Braintree Public Schools

Elementary Parent
and Student Handbook
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Beliefs</td>
<td>2</td>
</tr>
<tr>
<td>Values</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Letter</td>
<td>4</td>
</tr>
<tr>
<td>Elementary School Administration</td>
<td>5</td>
</tr>
<tr>
<td>School Committee</td>
<td>5</td>
</tr>
<tr>
<td>District Administration</td>
<td>5</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>6</td>
</tr>
<tr>
<td>- Parent Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>- School/Teacher Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>- Student Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>- General Student Behavior</td>
<td>7</td>
</tr>
<tr>
<td>- Building Procedures</td>
<td>7</td>
</tr>
<tr>
<td>- Recess Procedures</td>
<td>7</td>
</tr>
<tr>
<td>- Cafeteria Procedures</td>
<td>8</td>
</tr>
<tr>
<td>- Classroom Procedures</td>
<td>8</td>
</tr>
<tr>
<td>- Harassment</td>
<td>8</td>
</tr>
<tr>
<td>- Nondiscrimination</td>
<td>9</td>
</tr>
<tr>
<td>- School Bus Regulations</td>
<td>9</td>
</tr>
<tr>
<td>- Transportation Policy</td>
<td>9</td>
</tr>
<tr>
<td>- Computers &amp; Internet Use</td>
<td>11</td>
</tr>
<tr>
<td>- Internet Acceptable Use Policy</td>
<td>12</td>
</tr>
<tr>
<td>- Smoking/Tobacco Products</td>
<td>14</td>
</tr>
<tr>
<td>- Weapons</td>
<td>14</td>
</tr>
<tr>
<td>- Alcohol and Drugs</td>
<td>15</td>
</tr>
<tr>
<td>- Discipline</td>
<td>15</td>
</tr>
<tr>
<td>- Disciplining Student with Special Needs</td>
<td>16</td>
</tr>
<tr>
<td>Schedules</td>
<td>17</td>
</tr>
<tr>
<td>- Daily</td>
<td>17</td>
</tr>
<tr>
<td>- Early Release Dismissal Times</td>
<td>17</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>17</td>
</tr>
<tr>
<td>- Volunteers</td>
<td>17</td>
</tr>
<tr>
<td>- School Council</td>
<td>17</td>
</tr>
<tr>
<td>- Parent Teacher Organization (PTO)</td>
<td>17</td>
</tr>
<tr>
<td>- Special Education Parent Advisory Council (SEPAC)</td>
<td>18</td>
</tr>
<tr>
<td>Attendance</td>
<td>18</td>
</tr>
<tr>
<td>- Absence</td>
<td>18</td>
</tr>
<tr>
<td>- Tardiness</td>
<td>18</td>
</tr>
<tr>
<td>- Dismissal</td>
<td>18</td>
</tr>
<tr>
<td>- After School Programs</td>
<td>18</td>
</tr>
<tr>
<td>- Family Vacations</td>
<td>19</td>
</tr>
<tr>
<td>- Religious Holy Days</td>
<td>19</td>
</tr>
<tr>
<td>- No School/Delayed Opening</td>
<td>19</td>
</tr>
<tr>
<td>- Emergency Dismissal</td>
<td>20</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Communication</td>
<td>20</td>
</tr>
<tr>
<td>- Emergency Information Form</td>
<td>20</td>
</tr>
<tr>
<td>- Newsletter</td>
<td>20</td>
</tr>
<tr>
<td>- Website</td>
<td>20</td>
</tr>
<tr>
<td>- ConnectEd</td>
<td>20</td>
</tr>
<tr>
<td>- Back to School Night</td>
<td>21</td>
</tr>
<tr>
<td>- Parent/Teacher Conferences</td>
<td>21</td>
</tr>
<tr>
<td>Health Room Policies</td>
<td>21</td>
</tr>
<tr>
<td>- Body Mass Index (BMI) Screening</td>
<td>22</td>
</tr>
<tr>
<td>- Fluoride</td>
<td>22</td>
</tr>
<tr>
<td>- Hearing &amp; Vision Testing</td>
<td>22</td>
</tr>
<tr>
<td>- Medications</td>
<td>22</td>
</tr>
<tr>
<td>- Physical Exams</td>
<td>23</td>
</tr>
<tr>
<td>- Postural Screening</td>
<td>23</td>
</tr>
<tr>
<td>- School Insurance</td>
<td>23</td>
</tr>
<tr>
<td>Safety</td>
<td>23</td>
</tr>
<tr>
<td>- CORI</td>
<td>23</td>
</tr>
<tr>
<td>Lunch and Recess</td>
<td>24</td>
</tr>
<tr>
<td>Academic Information</td>
<td>24</td>
</tr>
<tr>
<td>- Report Cards</td>
<td>24</td>
</tr>
<tr>
<td>- Progress Reports</td>
<td>24</td>
</tr>
<tr>
<td>- Homework Policy</td>
<td>24</td>
</tr>
<tr>
<td>- Make-Up Work</td>
<td>26</td>
</tr>
<tr>
<td>- Cheating/Plagiarism</td>
<td>27</td>
</tr>
<tr>
<td>- Home/Hospital Instruction</td>
<td>27</td>
</tr>
<tr>
<td>Specials and Support Services</td>
<td>27</td>
</tr>
<tr>
<td>- Art</td>
<td>27</td>
</tr>
<tr>
<td>- English Language Learners (ELL)</td>
<td>27</td>
</tr>
<tr>
<td>- IIT/Media</td>
<td>27</td>
</tr>
<tr>
<td>- Music</td>
<td>27</td>
</tr>
<tr>
<td>- Physical Education</td>
<td>27</td>
</tr>
<tr>
<td>- Remedial Reading &amp; Math</td>
<td>28</td>
</tr>
<tr>
<td>- School Psychologist</td>
<td>28</td>
</tr>
<tr>
<td>General Guidelines</td>
<td>28</td>
</tr>
<tr>
<td>- Bullying &amp; Harassment</td>
<td>28</td>
</tr>
<tr>
<td>- Dress Code</td>
<td>28</td>
</tr>
<tr>
<td>- Field Trips</td>
<td>29</td>
</tr>
<tr>
<td>- Invitations</td>
<td>29</td>
</tr>
<tr>
<td>- Lost and Found</td>
<td>29</td>
</tr>
<tr>
<td>- Physical Restraint</td>
<td>29</td>
</tr>
<tr>
<td>- Student Records</td>
<td>29</td>
</tr>
<tr>
<td>- Telephones/Electronic Devices</td>
<td>30</td>
</tr>
<tr>
<td>- Skateboards, Rollerblades &amp; Scooters</td>
<td>30</td>
</tr>
<tr>
<td>- Valuables</td>
<td>30</td>
</tr>
</tbody>
</table>
Mission Statement

The mission of the Braintree Public Schools, in partnership with parents and the community, is to prepare all students to become responsible and contributing members of a diverse and global society. We motivate and enable each student to develop intellectually, physically, socially, and emotionally through a rigorous and supportive educational program within an inclusive and safe environment that nurtures creative and critical thinking, the development of values, and the pursuit of lifelong learning.
Beliefs

Since excellence in instruction and student achievement is our primary objective, we are committed to the following beliefs:

Students should acquire a rigorous core of knowledge in an environment that promotes higher level thinking skills across the curriculum by thinking critically and creatively, and making wise judgments.

