

PLACENTINO ELEMENTARY SCHOOL

Student-Parent Handbook

2015-2016



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PLACENTINO ELEMENTARY SCHOOL
235 Woodland St., Holliston, MA 01746
508-429-0647 Fax 508-429-0691

Jaime Slaney
Principal

Carol Dicruttalo
Student Services Administrator

Susan M. Gleason
Assistant Principal

August, 2015

Dear Parents/Guardians and Students,

Placentino School is alive with the sounds of learning, laughter and play. The philosophy of our school - CHILDREN - clearly describes the dedication and professional investment of our teachers, school staff and administration to the healthy growth and development of young children. It is our responsibility at Placentino School to provide your child with a safe and educationally nurturing environment in which to learn, and it is our goal that each child will move from grade to grade with the skills and confidence needed to become a successful and enthusiastic learner.

Holliston is an extraordinary community. The strength of our school is grounded in the home-school partnerships that we foster and in the strong sense of community created in our classrooms and hallways. As your principal, I feel fortunate to have the opportunity to work this year with so many students and their wonderful families. The dedication of our parents and staff to ensuring quality education across the grades suggest that the social and emotional growth and the education of our children will always be the center of focus.

The years your child spends as a student at Placentino School are the important formative years when the seeds and excitement of learning are planted. It is our goal and commitment that through our language rich, standards based curriculum we will provide the very best early learning experiences possible for each and every one of our students.

I look forward to a new school year filled with shared opportunities for learning, growth and fun.

Welcome to the Sam Placentino Elementary School!

Sincerely,

Jaime Slaney
Principal

HOLLISTON PUBLIC SCHOOLS

MISSION

The Holliston Public Schools are committed to providing the resources and opportunities that will enable each student to develop and maximize individual potential in a positive and collaborative environment that encourages and affirms academic achievement and personal excellence.

VISION

Our goal is to graduate confident, critical thinkers, productive and creative lifelong learners, and socially responsible, engaged citizens who are capable of adapting to change in a technologically advanced and multicultural society. We will accomplish this by:

- Creating a challenging and desirable learning environment for students and staff
- Strongly supporting instructional innovation
- Establishing and fulfilling high expectations of scholarship
- Exceeding all federal and state accountability measures for student achievement
- Expanding educational partnerships within the community and region
- Preparing students for success in a dynamic, multi-faceted world

BELIEFS

We Believe In:

- An emotionally and physically safe school environment
- Instruction that is responsive to student needs and learning styles
- Class sizes and resources that best support instruction and the curriculum
- Recruitment and retention of high quality teachers, administrators and support staff
- Relevant student assessments to measure individual growth, identify individual needs and inform individual instruction
- Appropriate use of technology to enhance teaching and learning, and support the efficient management of district resources
- Collaboration in learning which engages family and community
- Effective interactive communication among all stakeholders
- The importance of being recognized as a community with superior schools
- Diverse extracurricular and cultural enrichment offerings available to all students

- Promotion of tolerance and respect by understanding and appreciating individual differences

The Holliston Public School System is an innovative and comprehensive educational community.

In continuing our pursuit of excellence, we commit to empower our students to succeed in meeting the challenges of the 21st Century.

PLACENTINO ELEMENTARY SCHOOL PHILOSOPHY

The Sam Placentino Elementary School is an educational and community resource center that recognizes and respects the whole child and the diverse individual differences that each primary age child brings to the learning environment. These awakening formative years have special developmental needs.

C
Child-Centered
Creativity, Curiosity, Character-building,
Cooperation, Communication, Challenging

H
Healthy
High Appropriate Expectations,
Happy, Hands-on, Home/School/Community Partnership

I
Independence
Individual Differences, Initiative, Innovative, Inquiring

L
Literacy Based
Love of Learning, Language Rich, Linguistic Awareness, Literacy
Across the Curriculum (the Arts, Technology, Physical Education)

D
Developmentally Appropriate
Diversity, Documented Curriculum and Curriculum-Based Assessment

R
Respect
Responsibility, Readers/Writers and Risk Takers

E
Emotional Well Being
Enthusiasm, Enriching Experiences in All Subject Areas

N
Nurturing

HOLLISTON PUBLIC SCHOOLS DIRECTORY

Central Office -370 Hollis Street

Superintendent of Schools	Bradford L. Jackson, Ed. D.	429-0654
Assistant Superintendent for Curriculum and Instruction	Sara E. Ahern, Ed. D	429-0654
Business Manager	Keith Buday	429-0654
Director of Student Services	Meg Camrie.	429-0661/0662
Executive Assistant	Lisa Ahronian	429-0654
Fax Machine		429-0653

School Buildings

Grades

Instructional Hours

Sam Placentino Elementary School Pre-K – Grade 2 8:50 a.m. – 3:15 p.m.
235 Woodland Street

Principal	Jaime Slaney	429-0647
Assistant Principal	Susan Gleason	429-0647
Student Services Administrator	Carol Dicruttalo	429-0647
Administrative Secretary	Faith Antonioli	429-0647
Nurse	Erica Olsen	429-0689
Fax Machine		429-0691

Fred W. Miller Intermediate Elementary School

235 Woodland Street Grades 3 – 5 8:10 a.m. – 2:33 p.m.

Principal	David Keim	429-0667
Assistant Principal	Brenda Maurao	429-0667
Student Services Administrator	Eileen Harvey	429-0667
Administrative Secretary	Debbie Holleran	429-0667
Nurse	Lynne Bowler	429-0670
Fax Machine		429-3684

Robert H. Adams Middle School **323 Woodland Street**

Grades 6 – 8

7:30 a.m. – 1:53 p.m.

Principal	Peter Botelho	429-0657
Assistant Principal	David Jordan	429-0657
Student Services Administrator	Kelly Camp	429-0657
Administrative Secretary	Dee Mancini-Westcott	429-0657
Nurse	Cathi Porcello	429-0659
Fax Machine		429-0690

Holliston High School **370 Hollis Street**

Grades 9 – 12

7:30 a.m. – 2:03 p.m.

Principal	Nicole Bottomley	429-0677
Assistant Principal	Anne Connoni	429-0677
Student Services Administrator	Seth Hurvitz	429-0677
Administrative Secretary	Ann Majkut	429-0677
Guidance Department	Carol Kelley	429-0675
Nurse	Peggy Coleman	429-0677
Director of Food Services	Holly Everett	429-0673
Athletic Director		429-0677
Fax Machine		429-8225

School Committee Members Term Expires

Stacey Raffi 774-233-0162 staceyrffihsc@gmail.com	May 2017
Joan Souza 429-2969 JoanSouzaschoolcommittee@gmail.com	May 2017
Carol Emmons (Chair) 429-8075 carol@theemmons.com	May 2016
Anne Louise Hanstad 893-9927 ahanstad@verizon.net	May 2018

Holliston Public Schools 2015-2016 Calendar

Please visit: <https://drive.google.com/file/d/0B0xAlwtyW5bGMVZ3RnM4U05DQU0/view>

Rights and Responsibilities Statement

All members of the Holliston School community, including the School Committee, the administration, faculty, staff, students, parents, and volunteers, are committed to the proposition that every person at the Sam Placentino Elementary School has the right to learn and work in a positive, mutually-respectful environment. Each of us has the responsibility to demonstrate a positive attitude, and to respect the school as a place of learning and to respect each other. In order to achieve this goal, all members of the school community will:

- Treat others as we would have others treat us;
- Accept our differences;
- Practice common courtesy, friendliness and the use of appropriate language;
- Be cooperative, attentive and supportive in class and in school activities;
- Accept the ideas of others in and outside class with an open mind and polite attention;
- Solve problems with thoughtful dialogue;
- Support one another in our efforts to do our best as we pursue our individual goals;
- Value the environment within and without the school and maintain school facilities free from litter and vandalism;
- Take responsibility for our own actions and be ready to accept the rewards and/or consequences of those actions.

