullying will be conducted annually through the district's technology skills curriculum and social skills curriculum. 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 account 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 if a security problem is discovered.

Inappropriate behavior on the part of any student while using a Foxborough Public School computer account may result in the loss of Internet access privileges. Under appropriate circumstances, law enforcement officials may be notified. The Foxborough Public School system, along with any other persons or organizations associated with the school Internet connectivity, 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 Foxborough Public Schools 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 a Foxborough Public School provided computer account.

The Foxborough 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 Foxborough 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 Foxborough Public School system reserves the right to modify these guidelines at any time.