All students can achieve academic proficiency and strive for excellence.

All students possess unique talents and gifts and should be encouraged to reach their maximum individual potential.

Students should be able to collaborate and communicate effectively through reading, writing, speaking, computing, the arts, and technology.

Students should acquire the knowledge, skills, and motivation necessary to achieve and maintain optimum health and lifelong fitness.

Students should develop a sense of self-discipline, self-respect, and self-reliance and demonstrate social, civic and environmental responsibility.

Students should acquire skills to adapt to an evolving and technologically advancing society.

Students should understand, respect, and appreciate the racial, ethnic, and cultural diversity of our society and the democratic principles upon which this nation was built.

A safe and orderly environment, free of prejudice, drugs, violence, bullying, hazing and harassment of any kind is essential to promote student learning.

Ongoing opportunities for the professional growth and development of staff are essential for improving teaching and learning.

Parents, guardians, and caregivers, in partnership with schools, are an integral part of their child’s learning.

Community involvement should be actively solicited, encouraged and developed.
Values

The Braintree Public Schools recognize their shared responsibility with parents in developing students’ values. This shared responsibility includes educating the whole child and working toward developing a good and informed citizenry.

In support of the above, the Braintree School Committee affirms the following values as integral part of the students’ overall education.

<table>
<thead>
<tr>
<th>Respect</th>
<th>Cooperation</th>
<th>Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honesty</td>
<td>Responsibility</td>
<td>Fairness</td>
</tr>
<tr>
<td>Courtesy</td>
<td>Compassion</td>
<td>Tolerance</td>
</tr>
<tr>
<td>Courage</td>
<td>Work Ethic</td>
<td>Kindness</td>
</tr>
<tr>
<td>Integrity</td>
<td>Perseverance</td>
<td>Loyalty</td>
</tr>
</tbody>
</table>
Dear Parent:

The Braintree Elementary School Principals have worked together to develop this handbook in order to keep parents and students informed about policies of their schools.

This handbook contains many guidelines and policies that were inspired by the firm conviction that rules are most effective when they are clearly defined and when they are enforced with consistency and fairness.

It is recognized that learning takes place in a school environment that promotes a sense of order and security for children; and where everyone associated with that school environment, students, parents, teachers, support staff and principal, fulfills his or her expected responsibilities. This promotes a safe and productive learning experience for those who attend and whose right it is to receive a quality education.

This document reinforces our beliefs that:

- All students and parents have the right to expect each school to have a stable, nurturing environment in which excellence of instruction may flourish.
- All students and their parents have the right to expect prompt action in cases where unacceptable behavior interferes with teaching and learning.
- Good discipline helps students in their adjustments to school and society.
- Students need a structured climate for learning.
- Students need to know the rules and regulations of the school and the penalties for violations of those rules and regulations.
- Students must be assured that all rules and regulations will be consistently and impartially enforced.
- Limitations and controls within a school are essential to a student’s personal development and to the smooth functioning of the school.
- Adults who participate in the discipline process must have a positive attitude toward students and recognition of goals of good discipline.

Please familiarize yourself with this document and to review it with your child from time to time.

If you have any questions or concerns, please don’t hesitate to contact your school.

We sincerely hope that your child’s elementary school years will be rich and rewarding.
Elementary School Administration

Archie T. Morrison Elementary
260 Liberty Street
781-380-0230
www.gpvillage.com/morrisonsschool
John Riordan, Principal
Kathy Petrelli, Administrative Assistant
Absentee Line: 781-849-0686

Donald Ross Elementary
20 Hayward Street
781-380-0240
www.gpvillage.com/rossschool
Donna Bonarrigo, Principal
Susan McCarthy, Administrative Assistant
Absentee Line: 781-356-5308

Highlands Elementary
144 Wildwood Avenue
781-380-0190
www.gpvillage.com/highlandsschool
Nancy Pelletier, Principal
Alice Elstermeyer, Administrative Assistant
Absentee Line: 781-380-0190

Hollis Elementary
482 Washington Street
781-380-0120
www.gpvillage.com/hollisschool
Timothy MacDonald, Principal
Kathy Bakis, Administrative Assistant
Absentee Line: 781-380-7742

Liberty Elementary
49 Proctor Road
781-380-0210
www.gpvillage.com/liberty
Ilana Bebchick, Principal
Elaine Couture, Administrative Assistant
Absentee Line: 781-848-3790

Mary E. Flaherty Elementary
99 Lakeside Drive
781-380-0180
www.gpvillage.com/flahertyschool
Stacey Soto, Principal
Gail Hulke, Administrative Assistant
Absentee Line: 781-380-0153

Monatiquot
25 Brow Avenue
781-380-0220
Timothy MacDonald, Principal

School Committee
Shannon Hume, Chairperson
Tom Devin
Lisa Fiske Heger
Pam Kiley
Sarah Nichols
David Ringius, Jr.
Joseph Sullivan, Mayor

District Administration
Dr. Maureen S. Murray, Superintendent
Peter B. Kress, Business Manager
CODE OF CONDUCT

One of the goals in educating young children is to teach them the responsibility of making appropriate choices in their behavior. Rules are developed for individual classrooms as well as the entire building. These rules reinforce the necessity of safety, personal respect and self-discipline.

Parents, teachers, support staff, principals and students all have an important role in the Braintree Elementary Schools. When the following responsibilities are fulfilled by each of the respective members, then learning flourishes in a sound school environment.

**Parent Responsibilities**

- To be aware of the physical, emotional, and educational needs of the child.
- To encourage a positive attitude toward school.
- To encourage positive hygiene and health habits.
- To provide the child with adequate and suitable clothing for school.
- To get the child to school daily and on time and to write a note if the child is absent or tardy.
- To send a note if there is a change in a child’s dismissal routine.
- To be aware of classroom activities and rules and to consult with the teacher periodically.
- To supervise homework and to encourage reading at home.
- To reinforce learning at home.
- To encourage respect for the physical, emotional and social rights of others.
- To encourage children to respect the religious, cultural and ethnic differences of others.
- To encourage respect for authority and property.
- To help children become independent, productive and responsible.
- To become involved in school activities.
- To provide written permission from a physician and the original prescription bottle for any medication to be taken in school.

**School / Teacher Responsibilities**

- To provide a classroom atmosphere conducive to learning.
- To provide meaningful and challenging instruction and activities to meet the students’ individual needs.
- To encourage a positive self-image in students and to teach coping skills.
- To be sensitive to students’ educational, social and emotional needs.
- To encourage respect for the physical, emotional and social rights of others.
- To provide a positive role model for the students.
- To help prepare students to become interdependent, responsible and productive.
- To provide proper adult supervision of students at all times to ensure safety.
- To provide activities that promote school pride.
- To respect the rights of all persons in the school
- To encourage respect for the religious, cultural and ethnic differences in others.
- To encourage respect for authority and property.
- To provide support and encouragement, direction, and guidance to students and parents.
• To uphold the homework policy and to encourage reading at home.
• To be responsive to parental needs and to keep parents informed of students’ progress and behavior.