Because we all share the responsibility for setting and maintaining standards of respectful behavior, all members of the school community will be responsible for setting a positive example while on school grounds, on school buses, or at school-sponsored events. We know that school safety and a respectful school culture are promoted by dealing with small problems when they are small, before they escalate into more dangerous behaviors. Therefore, we are committed to establishing a high standard of behavioral expectations. Certain behaviors will not be tolerated. Those behaviors and their consequences are listed in detail elsewhere in this Handbook. They include, but are not limited to:

- Harassment and threatening behavior of any kind that creates an intimidating, hostile or offensive environment;
- Conduct that interferes with school discipline;
- Malicious destruction of property;
- Possession of alcohol, drugs, drug paraphernalia, or weapons, including facsimiles of guns or other weapons; and

- Possession or use of tobacco and tobacco products.

Statement of Non-Discrimination

The Holliston Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, disability, or age in admission to, access to, and treatment in its programs and activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Brad Jackson
Superintendent of Schools
370 Hollis Street Holliston, MA 01746
508-429-0654

II. SCHOOL INFORMATION

A. Placentino School

School Hours

Grades K (Full Day), 1, 2 and Montessori 6-8	8:45 AM to 3:15 PM
Half-Day Kindergarten	8:45 AM to 11:47 AM
AM Preschool	8:55 AM to 11:25 AM
PM Preschool	12:45 PM to 3:15 PM

Early release for Grades Preschool-2 and Montessori 6-8 will be at 11:50 AM.
There will be no afternoon Preschool or Kindergarten on early release days.

No School/Delayed Opening

The following procedures are used when canceling school, delaying the opening of school, sending students home early because of severe weather conditions and /or other emergency situations.

1. **Canceling School** – When the conditions of the roads and access to schools are judged to be unsafe for bus travel, schools are canceled. The following radio and TV stations will broadcast cancellation, delayed opening and emergency dismissal information: WBZ (1030 AM), WSRB (96.1 FM), WTAG (580 AM), WBUR (90.9 AM), WXLO (104.5 FM), Television CHANNELS 4, 5, 7, 25 and Holliston Cable 8.
2. **Delayed Opening** – On days when road conditions in the early morning make driving hazardous, school may open one or two hours later than usual. The Delayed Opening procedure will be used. Bus pick-ups will occur one or two hours later than regularly scheduled. School will be dismissed at the regularly scheduled times.
3. **Emergency Dismissal** – If it is necessary to dismiss schools prior to regular dismissal times because of weather or other emergency conditions, the following dismissal times will be in effect:

High School 10:40 AM
Miller School 11:10 AM

Middle School 10:35 AM
Placentino School 11:50 AM

Emergency Planning

The Holliston School System Emergency Response Plan has been developed and approved in conjunction with both school and local safety representatives. It is intended to meet the requirements of state law for multi-hazard preparedness. A copy of the plan is available for review in the Sam Placentino Elementary School office. All students at Placentino participate in fire, containment and lockdown “practice” drills.

Attendance

If your child is ill we expect that he/she will not be attending school. **Massachusetts law requires that a child attend school every school day except for illness or other reasons approved by the school.** Our teachers devote extra time to prepare outside assignments and to help the child make up missed work when he/she is absent due to illness. However, your child must be in school to insure maximum academic growth. **Families are strongly encouraged to plan their vacation times during scheduled “school vacations.” Absence during the school year may be disruptive to the child’s academic schedule.**

Important Information

- To ensure the safety of our young students, Placentino School has an attendance call-back system.
- When a child is tardy or will be absent from school, parents must call the school prior to 8:15 and leave a message on the absentee/call back lines; 508-429-0647, option #3. If you do not contact the school and your child is marked absent by his/her teacher you will be called to confirm your child’s absence.

Please note: Every child returning from an absence is required to bring a note to his/her

teacher containing the date(s) and the reason(s) for the absence(s).

Tardiness

An explanatory note should be sent to school with the student. Tardiness caused by bus delays is not recorded. **Students who are tardy must report to the office with a parent and sign in before going to their classroom. Arrival after 8:55 is considered tardy.**

Important Information Regarding Absences and Tardiness

Please see School Committee Policy, JH - School Absences and Dropout Prevention. pdf at the following link:

<http://www.holliston.k12.ma.us/home/about/policies>

In reference to the absence and tardy notification, as defined by School Committee Policy, “JH - School Absences and Dropout Prevention” the Placentino School has created a protocol for notification to families about absences and/or tardies throughout the school year,

5 Absences or Tardies: The classroom teacher will email or provide a phone call sharing that the student as met 5 tardies or absences.

7 Absences or Tardies: A Guidance Counselor or Administrator will provide a phone call home to the family of the student who has met 7 tardies or absences.

10 Absences or Tardies: A letter from the Assistant Principal will be mailed home to the families of children who have met 10 tardies or absences.

Early Dismissals/Dismissals

Requests initiated by the parent should be explained **in a note sent with the child.** **Children will be released designated individuals age 16 or older with written permission from a parent or guardian.** **Parents whose children leave school early must sign their child out in the Placentino School Office.** **To ensure a smooth and safe dismissal for all children, all Office Dismissals should be completed by 3:00. After 3:00, all children (including Kindergarten) being picked up will be dismissed to the cafeteria. Parents must sign their child out in the cafeteria. Kindergarten AM children will be dismissed to the Atrium where parents will sign them out.**

Please note: It is extremely important that students complete their day at school. Please dismiss your child from school only when it is necessary to do so.

Early Release Days

Parent/Teacher Conferences. With prior School Committee approval, there will be a series of early release days for Grades 1, 2, Montessori 6-8 during the school year for the purpose of conducting parent/teacher conferences. Preschool and Kindergarten parent conferences are held during two no-school days in January. The school calendar lists the dates for each grade. The reporting system and a review of your child's progress will be discussed at this time.

The early release time for students attending Placentino School is 11:50.

B. General Information

Building Administration

It is our goal to establish a positive and effective home/school partnership with our young students and their families. As instructional leaders for Placentino School, the Principal, Assistant Principal and Student Services Administrator are responsible for creating a learning environment which safely ensures that each child at our school has opportunities to fully access our curriculum and to develop skills for healthy social, emotional and academic growth.

Main Office

The Main Office in the Placentino School is located to the left of the front entrance. The administrative staff, including secretaries, is available to assist you during school hours.

How to Access School Related Notices and Flyers

All school related notices and flyers are accessible through: The Holliston Public Schools website, www.holliston.k12.ma.us (follow the directions on the RSS Subscribe link at the bottom of the left column.)

Or

The Holliston Public Schools website, www.holliston.k12.ma.us and click on the Placentino School icon and go to "Backpack Express."

Any family that does not have computer/internet access should notify the Placentino School Office immediately, and paper copies of all notices and flyers will be provided.

Registration and Orientation for Children Entering Kindergarten

A child must be 5 years old on or before September 1st of the entering year.

Registration dates for kindergarten are well publicized in the local media, on the Placentino website, and on the local cable TV channels. Should you have a conflict with the announced dates and times, please call the Placentino School Office at #508-429-0647..

Information Necessary for Registration.

- A copy of your child's birth certificate or equivalent proof of age acceptable to the Principal.
- As determined by the Massachusetts Department of Public Health, immunization for DPT, measles, mumps, German measles, polio, Hepatitis B and Chicken Pox and a recent (**within 12 months**) physical examination.
- Documented evidence of lead poison screening.
- Proof of residence.