**Student Responsibilities**

• To respect the rights of all members of the school community.
• To adhere to the school’s safety and behavior code.
• To display effort, attention, and cooperation in school situations.
• To familiarize themselves with and follow the Code of Conduct for the school.
• To care for school property, respect the property rights of others and pay for materials that are lost or broken because of carelessness or misbehavior.
• To behave appropriately in all learning and social situations commensurate with their emotional and educational level of development.
• To be prepared for class assignments and to complete homework tasks, commensurate with individual ability.
• To comply with the Braintree School Committee’s bus regulations.

**General Student Behavior**

Braintree Elementary School students are expected to conduct themselves in an orderly and respectful manner at all times. In addition, it is required that every Braintree Elementary School student adhere to the following procedures:

**Building Procedures**

• All students shall report to their assigned areas upon arrival at school.
• Tardy students shall report directly to the office.
• Students are to walk silently in an orderly manner throughout the building at all times.
• Vandalism and littering in the building are prohibited in all areas including bathrooms.
• Students should proceed directly to and from special programs.
• No loitering in corridors.

**Recess Procedures**

• Students are to respect rights of other children playing in the area.
• Students are to remain in designated areas.
• There will be no rough playing or fighting or body contact games.
• Students should not bring playground equipment to school.
• If trouble arises, assistance should be sought from one of the adult supervisors.
• No student will leave the playground or go into the building without permission.
• When the bell rings, children shall line up in a quiet, orderly fashion. There will be no pushing or fighting.
Cafeteria Procedures

- Students should always behave in a courteous and safe manner – no running, pushing or using food improperly.
- Students are to eat only in designated areas.
- All supervisory paraprofessionals, lunchroom personnel, and custodians are to be treated with respect and politeness.
- Trash should be disposed of as directed by the supervisory paraprofessionals.
- Considerate behavior in the lunchroom means:
  - Quiet conversations
  - Proper disposal of food in the trash receptacle
  - No popping bags or juice or milk cartons
  - Keeping the lunch area neat and clean
  - Remaining in seats until permission to leave is given
  - Raising hands to request assistance

Classroom Procedures

Each classroom will have some individual rules and regulations to suit its own grade level needs. The following is a list of common rules for all classes:

- Students are responsible for the proper use and care of books and other school materials and equipment.
- Students must show respect, courtesy, and consideration for all members of the school community.
- Bullying and harassment in any form will not be tolerated and will be subject to the discipline policy. (See full policy at www.braintreeschools.org or hard copy is available upon request from your child’s school.)
- Toys, animals or personal audio-video equipment are not allowed without permission of the classroom teacher. If parents choose to send children with a cell phone, it must be turned off and kept in a backpack.
- Students should behave in a way that promotes safety and protects themselves and others.
- Disrespect, rudeness, improper language or inappropriate gestures are not allowed at any time.
- Students may not leave a classroom without permission from the adult in charge.
- Disruptive behavior that infringes on the rights of other children to learn will not be tolerated.
- Bathrooms and the fixtures in these areas are to be used properly and only with permission.

Harassment

No form of harassment will be tolerated. These include sexual, racial, ethnic and religious harassment. Whenever any person or persons interfere by threats, intimidation or coercion with the exercise or enjoyment by any other person or persons of rights guaranteed under the law, it shall be considered “harassment”.
Nondiscrimination

Chapter 76, Section 5 of the Massachusetts General Laws provides that “Every person shall have the right to attend the public schools of the town where she/he actually resides, subject to the following section. 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 VI of the Civil Rights Act of 1974 also prohibits discrimination on the basis of race and national origin. Title IX of the Education Amendments of 1972 also prohibits discrimination on the basis of sex. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. It is the policy of the Braintree Public Schools to abide by all applicable laws prohibiting discrimination.

Any student who believes he/she may have been the victim of discrimination will be informed by the Principal of the school’s grievance procedures and will, upon request, receive a copy of these procedures.

School Bus Regulations

The Braintree School Committee’s policy is to bus all kindergarten students at the end of the morning session and the beginning of the afternoon session and all elementary students who live more than one mile from school. Pupils are entitled to free transportation only when they conduct themselves in accordance with the rules and regulations of the School Committee and do their share to see that conditions on the buses are safe and satisfactory. Damage to school bus equipment shall be paid for by the offender.

The bus driver will report any violation of these school bus regulations in writing both to the management of the bus company and the school administration on the day in which the violation occurs. The principal of the school will review the complaint with the pupil and if he or she deems the report is valid, the parent will be so informed by a phone call and/or a copy of the bus driver’s report and if required by these rules, the pupil will lose his or her bus privilege for the length of time indicated.

Transportation Policy

A. PURPOSE: The School Committee’s concerns in regard to its school bus transportation operation are as follows:
   1. It should be as safe as possible.
   2. It should be as efficient and economical as possible.
   3. It should be flexible so that students can take part in the full educational program.
   4. It should maintain conditions on the buses which are in the best interest of the students from a mental, moral and physical consideration.
   5. It should promote an understanding by the public of the entire transportation program including safety, efficiency, and high standards of service.

B. RESPONSIBILITY
   1. In order to address these concerns, it is necessary that the school administrators, the bus drivers, and students and their parents/guardians work cooperatively.
The Safety Officer and the Braintree Police Department coordinate the school transportation program with the local safety and traffic enforcement plan.

2. The School Committee, in accordance with State statutes governing school bus operation, those of the Police Department and the Massachusetts Department of Motor Vehicles, has to set up operation rules and regulations.

C. ELIGIBILITY
Eligibility to ride the bus is determined by the School Committee. The guidelines vary depending on the grade of the student, the distance from the school, and whether or not there is a transportation fee.

D. BUS PASSES
1. Students will have their passes ready to show the bus driver each time they get on the bus.
2. A student who does not have a pass will not be allowed to ride on a school bus.
3. Any student losing a pass must report the loss to the school office; a temporary pass will be issued for one ride home. Students are allowed 5 temporary bus passes for the entire school year.
4. The student will be given a replacement on payment of one dollar ($1.00) along with a note from a parent/guardian.
5. Any student transferring a pass to another person will automatically lose his or her transportation privilege for a period of one week.

E. BUS REGULATIONS
1. Walkers are not permitted to ride a bus for any reason.
2. Buses will depart on schedule and will not delay departure for tardy students.
3. Students are permitted to ride only their assigned bus.
4. Buses will stop only at designated stops.
5. Students must get on and off their bus only at their assigned bus stop. Drivers will discharge riders only at their regular stops.
6. Students are not permitted to cross main thoroughfares before getting on or after getting off the bus.
7. There must be absolute quiet when approaching a railroad crossing stop.
8. In case of a road emergency, children are to remain on the bus unless requested to leave by the driver of the bus.
9. The School Department will condone only walking designated routes.
10. Late buses are only for students who remain after school for supervised activities.
11. Students are not permitted to loiter after school, nor are they permitted to leave school grounds and then return to take the late bus.

F. STUDENT CONDUCT
Students will be courteous to the driver, to fellow students, and to passers-by. Students must obey the bus driver at all times. Disorderly conduct will not be tolerated at bus stops, while loading or unloading buses, or during the ride to and from school.
1. Morning Loading
   a. Do not wait on private property or in the street.
   b. Do not engage in any discourteous or unsafe behavior.
   c. Do not move toward the bus until it has stopped.
   d. Board the bus without pushing or crowding.
2. On the Bus
a. Sit where you are told.

b. Do not stand or change your seat until you arrive at your stop or at school.

c. Keep your hands, arms, feet, and head inside the bus.

d. Do not open or close windows, doors, or emergency exits.

e. Do not throw anything on the bus or at passing vehicles or pedestrians.

f. Do not contribute to any unnecessary confusion. (No shouting or singing.)

g. Do not litter.

h. Do not deface, damage, or tamper with any bus equipment.

i. Keep books, bags, packages, coats and other objects out of the aisle.

j. No open food or drink containers are permitted on the bus.

k. Smoking, eating, drinking, or transporting any illegal substances is forbidden.

3. Afternoon Disembarking
   If it is necessary to cross the street (on side streets):
   a. Cross immediately after getting off the bus.
   b. Cross at least ten feet IN FRONT OF THE BUS.
   c. Check for oncoming traffic in both directions.
   d. Be alert to danger signals from the driver.

4. Extracurricular Trips
   a. The above rules and regulations apply to any trip with school sponsorship.
   b. Students must respect the wishes of chaperones appointed by the school.

G. VIOLATIONS AND PENALTIES
   Students are entitled to transportation only when they conduct themselves in a safe and courteous manner and do their share to see that conditions on the bus are satisfactory.

1. In order to maintain safe conditions, bus drivers may:
   a. Assign a student to a specific seat.
   b. Return disruptive students to their school to be left in charge of school authorities for that afternoon.
   c. File a written report with the school administration within two days of a violation of these bus regulations.

2. The school administration will:
   a. Review the report with the student.
   b. Determine the appropriate penalty if the complaint is valid.
   c. Inform the student’s parent or guardian of the offense and penalty by a phone call followed by a note.

3. Penalties
   a. Damage to the bus or any bus equipment will be paid for by the offender.
   b. Bus conduct infractions will be dealt with in the following manner:
      1. First offense – A phone call to parent followed by a note from the principal
      2. Second offense – Loss of bus privileges for one week
      3. Third offense – Loss of bus privileges for one month
      4. Fourth offense – Loss of bus privileges for the remainder of the school year

Computers & Internet Use

The computer/computer labs in the Braintree Public Schools are tools to be used for educational purposes. No person or persons shall:

1. Tamper with or attempt to change any settings on any computer in the system without authorization
All Braintree Public School students are prohibited from:
1. Using the Braintree Public Schools Internet access for any personal use
2. Using any profane, vulgar, threatening, libelous, or criminal language when using the Internet for school business
3. Accessing any prohibited sites on the Internet
4. Overriding or encouraging students to override any firewalls established on the Internet access network
5. Permitting other individuals to use their passwords
6. Disseminating any passwords, codes, access telephone numbers, or account numbers

Internet Acceptable Use Policy
Approved by School Committee March 11, 1996, Update Approved November 4, 2001

Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on Internet, many of which are of educational value. Because of its enormous size, Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use Internet, both students and faculty, use this valuable resource in an appropriate manner.

The use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct, and/or violation of these guidelines. Such conduct would include, but is not limited to, the placing of unlawful and/or inappropriate information on a system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages that are likely to result in the loss of recipients' work or systems, the sending of "chains letters," or "broadcast" messages to lists or individuals, any other types of use which would cause congestion of the networks or otherwise interfere with the work of others, as well as the use of the Internet in a manner which would violate the copyright and/or trademark laws of the United States, any attempts to override the filtering system and firewall, and any intentional efforts to cause problems to a computer operating system. In addition, the Braintree Public Schools takes no responsibility for any information or materials that are transferred through Internet.

Because of the size of Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using his or her Braintree Public School's Internet account, he or she shall refrain
from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Therefore, anyone using the Internet connection for non-educational purposes shall immediately log off should any significant system slow-down occur. In addition, should people connecting through their home modems be using Internet for non-educational purposes and observe that all phone lines are in use, then they shall immediately log off. Failure to abide by these regulations shall result in suspension of their Braintree Public School’s Internet account, pending administrative review.

Braintree Public Schools makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Braintree Public Schools, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

Braintree Public Schools reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Further, the Braintree Public Schools reserves the right to periodically monitor the online activities of all users.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school time, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, movies, radio and other potentially offensive media.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network and sites considered to be pornographic in nature. All users are prohibited from attempting to override the filtering system and/or the firewall. Such acts will result in the loss of the privilege of using the Internet on the Braintree Public Schools network.

Braintree Public Schools strongly condemns the illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Also, all users should keep in mind that when they use Internet, they are entering a global community, and any actions taken by them will reflect upon the Braintree Public Schools as a whole. As such, all users must behave in an ethical and legal manner. Further, all users are prohibited from disclosing any personal information about other students and/or minors.
The use of chat rooms by users is strictly prohibited, unless authorized by building principals. All students are prohibited from using e-mail unless under the guidance of teachers with permission from parents. The teacher in charge will closely monitor all permitted e-mail.

In summary, all Braintree Public School’s employees and students are prohibited from: using the Braintree Public School’s Internet access for any personal use; using any profane, vulgar, threatening, libelous, or criminal language when using the Internet for school business; accessing any prohibited sites on the Internet; overriding or encouraging students to override any firewalls established on the Internet access network; permitting another individual to use their password, dissemination of any passwords, codes, access telephone numbers, or account number; and/or any other action whatsoever which would in any way subject the employee and/or employer to a possible criminal or civil action. Any and all violations of this policy may subject the user to discipline, up to and including termination for employees, and up to and including expulsion for students. The foregoing list is not all-inclusive and the Braintree Public Schools reserves the right to notify a user of any other impermissible action regarding the use of the Internet.

Braintree Public School’s administration reserves the right to change these rules at any time without notice.

Acknowledgements: Most of this material was developed from already prepared documents downloaded from the Internet and adapted for Braintree Public Schools use.

The Net: User Guidelines and Netiquette,
Arlene Ranaladi, Florida Atlantic University
The Lexington Public School’s acceptable Use Policy, Lexington, MA
The Bellingham Public School’s District Internet and E-mail Rules, Bellingham, MA

**Smoking / Tobacco Products**

Smoking is detrimental to health. Smoking is forbidden when a pupil is on school grounds and within the schools. This rule applies when pupils are at bus stops or on school buses. If elementary students are observed using tobacco products on school property then the principal will arrange for a parent conference to discuss intervention strategies to prevent a recurrence. Other disciplinary measures may be taken if the violations continue.