Children do not need to accompany their parents to registration. It is the responsibility of the school district to "screen" each incoming kindergarten child in an effort to prevent school failure through early identification of developmental skills and learning styles. The purpose of the screening is to determine the child's skill levels in all developmental areas. The screening is then used to correlate a curriculum based on developing these skills. Parents will be notified by mail of the screening date scheduled for their child.

All Kindergarten and Preschool children and their parents participate in an Orientation and Open House Day prior to their first day of school. This allows children and parents to meet the teacher, visit the classroom and take part in a few planned activities. Kindergarten students with bus passes ride the bus to and from school. A school bus is available during the Open House to familiarize those students with riding a bus. ID tags are made available to the children and should be attached to the child's backpack prior to the first day of school.

All Kindergarten students participate in Baseline Assessment Days during early September. Kindergarten students will be assigned to attend school on one of these **three** days to participate in the assessments with their teachers.

Registration of Children Entering Preschool

Children entering Preschool will follow the same guidelines as those entering Kindergarten. However, they must be three (3) years of age by September 1 of the entering year.

Transfer Students

If a child is transferring to the Holliston Schools from another school system, a transfer card, or equivalent, is to be presented at the time of registration. A child withdrawing from our schools needs a transfer card for entrance into his/her next school system. **The school office should be notified several days before the child's departure.**

Change of Address

If you should change residence please advise the school office as soon as possible. Parents are responsible for updating emergency information when a work address or phone number changes. Students moving out of town who wish to remain in the Holliston Public Schools must receive permission of the Superintendent of Schools. Please refer to # 12 of our Non-Resident Student Policy which is included in our district policy manual.

School Information Form

This form contains important information concerning how parents may be reached at home or at work during the school day. It also contains the names and phone numbers of friends, relatives or neighbors who may be contacted if you are unavailable and your child becomes ill. Your physician should be listed on this form. This information is kept in your child's classroom, in the Main Office and in the Nurse's Office. **Parents must complete this form and return it to school before the end of the first week of each school year.** It is important that the information on this form remains current and up-to-date at all times. **Please help us to maintain accurate information for your child by providing any changes of address, phone number, daycare, etc. in writing to your child's teacher and our school office.**

Non-Resident Students/School Choice

The Holliston School Committee participates in "School Choice" and will operate under the current State Law and guidelines. Students who reside in Holliston and move to another town are expected to change enrollment to the new school. Under certain conditions (Policy JECB Non-Resident Students, #12, included in our district policy manual), a student may request permission from the Superintendent of Schools to finish the school year in the Holliston schools. The responsibility lies with the family or legal guardian of the student to inform the Superintendent's office in writing in advance of a change in legal residence to outside of Holliston, no matter when during the year such a change of residence occurs.

Visitors

All visitors must first check in at the office and obtain a visitor badge when visiting our school. We welcome parents into our schools. However, we wish to protect the safety of our children and avoid disrupting class lessons. We ask for your cooperation with this procedure. It will be enforced.

Incidents of school violence have driven home the need to focus staff and parent attention on ensuring the safety and security of all students in our schools. We hope that these procedures will provide a safe and positive school climate. **All exterior doors will be locked after the students arrive at 8:55 in the morning. When visiting school for any reason, visitors must first be "Buzzed" into the building. The "Buzzer" is located to the left of the front left hand side doors. All visitors need to be prepared to show a photo i.d. when signing into the**

office. All staff has been informed to immediately report any strangers to the office. Visitors must also obtain a Visitor's Badge in the Main Office. Anyone not wearing a Visitor's Badge should be stopped immediately and redirected to the Office to obtain a badge. Signs have been posted at all common entrances in compliance with the updated regulations.

The following safety procedures are in place:

Parents and visitors will be required to enter the Placentino School through the front entrance. Upon entering the school, **all visitors must report to the office and sign in and out. After being "Buzzed" in, a valid ID may be requested. All parents and visitors must wear a visitor's badge.**

Student Visitors. From time to time we get requests from parents asking permission to allow the children of their visiting relatives and friends to attend classes at our schools. We do not allow student visitors because of the legal ramifications that fall upon the school when it accepts a student not officially enrolled. Your cooperation in this situation is appreciated.

Volunteers

All volunteers at Placentino School must complete a CORI form including a copy of a picture ID and be cleared before beginning their volunteer responsibilities. This process can take up to 2 weeks time. Please provide your CORI documentation with appropriate lead time.

Parking at Placentino School

To insure the safety of every child, please drive with extreme caution and respect the stop signals and signs on our school buses. REMEMBER THAT IT IS A STATE LAW THAT CARS MAY NOT PASS A SCHOOL BUS WHEN THE BUS HAS ITS LIGHTS FLASHING.

The Placentino parking lot and access roads are very busy places. On a daily basis hundreds of vehicles arrive to drop-off children at the beginning of the day, pick-up children at the end of the day, and park for various reasons all involving our very young children. In order to provide the safest possible environment for parents and children, please review the important information that was sent home in a separate mailing which describes the routines that we ask parents to follow during arrival and dismissal times.

- **If your child is arriving at school after the morning bell has rung please park in the designated parking areas and walk with your child into school. You will need to sign your child in at the Office upon arrival. Arrival after 8:55 is considered tardy.**

***P.M. Pick-up for Grades K, 1, 2, Montessori 6-8**

- Pick-up for these grades is located in the Placentino Cafetorium.
- **Please park in the lower parking lot at the Miller School or in the loop in front of the cafeteria. However, parking is NOT ALLOWED along the center island in front of the cafeteria.** It is essential that we ensure the safety of the children boarding the buses. When parents and children walk among and thru the lines, it can be confusing for our younger children and they might board the incorrect bus.
- No one should park in the area in front of the Placentino School.
- **Do not park on the access road.** This area is a **NO PARKING** zone and you may receive a parking ticket from the Holliston Police Department. It is also dangerous as cars are pulling out and parents and children are trying to return to the lower parking lot.

Pick-up for Kindergarten*

- Midday pick-up for Kindergarten (at 11:47) is located in the Atrium.
- P.M. pick-up for Kindergarten is located in the cafeteria.
- Kindergarten parents **must** park in spaces located in the lower Miller parking lot or in the loop in front of the cafeteria when necessary. **However, parking is NOT ALLOWED along the center island in the loop in front of the cafeteria.**
- No one should park in the area in front of the Placentino School.

Additional Important Parking Guidelines

- **Parking along any of the access roads, fire lanes or handicapped areas may result in a parking ticket being issued by the Holliston Police Department.**
- **The parking spaces along the softball field are reserved for “Preschool Parking Only.”** Since we do not provide transportation for our preschool children, School Safety Officer Jim Ward has determined that this is the safest location for our Preschool parents to park as they pick-up or drop-off their children. We distribute identification signs to all our Preschool parents.
This area is reserved all day for our Preschool parents only. Also, please be aware that any vehicle parked in this designated area without an authorized identification sign may receive a parking ticket from the Holliston Police Department.
- **Information regarding Preschool drop-off, pick-up and parking will be distributed to Preschool parents at the Orientation Day.**
- **Please refer to the section in this handbook for additional information concerning tardiness or early dismissals.** We must have everyone's cooperation! Thank you.

C. Programs

Lunch Program and Cafeteria

A nutritious complete lunch consisting of a protein rich entree, vegetable/fruit, bread and milk is available for students to purchase in our cafetorium.