**Weapons**

Possession or use of a knife, gun, or any other object or facsimile which may be considered or used as a weapon is prohibited on school property. School property is broadly defined to include the school building, on school grounds, at school sponsored events, at activities or events which may be conducted off school grounds, on school buses, and at or around the school bus stops, during loading and unloading procedures or on the way to or from school. Violation of this policy will be cause for suspension and, if warranted, reported to the Police Department and referred to the School Committee for expulsion. Students found in possession of a fire arm as defined by M.G.L. Chapter 269, Section 10, will be reported to the Braintree Police Department and referred to the School Committee for expulsion.
Alcohol and Drugs

Alcohol and other drug abuse is a national and societal problem reaching into our community of Braintree. To maximize the effectiveness of our efforts to achieve a community free of substance abuse, we recognize that the coordination and cooperation of the community as a whole are essential. Therefore the Chief of Police, with the support of the Office of the Mayor, and the Superintendent of Schools with the support of the School Committee, pledge to work together to address any incidents of drug and alcohol use, possession, and/or distribution. Procedures detailed in the Memorandum of Understanding, which can be found on the Braintree Public Schools website, will be followed.

Discipline

The normal sequence of penalties for violation of Braintree Elementary School Rules and regulations are listed below, although the severity of individual offenses may necessitate changes in this sequence:

Informal Discipline
   1. Verbal warning
   2. Loss of privilege
   3. School/parent conference

Formal Discipline I
A. In-School Suspension.
   Assigned to a designated school area under the direct supervision of the Principal or his designee.
B. Out-of-School Suspension.
   The school principal may suspend a student for not more than five consecutive (5) school days. When a student is suspended, the following procedures, and any other procedures required by law, will be followed:
   1. Students will be suspended only to the custody of the parent(s), guardians(s), or another person designated by the parent(s) or guardian(s).
   2. Prior to suspension, an informal hearing before the principal will be held. At this hearing, the student will be informed of the reason(s) for the suspension, and will be given an opportunity to present his/her side of the matter. In an emergency situation which requires the immediate removal of a student, the informal hearing will be held as soon after the suspension as possible.
   3. The principal will make every attempt to notify the parent(s) or guardian(s) of the student about the suspension and state the cause(s) leading to it. If the suspension is imposed during the school day, the parent(s) or guardian(s) may be required to transport the student home.
   4. The principal will send a letter to the parent(s) or guardian(s) confirming the suspension. This notification shall contain:
      a. The reason(s) for suspension
      b. The number of days of suspension
      c. The readmittance date
      d. The time and date of the readmission conference
   5. The principal will forward a copy of each suspension letter to the Superintendent by the close of the school day following the suspension.
6. The student will be given an opportunity to complete any class work, including examinations, that may have been missed during the period of suspension. A time limit equal to the number of days to the suspension will be allowed for the completion of such work.

N.B. A child who has been suspended more than once, shall be recommended for evaluation. This procedure shall follow the guidelines of Massachusetts Law, Chapter 766 as specified by the Massachusetts Department of Education.

Appeal Hearing:
- Student and parent/guardian shall be notified of the time, date and place of appeal hearing. Such notice shall also inform the student of the infraction(s), and of the right of the student to be represented by an attorney.
- The right of the student to have witnesses shall not be denied.
- The appeal hearing will be conducted by the Superintendent. Based on recommendations and other factors that she might consider, the Superintendent makes a decision. If the decision is for the penalty of suspension, the student is suspended.

Formal Discipline II
Expulsion
A student who is suspended for the fourth time in a particular school year shall be warned that the commission of an offense can result in the student being brought before the School Committee for voluntary withdrawal from school or an exclusion hearing pursuant to M.G.L. c76, sec 17.

N.B. Expulsion is an extreme measure to be used after alternative measures to remedy the behavior have failed. A student being considered for expulsion may be afforded the opportunity for a hearing before the School Committee. The hearing will include the right to face one’s accuser. Expulsion will occur only upon the recommendation of the Superintendent and vote of the School Committee.

**Disciplining Students with Special Needs**

An underlying principle of Chapter 766 is that students with special needs must be treated in a manner that most closely resembles their peers in regular education, while at the same time considering their unique programming needs. The student’s Individualized Educational Plan (IEP) should include appropriate programs and strategies for addressing potentially disruptive behavior. Continuation of these behaviors may indicate that the student’s needs are not being met and a new I.E.P. may need to be developed.
SCHEDULES

**Daily Schedule***

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Enter Building</td>
<td>8:35</td>
</tr>
<tr>
<td>School Day Begins</td>
<td>8:45</td>
</tr>
<tr>
<td>Morning Kindergarten Dismissal</td>
<td>11:15</td>
</tr>
<tr>
<td>Afternoon Kindergarten Begins</td>
<td>12:20</td>
</tr>
<tr>
<td>School Day Ends</td>
<td>2:50</td>
</tr>
</tbody>
</table>

*Students should plan on arriving at school no earlier than 8:35 to ensure that there will be a staff member to greet them.

**Early Release Dismissal Times**

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Kindergarten Dismissal</td>
<td>10:30</td>
</tr>
<tr>
<td>School Day Ends</td>
<td>12:10</td>
</tr>
</tbody>
</table>

**NO Lunch**

**NO Afternoon Kindergarten**

PARENT INVOLVEMENT

In Braintree, we believe that active involvement of parents in their child’s education is essential to success in school. Strong home-school partnerships benefit children, parents, teachers and the entire community.

Volunteers

Volunteers provide many invaluable services for our schools; from helping in the classrooms to chaperoning field trips. Notices will be sent home during the year offering a variety of opportunities to assist. All volunteers must have CORI checks (see page 33) and should always be mindful of students’ privacy.

School Council

As mandated by the Education Reform Act of 1993, our school has a School Council comprised of the principal, two teachers, three parents and a community representative. Each member of the Council serves for three years. The Council typically meets six times each year (September, October, January, March, April and May) to discuss school policies and procedures and to develop our School Improvement Plan.

Parent Teacher Organization (PTO)

The PTO is an organization of parents, guardians and teachers. The organization promotes communication, understanding and cooperation between all stakeholders in order to secure for every child the highest advantages in cognitive, physical and social education. The PTO coordinates various fundraisers throughout the year to supplement our teachers and staff with supplies and equipment and to provide cultural arts programs and field trips.
Special Education Parent Advisory Council (SEPAC)

The Special Education Parent Advisory Council is a volunteer parent advocacy council whose role is to represent the student population in Braintree with special educational needs. SEPAC information can be found at www.gpvillage.com/braintreesepac.

ATTENDANCE

All students shall report to their assigned areas upon arrival to school.

Absence

Students are expected to attend school unless they are ill or excused due to special circumstance. Excessive absences or tardiness over an extended period of time can diminish a child’s success in school, greatly impeding academic and social success. When your child is absent, please call our absentee hotline before 8:00 to let us know the reason he or she is not in school. If we do not hear from you, you can expect a phone call from school personnel to check on your child’s whereabouts. After an absence we request a note from a parent/guardian or doctor explaining the reason for the absence.

Tardiness

Students who enter the building after the 8:45 bell are tardy and must report to the office. Repeated tardies will result in a parent/guardian meeting with the principal.

Dismissal

When a student is to be dismissed during the school day, a note from home stating the time and explaining the reason should be brought to school by the student on the morning of the dismissal.

In order for the student to be released, a parent/guardian or some authorized responsible adult must report to the front office to be recognized by the student and to sign the student out of the building.