Student Lunch Prices K-5 -\$2.75 - daily Milk - 60 Cents - daily Ice cream novelties – 50 Cents on Monday, Wednesdays, and Thursdays - except Kindergarten – Thursdays only To purchase a lunch students must have cash or a prepaid lunch account. If your prepay account is in arrears or your child forgets his money, an alternative meal will be served and charged accordingly.	Prepayment must be made online. Please go to www.townofholliston.k12.ma.us click on “Online Payment” or Go to the Holliston Public Schools website, click on the Placentino School in the upper left corner and then on “What’s for Lunch?” A direct link is on the upper left of the menu. <i>Please, when making a prepay payment for your child, one week minimum is required. If a payment is received for less than that the balance will be returned to the student.</i>
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Please note that “Charges” for lunch will be accepted only in the case of an emergency. If a charge is necessary, families are responsible for repayment of the lunch fee on the next day. We appreciate your help and support with this.

Copies of the lunch menu are posted in each classroom and posted on our school website. **Free and reduced lunches are available to children whose families meet the eligibility criteria.** Application forms for these meals are sent home in September and are available in the school office throughout the school year. **Parents who qualify and prepay for free and reduced lunch need their child’s student ID number for online payments. The Placentino School Office can provide this information to you.** If you have questions concerning our school lunch program, Ms. Holly Everett, our Director of the School Lunch Program, can be reached at 508-429-0673.

In this school, students have the privilege of eating in the cafeteria with classroom friends. Any student who does not cooperate with lunchroom personnel will be referred to the Principal or her designees. If inappropriate behavior persists the Principal will take appropriate action. Cafeteria privileges may be taken away if a student misbehaves and the student may have to temporarily eat in an alternate location.

School Buses

All students riding our school buses must have a bus pass. Bus passes must be obtained through an application process at our Central Office 508-429-0654 ext. 2222. Schedules are available on the District website (www.holliston.k12.ma.us). Please print the schedules for future reference. These times are tentative and changes are inevitable. Please be patient for the first few days of school. **Our Holliston Schools Bus Coordinator is Mrs. Pat Weston. She can be reached at 508-429-0654 extension 1133.**

When children are not being picked up or delivered to their home due to baby sitting arrangements or day care, written notification must be given to the school prior to the effective date of the alternate care, and the Principal or designee must grant permission for any change.

A note of confirmation to the teacher is required if a student, who is regularly bused, is to be picked up at school. Children are not to take any bus other than their assigned one due to the limited capacity of the buses. Exceptions cannot be made to go to a friend's house or elsewhere after school. In case of an emergency, only the Principal or designee may grant permission. **Students who are being picked up at school need a note. Without the note, your child will be sent home on his/her regular bus. Some students may become upset when they do not have a note and no one can be contacted at home to verify the after-school plans. Good communication is vital.**

Parents should review emergency procedures with their child in case no one is home when he/she arrives there. We suggest that arrangements be made with alternative homes in the neighborhood in case this situation should arise.

Upon arrival at the designated bus stop, students in Kindergarten and Grade 1 must be met by a family member or designated adult in order to depart from the bus.

School Bus Behavior

Acceptable conduct on the school bus is achieved through the cooperative efforts of parents, students and school personnel. School children being transported on a school bus are under the supervision and direction of the school bus driver.

In cases when a child does not conduct himself/herself properly on a school bus, the bus driver and/or the transportation coordinator shall bring such misconduct to the attention of the Principal. The child's Principal or her designee will inform the parents of the misconduct and request their cooperation in altering their child's behavior.

A child who becomes a serious disciplinary problem on a school bus may have his/her riding privileges suspended. After each disciplinary notice for inappropriate behavior on the bus, parents will be notified. A child may not be able to ride the bus for a period of time if you receive a third notice. If this does occur, the parents are responsible for transporting the child to and from school.

Damage to the School Bus

In the event a student causes damage, the student and his/her parents and/or guardian will be liable for all reasonable costs incurred for the repair of the vehicles. After each disciplinary notice for inappropriate behavior on the bus, parents will be notified by phone and/or mail. A child may not be able to ride the bus for a period of time if a third notice is necessary. Although the safe operation of the vehicle may warrant the immediate suspension by the Principal of the student's busing privileges, revocation of busing privileges shall occur only after the Principal has consulted with the driver and met with the student and parents or guardian. In no instance will the student's bus privileges be revoked without prior written notice to parents.

Office of Community Education and Child Care: The Extended Day Program

The Holliston Public Schools' Extended Day Program is a self-supporting, nonprofit organization offering recreation and enrichment to those children needing care when school is not in session. The Holliston Public Schools and a Parent Advisory Board govern the program. Holliston Extended Day maintains a non-discriminatory policy with respect to staff and enrollment. It is open to all Holliston school children in grades preschool through seven.

Parents must provide transportation to and from our Extended Day Program. If an exception is needed to access school bus transportation, parents should contact either the Building Principal or the Assistant Principal to discuss specific needs.

The Extended Day staff recognizes the uniqueness and importance of each child and strives to create an environment where each child can learn: to make choices, discover new pastimes and explore new ideas in a safe, supportive and creative manner. Contact Ms. Carol White at 508-429-0664 for more information.

D. Academics

Expectations/Placentino School Curriculum

Our curriculum reflects the standards described in the 2011 Massachusetts State Frameworks and the Placentino School standards-based curriculum. These standards and the curriculum are delivered by teachers who set appropriately high academic expectations for each child.

Literacy: Reading/Language Arts

Mathematics

Language Development

Writing Process

Handwriting

Spelling

Oral Language

Listening

ELL – English Language Learners

Foreign Language: French Immersion/Spanish Programs

Social Studies

Science

Music

Physical Education

Art

Health

Social Competency/Open Circle/PBIS

Curriculum Development

Curriculum improvement and development constitutes the core of our academic programming. The Massachusetts Department of Education Frameworks and our Holliston Schools Curriculum drive the lessons that each one of our teachers prepares for his or her students on a daily basis.

Our Mathematics program at Placentino is called **enVisionMATH**. This excellent program focuses on differentiation and using technology to enhance learning.

Our literacy program is called **Pearson Reading Street Program** and is used in all of our classrooms. This “core” reading program integrates the components of our balanced literacy block (phonics, leveled reading, writing and spelling) into classroom instruction that is rich and consistently delivered across the grades.

To ensure that our curriculum remains viable and dynamic, each year one of the curriculum content areas will be “under review” throughout the district. Curriculum review and update are just two components of a healthy curriculum structure within a school district. The quality education that your child receives at Placentino School is reflected in the commitment of our School Committee, staff and administration to the continuous academic growth and development of each and every one of our young students.

Our Traditional Program

Traditional education embraces ALL students within a welcoming *Tradition* of current curriculum. Instruction reflects the most current and progressive educational research while respecting individual learning styles, student needs and community values.

Fundamental to the *Traditional Value System* are the core curriculum goals in Reading, Language Arts, Mathematics, Science, Social Studies, Foreign Language and Technology as well as the enhancement of self-esteem for ALL.

Among the most modern *Traditional Education* initiatives are:

- Inclusive classrooms with supportive services.
- Literature based reading instruction with thematic units.
- Computer assisted instruction throughout elementary grade levels with emphasis on writing, mathematics, touch-typing and computer literacy.

Our French Language Immersion Program

The Placentino School's *French Language Immersion Program* is an approach to elementary education in which French is used as the medium for all classroom instruction. The current curriculum for each grade level is taught exclusively in French, and students acquire French language skills through using the language in the classroom. Generally, students enter the program at the kindergarten level when their parents request French Immersion at Kindergarten registration. Currently, the French Immersion program continues through Grades 1-12. Availability of this program may be limited by lottery when necessary.

Our Montessori Program

The *Montessori* system of education is both a philosophy of child growth and a rationale for guiding this growth. It is based on the child's developmental needs for freedom within limits and presents a carefully prepared environment. The classroom is filled with a variety of unique materials, mostly self-correcting, specially designed and used to develop a child's knowledge of language, mathematics, science, geography, music, art, practical life and sensory discrimination.