If the student returns to school later in the day, he/she must sign in at the office before going to class.

In case of illness, the nurse or the office will release the student with the parent/guardian’s consent.

After School Programs

If your child is attending an after school program, please provide a note with pick up information or your child will be put on his/her regular bus or sent home as usual.
Family Vacations

If parents/guardians decide to go on a vacation of five days or less when school is in session, the student will be responsible for making up all work and will be allowed to make up tests scheduled during this period. The time limit for completion of all work is twice the number of vacation days.

If parents/guardians decide to take their child out of school for more than five days for what is clearly a vacation, the student will not to be allowed to take any tests or receive credit for any work which was scheduled during the absence. Parents/guardians in this circumstance should inform the principal at least two weeks in advance of the intended absence so the students’ teachers can prepare a description of what will be covered in class during the absence.

The laws of the Commonwealth clearly describe the responsibility of parents and school administrators regarding pupil attendance and what school authorities must do to enforce attendance. The following are two pertinent excerpts from Chapter 76, Section 1 & 2 of the General Laws of Education Relating to School Committees:

1. Regulation of School Attendance – Section 1
"The superintendent, or teachers insofar as authorized by him or by the school committee, may excuse cases necessary absence for the other causes not exceeding seven sessions or fourteen half-day sessions in any period of six months..."

2. Duties of Parents: Penalty – Section 2
"Every person in control of a child described in the preceding section shall cause him to attend school as therein required, and, if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars..."

It is the policy of the school department that the Attendance Officer check absences.

Religious Holy Days

Religious holy days may be observed by some students during the school year.

- Teachers will not give tests or quizzes or have programs which would place absent pupils at a disadvantage on religious holy days.
- Teachers shall not announce forthcoming tests or quizzes on religious holy days or conduct reviews for tests or quizzes on those days. Tests or quizzes shall not be administered on the day following a religious holy day unless a notification has been given at least four (4) school days in advance of the religious holy day.
- Teachers should be notified by principals two weeks prior to these holy days, whenever possible, or at the earliest possible date within that period.

No School / Delayed Opening

School is canceled only in severe weather conditions. Occasionally the opening is delayed for one or two hours to allow conditions to improve. Students and parents/guardians will be notified through our automated message system (Connect-Ed). In addition, local radio and television stations carry cancellations.
Emergency Dismissal

On occasion, due to weather conditions or other circumstances, school is dismissed early. Parents/guardians are encouraged to make prior arrangements for the care of their children in the event that an emergency dismissal from school is necessary. Parents/Guardians will be notified through our automated message system (Connect-Ed).

COMMUNICATION

Emergency Information

At the start of each school year, each child is sent home with an emergency information form to be filled out by a parent or guardian. This form includes important information on how to contact an adult should the need arise. It also asks for the name of a neighbor, friend or relative to contact should the parent be unavailable. In the case of serious emergencies, the name of the family physician is also needed. If any of this information changes during the school year, please be sure to let the school know.

Newsletter

A school newsletter is electronically distributed every month. Please let the school know when your email address changes, or if you require a printed copy, so that you can stay up-to-date on all school related activities.

Website

Please visit the school website for updated information.

- Archie T. Morrison Elementary - www.gpvillage.com/morrisschool
- Donald Ross Elementary - www.gpvillage.com/rossschool
- Highlands Elementary - www.gpvillage.com/highlandsschool
- Hollis Elementary - www.gpvillage.com/hollisschool
- Liberty Elementary - www.gpvillage.com/liberty
- Mary E. Flaherty Elementary - www.gpvillage.com/flahertyschool

District information can be found at www.braintreeschools.org.

ConnectEd

ConnectEd is Braintree’s communication system. It allows the Principal or Superintendent to create and send personalized recorded phone messages and/or emails with announcements and notifications.

Please be sure to inform our school office if your emergency contact information, telephone number or email address should change during the school year.
Back to School Night / Open House

Scheduled in early September, Back to School Night provides a brief overview of the school and allows you to meet your child’s teacher and learn about his/her classroom policies. It is not meant to be an individual conference.

Parent/Teacher Conferences

Formal parent-teacher conferences are scheduled in the fall of each school year. We do our best to schedule families with more than one student on the same day or evening. Specific appointments can be made through the classroom teacher by writing a note to the teacher or contacting the teacher directly.

HEALTH ROOM POLICIES

The school nurse is on duty each day. Parents/guardians and students are encouraged to see the nurse not only about specific health matters, but also about general physical health development.

Students must report to the health room with a pass from their teacher if they have an accident in school or become ill. Accidents on school premises are treated according to standard first-aid practices. Care beyond first-aid is the responsibility of the parents/guardians. The nurse will notify parents/guardians if further treatment is needed.

Ill students will be evaluated by the nurse who will determine if they should be sent home. Ill students may only be dismissed from school by the nurse. At the beginning of each year, parents/guardians are asked to fill out an emergency card listing both home and work telephone numbers and the name and phone number of an authorized person who can act in their behalf in case their child has to be sent home from school when they are unavailable. Students are not permitted to leave the building during school hours unless escorted by a parent/guardian or person authorized by the parent/guardian.

It is the responsibility of parents/guardians to share medical information they feel is important to the health and safety of their child.

A doctor’s certificate is required for any student returning to school under the following conditions: a prolonged illness, an operation, an accident, and any restrictions on activity such as slings, casts, or crutches and if absent for five or more consecutive days.

Every year students are weighed and measured in their physical education classes. In addition, they are given a vision and hearing screening using methods approved by the Massachusetts Department of Public Health.
Body Mass Index (BMI) Screening

Massachusetts Regulations 105 CMR 200.000, (2009) for the Physical Examination of Children requires that Braintree Public Schools conduct a Body Mass Index (BMI) screening of each student in grades 1, 4, 7, and 10 (or, in the case of ungraded classrooms, by a student’s 7th, 10th, 13th and 16th birthday). BMI results will be calculated using a student’s age, gender, height, and weight. Results will be reported directly and confidentially to the student’s parent(s)/guardian(s).

- Prior notice of the screening and the benefits of the screening will be provided to the parent(s)/guardian(s). Measurement of height and weight will be done by trained Physical Education teachers. Every effort will be made to protect the privacy of the student during the screening process.
- A report of each student’s BMI and percentile, along with information and materials on BMI, healthy eating and physical activity will be mailed to the parent(s)/guardian(s) of the student, in accordance with guidelines of the Massachusetts Department of Public Health. Parent(s)/guardian(s) will be encouraged to share the BMI results with their child’s primary health care provider.
- Parent(s)/guardian(s) may waive their child’s BMI screening by submitting written notification to the school nurse.

Fluoride

Grades 3-5 participate in a weekly fluoride mouth rinse program. Participation is voluntary and by parent/guardian permission only. There is no cost for participating.

Hearing & Vision Testing

Students in grades 1-5 participate vision testing at the beginning of the school year. Additionally, students in grades 1-3 participate in hearing screenings. If a child fails the screening, parents-guardians will be notified and encouraged to have the child further evaluated by an eye doctor or physician.