The *Montessori* concept has proven to be successful for all students. At Placentino School, *Montessori* education at the 3-6 and 6-8 levels is offered as a program for preschool, kindergarten, and children in grades one and two. Entry into this program is by parental request submitted at Kindergarten registration time. Currently, the Montessori Program continues at the Miller through Grades 3 and 4. Availability of this program may be limited by lottery when necessary.

Literacy

The Literacy Program at the Placentino Elementary School is grounded in the Massachusetts English Language Arts Standards.

The Language Arts and Literacy Curriculum at Placentino Elementary School is grounded in the Common Core and Massachusetts English Language Arts Standards. Our reading program, **Reading Street**, provides a research-based approach to classroom language arts instruction. **Reading Street** lessons integrate the main components of our balanced literacy block (phonics, leveled reading, writing and spelling) into classroom instruction that is language rich and consistently delivered across the grades.

Beginning in Kindergarten, our students are presented with daily lessons that systematically build their beginning reading skills. Lessons are presented using high interest **Big Books**, technology and a format that develops confidence in reading, increases vocabulary, and provides opportunities for creativity through writing and use of “amazing words.” As children move from grade level to grade level, lessons are presented that both expand and strengthen these beginning skills. This scaffolding approach that includes practice of acquired skills while introducing new skills helps to develop an effective and useful skill set for children to use as they continue their

work in the **Reading Street** program. This is the same skill set that our students will use to access information in all of the other curriculum content areas taught at Placentino School.

Your child will continue to receive **Reading Street** instruction through Grade Five at Miller School. This ensures a commitment to continuity of programming throughout the elementary school years.

Mathematics

The mathematics program at Placentino is directly correlated to the state and national math standards and is supported by the Pearson **EnVisionMATH** series, educational software programs, guided reading books containing math content, and classroom manipulatives as well as mathematical games and activities. The services and resources of the Curriculum Library, Media Center, Math Lab, and our Mathematics Curriculum Specialist are also available to support classroom teachers. Common assessments and the on-going analysis of student data are an important part of our continued growth in mathematics.

Science

The purpose of science education is to nurture natural curiosity and help students make meaning of the world around them. This begins in our Preschool program. The science program is correlated to the latest state standards, is based upon the principles of child interest and lends itself to activity-oriented teaching which is supported with classroom non-fiction readings. Students will make observations, analyze data, test hypotheses, communicate findings and relate this to the real world that they are a part of.

Music

Through activities in listening, performing and creating, all students in Kindergarten, Grades 1, 2 and Montessori 6–8 are introduced to the musical concepts of rhythm, melody, harmony, form, tone and expression and interpretation.

Foreign Language Spanish Program

The Foreign Language Spanish Program at Placentino School is an integrated approach to the delivery of the elementary school curriculum through the development of Spanish language skills. Lessons taught using the Spanish language serve to enhance the development of skills in all other curricular areas. All students, except those participating in the French Immersion Program, will receive Spanish instruction during the week.

Social Studies

Our Social Studies curriculum helps students develop an informed world view, develop the ability to think from multiple perspectives, and acquire the skills necessary for active citizenship

in the 21st century that will enable them to interact effectively in an increasingly interdependent world.

From an early age, students will read and think critically, speak and write effectively, and engage in purposeful decision-making and problem-solving within the context of the social sciences. With the support of our Scott Foresman textbooks and content leveled books our students will develop curiosity and competence, continue learning about themselves, and develop knowledgeable local, national, and global perspectives.

Physical Education

Students in Kindergarten, Grades 1, 2, Montessori 6-8 students are provided with physical, gross motor and movement experiences. No formal uniform is required, however, **students are expected to wear sneakers when participating.** Students may wish to bring shorts, slacks or leotards to wear, particularly during cold weather, or for participation in tumbling activities or rope climbing.

Students excused from Physical Education/Movement classes

Students will be excused from physical education/movement classes when:

1. The teacher receives a note from home signed by a parent or guardian.
2. Our school nurse receives a note from the child's physician indicating that the child will be unable to participate in physical education/movement for an extended period of time. A follow up note should be sent when the student may return to class.
3. At the discretion of the school nurse or the physical education instructor it is determined that the student should be excused from physical education/movement.

The classroom teacher must make a copy of any note received from a parent or medical professional excusing a student from physical education/movement and provide the copy to the Physical Education or Movement Teacher.

Art

Children in Kindergarten, Grades 1, 2, and Montessori 6-8 receive weekly Art instruction. The elementary art program introduces and teaches age appropriate art skills in a variety of activities. Basic art materials are used in the creation of original self-expressive projects. The students explore the artistic process with a series of creative experiences designed as a groundwork for more advanced activities. They develop the concepts and elements on which all visual art forms are based. The program offers a variety of experiences that introduce artistic heritage, creative expression, aesthetic awareness and the development of visual perception.

Technology

Computers have become an increasingly available and useful learning device within our schools. Most classrooms at the Placentino School are equipped with two desktop computers set up as student stations which supplement classroom instruction, and one teacher station. With the supervision of our teachers or the Integrated Technology Specialist, children use our computer lab for group and individualized activities. Our state of the art Media Center provides opportunities for networking throughout our school facility.

Report On Student Progress

The Placentino Elementary School provides two methods of reporting pupils' progress to parents. The first method is the fall or winter parent/teacher conference. Each parent of a Grade One, Two or Montessori 6-8 student is asked to come to the school during an early release day or another mutually convenient time to discuss their child and his/her progress.

Each parent of a Preschool and Kindergarten student is asked to participate in a parent conference which is held during two no-school days in January. These conferences include a review of the child's Report on Student Progress.

The school calendar lists the dates for each grade. The parent/teacher conferences have been extremely successful in the past with almost 100% participation.

For Grades 1, 2 and Montessori 6-8, the Report on Student Progress, the second method of communication to the parents, is sent out twice a year: once in January/February and again in June. Specialty areas are evaluated using an elementary Report on Student Progress that reflects the student's attitude, understanding of concepts and development of skills. Emphasis at this level is placed on student effort and participation rather than outstanding performance. Specialist reports in Art, Music, Physical Education and Spanish are also issued at mid-year and June. Parents may request a Report on Student Progress in their home language.

Preschool and Kindergarten Parents receive a Report on Student Progress at the January conference and a second report in June.

Homework Guidelines

Homework Guidelines for Placentino School students will be available in the Placentino School Office, on the Placentino School website <http://www.holliston.k12.ma.us>.

III. STUDENT SUPPORT SERVICES

A. Guidance

Guidance and counseling support services are an integral part of the total educational program. The guidance and counseling program for elementary students in the Holliston Public Schools is developmental and preventive in its orientation. Our counselors provide counseling services to students and to parents. The guidance service to students includes classroom, small group and individual counseling, and behavioral support. Support to parents assists them in the making of appropriate decisions relative to their child's school program and with parenting related issues.

Student Record Information

Federal and state laws provide parents and eligible students (those who are age 14 or older or in the ninth grade) with rights of confidentiality, access, and amendment relating to student records. Copies of the Massachusetts Student Records Regulations, 603 CMR 23.00, ("Regulations"), which detail these rights, are available in the Office of the Student Support Director. The following is a general overview of the provisions in the Regulations.

Access and Amendment: A parent or eligible student has a right to access student records and to seek their amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In order to obtain access or to seek amendment to student records, please contact the Building Principal. Records must be made available within ten days of the initial request, except in the case of non-custodial parents, as described below.

Access by Noncustodial Parents

Massachusetts General Laws c. 71, §34H ("Section 34H") governs access to student records by a parent who does not have physical custody of a student. Section 34H requires a noncustodial parent seeking access to submit a written request and other documentation to the Principal on an annual basis. Information may not be provided to non-custodial parents until after they have complied with the statutory requirements. Parents who have questions or concerns regarding access to records by noncustodial parents are requested to contact the Building Principal or Office of the Superintendent for detailed information regarding the procedures that must be followed under Section 34H.

Confidentiality

Release of student records generally requires consent of the parent or eligible student. However, the Regulations provide certain exceptions. For example, staff employed or under contract to the district have access to records as needed to perform their duties. The Holliston Public Schools also releases a student's complete student record to authorized school personnel of a school to which a student seeks or intends to transfer without further notice to, or receipt of consent from, the eligible student or parent.

Release Of Student Record Information

With few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent having physical custody of a student less than 18 years of age. An exception is:

1. Directory Information - Directory information includes a student's name, address, telephone listing, date, and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Please be aware that a parent and/or eligible student may specify that only certain types of Directory Information or Recruiting Information may be released and that the parent and/or eligible student may rescind a release at any time during the school year by providing notice in writing to the Principal. The release or publication of information prior to receipt of that written notice will constitute a violation of the confidentiality requirement.

Please refer to the Holliston School Committee Policy JRA regarding Student Records and Directory Information for a description of other circumstances in which student records may be released without the consent of a parent or eligible student.

B. Health Services

Nurse/Health Office

Our Health Office is home to a full-time nurse, 508-429-0647 x 1206, who is available for routine care and emergency situations during the regular school day. Each telephone at Placentino School also connects with the Nurse's "Hot Line" which rings directly to the health office in case of a classroom emergency. Our priority is to provide a safe and healthy learning environment for all of our young students. Parents are encouraged to share relevant medical information with our school nurse so that the individual health needs of each student can be met during the school day.

CLASSROOM GUIDELINES

In order to ensure the safest environment possible for all of our students, the following limitations apply to ALL of the classrooms at Placentino:

1. ALL classrooms are “nut free.” No food containing any type of nuts or that is produced in a facility that includes nut products may be brought into any classroom. The only exception would be an item that is contained in a lunch box for a student’s lunch.
2. No food may be provided for any classroom birthday celebrations.
3. All students must be fever free (temperature of 100 degrees or less) without taking any fever reducing medications for 24 hours before returning to school after any illness.

As we continue to work to provide a “healthy environment” for all of our students, we have implemented two initiatives at the Placentino:

1. “Wellness Wednesday” - we request that each Wednesday each family provide a “healthy snack for their child.
2. Check the school calendar for Family Fitness Night.

Student Health Regulations

A record will be kept of all visits to the Health Office. Parents will be notified if a health problem seems to be developing.

The School Physician and the School Nurse provide advisory and emergency care only. The School Health Office is not a diagnostic clinic. Once first aid has been administered it is the responsibility of the family and the family physician to carry out treatment and after-care. If a student becomes ill or injured in school and must be sent home, parents must make provisions for transportation. In case of extreme emergency where it is impossible to reach the parents, the Principal or the Assistant Principal acts as “parent in absentia” and will take whatever steps appear necessary to ensure the well being of the student. Only those injuries or illnesses occurring in the school, on the school bus or on the school grounds are the responsibility of school personnel. If a parent/guardian is unavailable, students may be dismissed to one of the emergency contacts listed on the Student Information Form.

The Student Information Form, signed by the parent or guardian, must be on file in the school and health offices. The information is critical at the time of illness or emergency. It is the parent’s responsibility to update the information when necessary.

Medication procedures. Signed consent by the parent/guardian is required to dispense any medication. All medication, including non-prescription drugs, requires a signed medication order. The written medication order form must be completed by your child’s licensed prescriber

(physician, nurse practitioner, etc.) and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

We encourage parents to notify the school nurse, preferably in writing, of any health condition pertinent to the child's well-being: tendency to nosebleed, epilepsy, toxic reaction to bee stings, diabetes, asthma, bone and joint problems, difficulties with speech, vision or hearing problems and religious stipulations regarding medical care. Parents are encouraged to make an appointment for a conference with the nurse to develop an Individual Health Care Plan.

Special medication situations. For short-term prescription medication, i.e., those requiring administration for ten (10) school days or less, the pharmacy labeled container may be used in lieu of a licensed prescriber's order.

Medicine should be delivered to the school in a pharmacy or manufacturer labeled container by the parent/guardian or responsible adult whom you designate. Your child may not transport medicine on the school bus. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty (30) day supply should be delivered to the school. When your child needs medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible.

Please pick up all medications on the last day of school. The school nurse will dispose of any medication left in the Health Office.

Please note: the school nurse must administer all medication.

The School Immunization Law is fully implemented in Holliston. No student will be enrolled unless immunization requirements are met. All students entering school must present a physician's or Board of Health Certificate showing complete immunization as required by the Massachusetts Department of Public Health. Religious and/or medical exemptions are allowed as stated by Massachusetts state law.

- The requirements for **children entering Kindergarten in September 2014** are DPT (5), Polio (4), MMR (2), Hep B (3), Chicken Pox Vaccine (2), and lead poison screening.
- The requirements for **children entering Preschool in September 2014** are: DPT (4), Polio (3), MMR (1), Hep B (3), Hib (1-4), Chicken Pox Vaccine (1), and lead poison screening.

Massachusetts Law also requires **Physical Examinations** for students in grades **Preschool and Kindergarten, 4, 7 and 10.** The family's primary care provider may conduct these examinations. If a student does not have a primary care provider he/she will be referred to the school physician. If a student does not have health insurance he/she will be referred to a state program such as Mass Health or the Children's Medical Security program. Vision and hearing screenings are mandated by law and are conducted yearly by the school nurses. If any health problems are identified, parents will be notified and referred to their primary care provider as needed.

Head Lice, or pediculosis, may be a problem among school children. We request that all parents check their own children at least once a week. **All cases must be reported to the school nurse**

in an effort to control an outbreak. Children are excluded from school until all nits are removed.

Students contracting a disease noted below shall be excluded from school for the following minimum times:

Chicken Pox If a student has contracted Chicken Pox, the school health office must be contacted immediately. When all blisters are crusted over and dry, your child may return to school. Please report your child's Chicken Pox to the Holliston Board of Health 508-429-0605.

Strep Throat Strep throat is highly contagious among school age children. Students with strep throat should not return to school until at least 24 hours after beginning appropriate antibiotic treatment and resolution of their fever. Antibiotics should be taken for the full course of prescribed treatment primarily to prevent rheumatic fever or other complications. Symptoms include sore throat, headache, nausea, and vomiting. A throat culture should be considered.

Scarlet Fever This is a type of strep infection that is characterized by an associated skin rash. Students should not return to school until at least 24 hours after beginning appropriate antibiotic treatment and resolution of their fever. Be sure to take the full course of antibiotics.

Students with contagious skin disorders (impetigo, ring worm, etc.) will be excluded from school and readmitted at the discretion of the school nurse.

*****The Board of Health is located at the Town Hall. The phone number is 508-429-0605.**

Tobacco on School Premises

Use of any tobacco products within the school buildings, school facilities, or on school grounds, school buses or school sponsored trips by an individual, including school personnel and students, is prohibited at all times. Additionally, possession of tobacco products by students is prohibited within the school buildings, school facilities, or on school grounds, school buses or school sponsored trips.

C. Student Support Services

Student Services Administrator

The Student Services Administrator, Mrs. Carol Dicruttalo, works with our entire school population to identify, assess, and, when appropriate, facilitate implementation of support for students at Placentino School who may require specific services to optimize learning opportunities. She can be reached at 508-429-0647 extension 1251.

Supplementary Programs

The Holliston Elementary School provides its students with these instructional, diagnostic and support services. Among them are:

Title One Reading

Title One Reading is provided through a Federal Grant. These services are targeted for students who will benefit from this early intervention.