Medications

When a student must take prescription medication during school, a written order from the student’s doctor and written permission from the parent/guardian is required. These forms are available from the nurse. A parent/guardian or adult designee must deliver the medication to the nurse where it will be counted. The parent/guardian and nurse must then sign that the medication was received. All medications must be in pharmacy or manufacturer labeled containers. The pharmacist will supply a second bottle for the school upon request. The nurse is only allowed to keep a 30-day supply of medication at a time. Students are not permitted to carry any medication with the exception of an insulin pump for treatment of diabetes, emergency epinephrine for a life threatening allergy and/or an inhaler for asthma as long as the nurse has received written physician orders, written parental permission and it is deemed safe for the student to carry these medications.

Tylenol/acetaminophen, Tums and Benadryl/diphenhydramine are the only over-the-counter medications that can be given to your child with only a written parent consent. All other over-the-counter pain relievers, cough medicines etc. must have a doctor’s order as well as parental written consent. It is also required that if you bring in any over-the-counter medication for your child must be in an unopened package.
Physical Exams

All grade 4 students are required by law to have a physical exam by their physician prior to the start of the school year.

Postural Screening

Grade 5 participates in this mandated program sometime in the spring. It is not a diagnostic service but a program to identify young people who may have early signs of spinal problems and should have further medical evaluation. Parents/Guardians are notified of any unusual findings. Any parent/guardian refusing to allow their child to be screened in school must provide the school nurse with written documentation that the child has been screened by their physician. The documentation should include the date of the screening, the findings, and the signature of the physician.

School Insurance

The school offers accident insurance protection at a nominal cost to parents/guardians as a public service to its students. The insurance supplements other plans and provides protection for accidents occurring:
1. While going to or returning home from school
2. During school
3. During any school sponsored activity and traveling to or from such activity

SAFETY

The security system requires that all visitors enter the building through the front door. Visitors must press a buzzer and be identified before the door lock is released. Upon entry all visitors must report to the front office to sign in. Visitors must also sign out when they leave.

We conduct regular fire and “remain in place” drills. Students should assume that every alarm is an emergency situation and listen carefully to instructions from administrators and teachers. It is our hope that by practicing these drills we will become better in handling situations and also minimize any fears your child may have during the school year.

Criminal Offender Record Information (CORI)

All volunteers will need to complete a CORI form and give a copy of their driver's license to our office. This must be done every year if you are going to volunteer for any school event such as chaperoning a field trip, guest reading, or serving as a classroom helper.
LUNCH & RECESS

The lunch period is 40 minutes long and includes 20 minutes for lunch and 20 minutes for recess. Students may purchase breakfast and lunch daily in the cafeteria at a very reasonable cost. Students may bring lunches from home and purchase water, milk and snacks separately. If needed, “nut free” tables are available.

Parents and students will receive forms for free and reduced price lunch and information about prepayment from the Food Service Department prior to the start of school. Forms are also available in the School Office and online at www.braintreeschools.org under the “School Lunch Program” link. For further information, contact Ms. Megan Ahrenholz, Food Service Director, at 781-380-0144.

We try to get the children out for fresh air unless it is extremely cold or raining. We ask that parents make sure that their children are properly dressed for outdoor play including a warm jacket, hats, gloves/mittens etc. as needed. Additionally, we ask that parents label these items with a dark colored marker so that we can return items if they are lost or misplaced.

Students in grades 1 & 2 have an additional recess lasting 15 minutes in the morning. Students in grades K-2 have a daily snack and we ask that, due to the increased number of food allergies, snacks do not contain nut products.

ACADEMIC INFORMATION

Report Cards

Report cards are issued four times throughout the year for students in grades 1-5. Kindergarten students receive two progress reports each year, usually in January and June. Parents/guardians are encouraged to contact their child’s teacher when questions arise regarding student achievement.

Progress Reports

If your child is on an individualized education plan (IEP) they will receive progress reports each marking period. These reports correspond to the benchmark goals established in the IEP.

Homework

Homework in the Braintree Public Schools is an essential part of the school program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. The guidelines below
indicate how students, parents, teachers and administrators all have a responsibility for the success of homework.

Homework Policy Guidelines for Students

- Always do your best work
- Record directions for homework in an assignment notebook.
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Understand how homework will affect your class grade
- Talk to your parents and teacher if you are having difficulty with homework
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

Homework Policy Guidelines for Parents

- Be familiar with the philosophy and guidelines of the homework policy
- Check your child’s assignment notebook
- Provide a time and place to do homework assignments with limited interruptions
- Actively supervise homework completion, assisting, but not doing the work
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

Homework Policy Guidelines for Teachers

- Assign homework on a regular basis in keeping with the homework policy
- Assignments may be on a daily basis or of a long-term type, such as a report
- Students are to understand clearly all homework assignments
- Require that each student have an assignment book
- Homework may take the form of class, group, or individual assignments
- Group projects should not be assigned as homework, unless students can work on their individual parts independently
- Teachers should coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- Assignments should be discussed, checked and when appropriate, corrected and returned to students
- Specific policies/practices of teachers are to be submitted to the principal and clearly communicated to students and parents
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

Homework Policy Guidelines for Administrators

- Include this homework policy in all teacher, parent and student handbooks
- Require teachers to communicate homework policy to students and parents
• Make certain that teachers are implementing the homework policy consistently and uniformly
• Assist teachers, when necessary, in implementing this homework policy
• Observe use of homework during classroom visits
• Review homework samples and assignments periodically
• Give suggestions to teachers, when necessary, on how assignments could be improved
• Develop homework incentive programs/practices with teachers and parents to assist and enhance homework completion

Time Frame of Homework Assignments
While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child’s teacher for assistance.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Up to 15 minutes of reading* per night, Monday-Thursday</td>
</tr>
</tbody>
</table>
| Grade 1  | 15 minutes of reading* per night  
15 minutes of homework four nights per week, Monday-Thursday |
| Grade 2  | 15 minutes of reading* per night  
15 minutes of homework four nights per week, Monday-Thursday |
| Grade 3  | 15 minutes of reading* per night  
20 minutes of homework four nights per week, Monday-Thursday |
| Grade 4  | 40-45 Minutes of homework four nights per week, Monday-Thursday  
Students may be required to spend time on the weekends for any long-term assignments and required reading |
| Grade 5  | 45-60 minutes of homework four nights per week, Monday-Thursday  
Students may be required to spend time on the weekends for any long-term assignments and required reading |

Students should be encouraged to read for pleasure on weekends and vacations.  
* Reading also includes having adults reading to children.

If a student is experiencing difficulty, parents/guardians have the option of signing off at the upper time limit for completing homework, if the student has worked studiously and has produced quality work.

Make-up Work
Students who are absent a day or two should get their assignments by calling a friend or by accessing Aspen Parent Portal. For absences of THREE or more days, a parent/guardian may call the school office to arrange for books and assignments to be collected. Calls should be made early in the day, and the materials should be picked up in the front office or the guidance office by the end of the day.

Students returning after an absence are responsible for seeing each of their teachers to check on the status of their work. Students must return for make-up sessions whenever requested to do so by the teacher. Failure to make up missed work will result in a loss of credit for the assignment.
Cheating/Plagiarism

Cheating involves the intentional attempt to pass off the work of another as one’s own and will not be tolerated.