ELL

All parents registering their child for school must complete the Home Language Survey that is mandated by the Massachusetts Department of Education. Careful review of the survey will determine if additional evaluation is necessary to assess the literacy level of your child. Literacy support will be provided when necessary.

Supplemental Reading Support Service

This program provides support services to students who are experiencing reading difficulties or require early intervention.

1. Remedial assistance may involve classroom modifications to the student's program.
2. Assessment by the reading specialist may be followed with supplemental tutoring.

Math Support

This program provides support services for selected students who are experiencing difficulties meeting grade level mathematics standards.

1. Remedial assistance may involve classroom modifications to the student's program.
2. Supplemental tutoring may be provided within the classroom or in small groups outside the classroom setting.

Special Education Services

Special Education services are offered to Holliston students in accordance with 603 CMR 28.00 of the General Laws of the Commonwealth of Massachusetts. The Student Services Administrator works with the classroom teacher, specialists and parents to ensure that, when appropriate, referrals are made to assess a student's eligibility for special education support services. **The Student Services Administrator at Placentino School is Mrs. Carol Dicruttalo. She can be reached at 508-429-0647 ext. 1251.**

Speech and Language Services

This service is provided for those students who have been identified with communication difficulties and who may demonstrate a basic lack of understanding or expression of age appropriate language skills.

504 Accommodation Plans

Section 504 of the Rehabilitation Act of 1973 is a civil rights law prohibiting discrimination on the basis of a handicap and/or disability.

The law is designed to protect “Any person who has a physical or mental impairment that **substantially limits** one or more life activities, has a record of such an impairment or is regarded as having such an impairment.” The major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks.

Students who fit this definition are entitled to “a free and appropriate” public education comparable to that provided to students without disabilities. This may include regular or special education services. However, students can receive related services under Section 504 with the appropriate documentation, even if they are not provided any special education services.

Please contact the Placentino School Guidance Office if you have questions or would like more information regarding 504 Accommodation Plans.

D. Library/Media

Media Center

Our state-of-the-art Media Center is an extension of the classroom, providing supplemental teaching aids that enrich and extend each child's learning. Children are encouraged to visit and use the Media Center to apply the reading and research skills they have learned in the classroom. The Placentino Media Center houses a centralized audio-visual collection of teacher resources, books and computers for student use, and parent resource materials.

Placentino School thanks the many parents who volunteer their time to keep our Media Center open daily from September to June.

Our School Library and Censorship

It is our firm belief that our school libraries need to be at the center of learning for children in the Holliston schools. We try to keep our collection up-to-date so that children's reports reflect accurate information. We order books covering a wide range of topics ensuring that children are able to find information on whatever subject they choose. CD-ROMS are used to provide

information on highly specialized topics. Children should feel that the Media Center is a place where they can learn to research and find resources for all school projects.

The school library is also a place where recreational reading is fostered and encouraged. Because children's reading levels vary, the Media Center provides reading materials that range from emergent readers to difficult classics. Most purchases are based on reviews. Our librarian tries to match children with books that they can both read and enjoy.

Our library is filled with material for a wide range of ages and abilities, and we know that children will, from time to time, check out material that is too difficult or which has content that you feel is inappropriate for your child. We would like to work as a team with parents, and would like your child to return anything that makes you uncomfortable. We believe, however, that libraries should have books that express a variety of viewpoints on issues and we do not remove books simply because a particular individual or group feels such material is inappropriate. Libraries are for everyone and so, by their nature, must be inclusive. For more information on libraries and censorship, feel free to schedule a meeting with the school librarian.

IV. BEHAVIORAL EXPECTATIONS

A. Code of Conduct

The Holliston Public Schools place a high value on each student as an individual. We honor diversity and believe that each and every student is unique.

In order to accomplish and fulfill the Mission of our schools, each of us takes on the responsibility of instilling in students a respect for themselves and others. The Code of Conduct embodies the principles of respect and defines the Holliston Schools in its pursuit of excellence.

The following is a listing of behavioral expectations and disciplinary sanctions. This list is not and cannot be all-inclusive, but is designed to provide guidance to students and their parents of the behavioral expectations. As stated explicitly below in connection with specific offenses, severe or habitual violations of the code of conduct can result in the denial of school privileges and/or participation in extra-curricular activities, and an in-school or out-of-school suspension.

- **Buses**
School buses are an extension of the school and students are under the jurisdiction of the school while riding the bus.

Students should keep hands and heads inside the bus at all times, and refrain from loud talking and horseplay that may divert the driver's attention and make safe driving difficult. State law prohibits smoking on school buses. Students are not permitted to leave their seats while the bus is in motion.

The school department or the transportation company is not responsible for articles left of the bus.

Bus rules apply to the regular daily buses to and from school, late buses, field trip and athletic buses, and all bus trips by each the Holliston Public Schools.

- **Cheating/Plagiarism**

All students are expected to present their own work for evaluation. A teacher who determines that a student has been guilty of the above offenses shall take all reasonable and necessary steps to address this first with the student and his/her parents and then may refer this matter to an administrator and will give a grade zero for the work in question.

Violations may result in loss of privileges, and in some cases, can lead to suspension from school. A student who disagrees with the teacher's finding that she/he has been guilty of cheating or plagiarism can appeal this finding to the Principal.

- **Dress/Appearance**

Students are not allowed to wear articles of clothing or accessories that interfere with safety or that are disruptive, offensive, disrespectful, discriminatory, or otherwise inappropriate for the school community or that interfere with learning. Footwear must be worn at all times by all persons in the school and on school grounds.

The school administration and staff reserve the right to make decisions in cases where the dress, appearance, or behavior of one student may interfere with the learning process for other students.

Proper attire is required for participation in all physical education classes.

- **Electronic Devices**

Radios, tape/CD players, beepers, cellular phones, entertainment-type units, ipods and other electronic devices, and any related equipment are not to be used or be visible during school hours. Such devices will be confiscated by school personnel and brought to the main office.

- **Hallways**

Students who are in the hallways while classes are in session should pass quietly and not cause any disruption.

- **Hazing (See page 34 & 35)**

- **Suspension from School**

- A. Out of School Suspension and In School Suspension
- B. Suspension Procedures
- C. Returning to School After a Suspension
- D. Long Term Suspension/Expulsion
- E. Suspension/Expulsion Pursuant to M.G.L. c71, s.37H and s.37H1/2

Memorandum Of Understanding With the Holliston Police Department

The Holliston Public Schools and the Holliston Police Department have entered into a Memorandum of Understanding in order to prevent and eliminate substance abuse and acts of violence in our community. As provided in that Memorandum of Understanding, school personnel agree that certain activities by Holliston students will be reported to the Police Department and that both the School and Police Departments will act cooperatively in addressing issues involving violence, hate crimes, possession and use of alcohol or controlled substances, and possession and use of firearms or other weapons. School personnel retain the prerogative to impose school-based discipline in connection with any and all acts that occur on school grounds, including school buses, and at school-sponsored or related functions, including but not limited to field trips, athletic events, or dances. A complete copy of this Memorandum of Understanding is available in the office of each building Principal and in the office of the Superintendent.

B. Expectations

PBIS

Positive Behavior Interventions and Supports (PBIS)

PBIS is a positive, school-wide systems approach that is research-based and data driven. It is designed:

1. to establish clearly defined expectations within the school setting and define consistent responses to those positive and negative behaviors
2. explicitly teach and reinforce appropriate behaviors across all areas of the school
3. provide a common school-wide language
4. pro-actively utilize data to guide decision-making with the goal of increasing positive student behaviors in all areas of the school

Placentino students...

CARE

Cooperation Acceptance Responsibility Effort

Student Misbehavior

Whenever a student is referred to an administrator for reasons of serious misbehavior, information regarding the incident will be gathered from the teacher and student. The Principal will then contact the student's parent(s) to discuss the inappropriate behavior and consequences when necessary. The Principal may request a parent conference to further discuss the incident.

Due Process Rights

All due process with regards to the rights of students as outlined below will be observed:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. The opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).
4. The right to appeal the administrator's decision to the Superintendent of Schools.

Suspension

In-school and out-of-school

In certain cases, students are suspended from the Elementary School. The length of the suspension is determined by the administration but will not exceed five days. A student's parents or guardian will be informed about the suspension. Please see the above due process procedures that protect the student's rights in these cases. Grounds include:

1. Fighting.
2. Bullying.
3. Use of threats or acts of intimidation.
4. Possession of any weapon (including pocketknives).
5. Acts endangering the safety of others.
6. Destruction of property.
7. Disruption of school activity.
8. Theft of property.
9. Profanity or obscene language.
10. Theft of property.
11. Causing a false fire alarm (in addition to \$100.00 fine from the Holliston Fire Dept.).
12. Possession of drugs.
13. Possession and/or use of alcoholic beverages.

14. Use of tobacco.
15. Possession of fireworks.

Under the new Education Reform Act, a student attending public school can be expelled for possession of drugs or a weapon (including pocket knives - a 2 inch or longer blade) or assault on a staff member.

The General Laws, c. 269, section 10 by Chapter 150 of the Acts of 1987 prohibits firearms to be brought to school:

"Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred forty, carries on his person a fireman as hereinafter defined, loaded or unloaded, in any building or on the grounds of any school, college, or university without the written authorization of the board of officer in charge of said school, college, or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, 'firearm shall mean any pistol, revolver, rifle, or smooth bore arm from which a shot, bullet, or pellet can be discharged by whatever means'."

Disciplining Students With Special Needs

All students are expected to follow the Holliston's Code of Conduct, unless otherwise determined by the student's Individualized Education Plan Team and written in the student's IEP or 504 Plan. Federal and state laws provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability.

A brief overview of these rights is provided below.

In general, if your child has violated Holliston's disciplinary code, the school may suspend or remove your child from his or her current educational placement for no more than 10 consecutive school days in any school year. If your child possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school function; or inflicts serious bodily injury upon another person at school or a school-sponsored event, the school may place your child in an interim alternative educational setting for up to 45 school days. If your child has been placed in an interim alternative education setting as a result of a disciplinary action, your child may remain in the interim setting for a period not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon educational placement unless you or Holliston have initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement, or you and Holliston agree to another placement.

Any time Holliston wishes to remove your child from his or her current educational placement for more than 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year when a pattern of removal is occurring, this is a “change of placement.” A change of placement invokes certain procedural protections under federal special education law. These include the following:

(a) Prior to any removal that constitutes a change in placement, the school must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address your child’s problematic behavior. If a behavioral intervention plan has been previously developed, the Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.

(b) Prior to any disciplinary removal that constitutes a change in placement; the school must inform you that the law requires that the school district consider whether or not the behavior that forms the basis for your child’s disciplinary removal is related to his or her disability. This is called a “manifestation determination.” Remember that you, as the parent, always have the right to participate as a member of the group of people making this determination.

Consideration of whether the behavior is a manifestation of the student’s disability:

The law provides that Holliston and the parent, along with relevant Team members, must consider all evaluation information, observational information, the student’s IEP and placement; and must determine whether your child’s behavior that prompted disciplinary removal was a manifestation of his or her disability. The behavior is considered a manifestation of your child’s disability if the conduct in question was caused by, or had a direct and substantial relationship to your child’s disability, or was a direct result of the school district’s failure to implement his or her IEP.

If the manifestation determination decision is that the disciplinary behavior was related to your child’s disability then your child may not be removed from the current educational placement (except in the case of weapon or drug possession or use, or serious bodily injury to another) until the IEP Team develops a new IEP and decides upon a new placement and you consent to that new IEP and placement, or a Hearing Officer orders a removal from the current educational placement to another placement.

If the manifestation determination is that the behavior was not related to your child’s disability, then the school may suspend or otherwise discipline your child according to the school’s code of student conduct, except that for any period of removal exceeding 10 days the school district must provide your child with educational services that allow your child to continue to make educational progress. Holliston must determine the educational services necessary and the manner and location for providing those services.

In the case of a disagreement with the Team’s determination:

If you disagree with the Team’s decision on the “manifestation determination” or with the decision relating to placement of your child in an interim alternative education setting or any

other disciplinary action, you have the right to appeal the Team's decision by requesting an expedited due process hearing from the Bureau of Special Education Appeals (BSEA).

Discipline of Students Whose Eligibility for Special Education is Suspected:

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Behavioral Safety

Holliston Public Schools are committed to providing quality education to our students while promoting behavioral safety within our schools. Our school has adopted the Safety-Care™ Training Program, developed by Quality Behavior Solutions, Inc., which is a behavioral safety program for our educators and is in compliance with the State of Massachusetts Department of Elementary and Secondary Education (DESE) regulations. This program provides our educators with the skills they need to confidently, safely, and respectfully prevent, minimize and manage student behavioral challenges.

Please feel free to contact our building administrators or our district Behavior Inclusion Specialist if you have any questions or would like more information about this program.

C. Bullying

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

Definitions

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet),

- at any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing, orally, or online to the principal or another staff member, or reports may be made anonymously. The link for online reporting is <http://hollistonps.wufoo.com/forms/placentino-school-bullying-reporting-form/>

There are copies of the anonymous reporting forms and an anonymous reporting drop box on the desk in the Placentino Library just above the book return slot.

Contact – Steven Silvestri, Principal, 508-429-0647 ext. **1204**, silvestris@holliston.k12.ma.us and/or

Susan Gleason, Assistant Principal, 508-429-0647 ext. **1203** gleasons@holliston.k12.ma.us

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development for School and District Staff

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be

particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

Additional information about the school's or district's Bullying Prevention and Intervention Plan is available on the District website under School Committee – Policies.

D. Hazing

The term hazing refers to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official

as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of secs. 17 to 19; issuance to students and student groups, teams and organizations; report.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

V. EXTRA CURRICULAR ACTIVITIES

A. Field Trips

Placentino School children participate in field trips throughout the school year. The children love the opportunity to ride the buses to special destinations and enjoy different kinds of learning through new and exciting experiences. Please note the following important information regarding Placentino Field Trips:

- **All chaperones must complete necessary CORI forms and be cleared by our office for participation in school activities.**
- **Only “teacher-designated chaperones” can participate in our field trips. Parents are discouraged from “meeting” their child at a field trip location.**
- **Because parking at Placentino School is limited, we ask that all chaperones please park in the Miller School lower parking lot or Adams School back lot.**

B. School Council

School Councils were established through the Education Reform Act. Successful school improvement planning is a collaborative process which requires participation from our entire school community which includes: administrators, teachers, parents and community representatives.

The School Council helps to shape the School Improvement Plan for the up-coming school year. The School Improvement Plan is one of the basic sources for planning budget initiatives, action plans for the school year, and new initiatives within our school community.

Each year our Parent Organization recruits parents for “open” School Council positions. Grade level parent representatives are elected to the Placentino School Council by the grade level parent community for a one or two year term, and one parent is elected as an “at large” representative. The Placentino School Council meets once a month from September – June.

C. Organizations

Holliston Elementary Parent Teacher Student Association (HEPTSA)

The Holliston Parent Teacher Student Association is a volunteer parents group that works closely with the school administration and teachers to provide Holliston's children in grades PreK-12 with special programs and services during the school year. Each school has a dedicated group of volunteers from the Holliston PTSA working to provide information, special programs, and

grants. Money raised through dues and several fund raising activities is used to support many different programs at all levels of the system.