Home/Hospital Instruction

Tutoring in the home or hospital is available when the school receives written confirmation from the student’s doctor that he/she must remain out of school for medical reasons for a period of fourteen school days or more.

SPECIALS AND SUPPORT SERVICES

Art

An art teacher will instruct students in grades 1-5 once per week. Art appreciation, instruction in painting, drawing and design comprise much of the curriculum.

English Language Learners (ELL)

Students in grades 1-5 whose first language is not English may receive special instruction. Eligibility for this service is determined based on a home language survey that a parent completes and teacher recommendation. Students who receive ELL instruction may take state assessments called MEPA and ACCESS.

IIT/Media

Students have weekly lessons that infuse technology into the curriculum. In addition, there is traditional book borrowing.

Music

Our vocal music teacher instructs students in music theory and appreciation and understanding of various types of music. In third grade students learn to play the recorder. Instrumental music lessons are available once per week for fourth and fifth grade students. Lessons are free of charge and occur during the school day. Parents/guardians should be aware that students will be responsible for missed class work that occurs when they are participating in instrumental music.

Physical Education

Students should come to school properly dressed for participation. This includes pants, shorts or skorts and sneakers. All students must take part in physical education classes unless the teacher or nurse receives a written note detailing the reason for being excused from class. If the excuse is for a short duration, a note sent by the parent/guardian is acceptable. For an extended time out of class, the student must be excused by a physician for medical reasons. Permission from the physician is also required in order for a student to re-engage in physical education activities after being excused.

During October and November, grade 4 students run, do sit-ups and push-ups, reach
for their toes and stretch and their performance is recorded. This performance is compared to standards that have been set for all children at this age level, not classmates or peers, and reported to parents/guardians via a “Fitnessgram.” The purpose of Fitnessgram is to promote enjoyable regular physical activity and to provide the teacher, student and parent/guardian with information that will help the student maintain or improve his or her level of health related fitness.

Remedial Reading & Math

Specialists work with students in grades 1-5 who need additional assistance in reading and/or math. Support may be provided in the classroom or in small pull-out groups.

School Psychologist

Counseling services are available to help students develop academically, personally, and socially. The school psychologist conducts educational and psychological testing as part of a special education evaluation and coordinates plans for children who qualify for accommodations under Section 504. If you have concerns about your child’s emotional well-being that may be interfering with his or her learning, please feel free to contact the school psychologist.

GENERAL GUIDELINES

Bullying & Harassment

Our school works very hard to address any issues of bullying. We recognize that bullying and intimidation have a negative effect on school climate. It is unacceptable for students to be made to feel intimidated or anxious because of bullying. We encourage all students to report incidences of bullying to an adult. Parents may also contact the Principal or the classroom teacher if they feel that a bullying incident has taken place at school. We also have a box near the nurse’s office where students can anonymously report an incident of bullying. Each incident is investigated thoroughly.

Grades K-3 participate in the Second Step Program that focuses on social development including empathy training, emotion management and problem solving.

Grades 4-5 participate in Steps to Respect which more directly teaches students how to identify, report and prevent bullying behaviors.

Dress Code

- Students are not permitted to wear hats in the building.
- Shirts, tops, and all dresses may not expose the midriff, navel, shoulders, back or show any cleavage. (For example: tank tops, tube tops, and spaghetti straps are not permitted.)
- Accessories which could reasonably be considered detrimental to student health and safety are not permitted in school.
- Shirts, other clothing, or jewelry which displays a message or illustration of a profane nature, sexual connotation, violent advertisement or suggestive statement relating to
drugs, alcohol or any illegal substances are unacceptable and may not be worn at school.
- Pants and shirts must be worn in such a way as to not reveal undergarments or expose skin normally covered by undergarments. Undergarments may not be worn as outer clothing.
- The length of shorts, skirts, dresses, skorts, etc. must be no shorter than the length of the longest fingertip with the arms fully extended.

If a student is wearing an item of clothing not permitted by these guidelines, parents/guardians will be contacted to bring a change of clothing to school for the student, or the school will provide clothing if needed. The student will not be able to resume his or her regular schedule until his/her clothing is modified.

Field Trips

Field trips are an extension of the instructional program and provide enrichment. Children must return a signed parent permission slip prior to participating.

Invitations

Invitations to various events such as birthday parties should be distributed via the mail, and not on school grounds, unless all members of the class are to be invited. This same policy will be used for Valentine card distribution in February. This effectively eliminates the possibility of excluding children and hurting feelings.

Lost and Found

Please be sure to label all outerwear (jackets, coats, hats, mittens, etc.) and lunch boxes as they are easily misplaced. Check lost and found for items in a timely manner as unclaimed articles will periodically be donated to a worthy cause.

Physical Restraint

For safety reasons, all schools have a physical restraint policy in place that complies with the Department of Elementary and Secondary Education (DESE) regulations. If a student’s behavior poses a threat of imminent, serious, physical harm, they can be held until calm. Specific procedures are carried out by qualified, trained staff and parents are notified.

Student Records

Federal and state laws, including 603 CMR 23.00, provide parents and students with rights of confidentiality, inspection, amendment and destruction of student records. Authorized school personnel of any school to which a student seeks or intends to transfer will have access to a student’s complete record without further notice to, or receipt of consent from, the eligible student or parent. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the Braintree Public Schools.
Telephones / Electronic Devices

Students are not permitted to use or carry cell phones, MP3 players, I-pods, CD/radio headsets, pagers or any other type of electronic equipment during school hours. (Use of cell phones for photography purposes or text messaging is prohibited.) While we realize that cell phones have become an important way for parents to keep in touch with their children, these items have no place in the classroom. They must be turned off and left in the student’s bag, or with his or her teacher, during the school day. It is recommended that all electronic devices be left home, for the school cannot assume responsibility for lost or stolen personal property.

Students who wish to contact their parent/guardian, etc. may use their cell phones after school. If students are staying for an after-school activity, arrangements for a ride home should be made in advance. If necessary, students may use classroom or office telephones with permission of the teacher or office staff.

If found in a student’s possession during the school day, any of these items will be confiscated and held in the office until the end of the day, OR the students will be sent to the office. This infraction of school rules will be treated as a disruption in the classroom or a failure to follow school policy, and disciplinary action will be taken.

Skateboards, Rollerblades & Scooters

For safety reasons, students are not permitted to use skateboards, rollerblades or scooters as a means of transportation to or from school. In addition, their use on school property is prohibited.

Valuables

Valuables should not be brought to school. However, if it should be necessary, students should not leave such valuables in their desks or lockers. Money must be kept on one’s person. We encourage students to bring only the money they need to purchase items during the school day. It is the policy of the Braintree School Committee that the School Department will not accept any responsibility for any personal property. The intent of this policy is to stress that the student must be at all times responsible for the security of personal property that is brought to school. While we feel concern over the loss and theft of a student’s property, we are unable to be responsible for the security of such property. This does not imply that school personnel will not make every effort to assist students in recovering their property, and to punish anyone who is responsible for vandalizing the property of others.