



Mary E. Finn School Parent Handbook 2019-2020

<http://finn.nsbورو.k12.ma.us/pages/Finn>

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Clayton T. Ryan, Principal

School Hours:

Kindergarten & First Grade

8:50am - 3:05pm

Message From the Principal

As we begin a new school year, I want to welcome you and extend a commitment on behalf of all Finn faculty and staff to work with you to make this year a very happy and productive one for your child(ren).

Each child in our school is unique. As parents, you know your child best. We invite you to share your expertise and insights about your child with us. Together, we will share the joys and responsibilities of helping your child learn and grow. Regular communication and a partnership between home and school will enhance the quality of every child's educational experience. The exchange of information will be key to the success of our mutual efforts.

A Finn School web page is available for you at <http://finn.nsboro.k12.ma.us/pages/Finn> so please visit us on the web for current information and updates. The web page will include a staff listing, lunch menus, special events, teacher web pages and educational links to assist students' with academic progress.

I wish to emphasize our commitment to providing a strong and balanced educational program. We sincerely want you to join with us in the educational process in the hope that our mutual effort will make the Finn years stimulating and enjoyable for your child.

Yours truly,

Clayton T. Ryan

SOUTHBOROUGH PUBLIC SCHOOLS
CENTRAL OFFICE ADMINISTRATION

53 Parkerville Rd.
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(508) 486-5115

Gregory Martineau
Superintendent of Schools

Rhoda Webb
Assistant Superintendent of Schools

Marie Alan
Director of Student Support Services

Deborah Lemieux
Assistant Director of Student Support Services

Erica Edstrom
Assistant Director of Student Support Services

Rebecca Pelligrino
Director of Business

SOUTHBOROUGH SCHOOL COMMITTEE MEMBERS

Jenn Primark
Jessica Devine,
Paul H. Desmond
Roger W. Challen
Keturah Martin

SOUTHBOROUGH PUBLIC SCHOOLS

MISSION STATEMENT

It is the Mission of the Public Schools of Southborough to maximize academic achievement, social responsibility and lifelong learning by attending to the intellectual and developmental needs of individual students in supportive classroom environments.

CORE VALUES

- Quality education is best realized with highly motivated, skilled and supportive teachers.
- Active involvement of the family and community is essential to successful student learning.
- Respect for the diversity and dignity of individuals and groups is embraced.
- Learning is dynamic. Students relate new information to previous knowledge and make lasting connections between school experiences and their world.

CORE PRINCIPLES

- All students will have access to high quality and diverse learning experiences.
- Teaching will bring together several subject areas, encouraging students to connect related information.
- Teaching will include a variety of strategies and methodologies to meet the needs of all students.

MARY FINN SCHOOL- PAST AND PRESENT

The Mary E. Finn School is named in honor of a former Southborough teacher who taught for more than 50 years prior to her retirement in 1963. In 1965 the school was built to serve as a neighborhood school, housing grades 1 through 6. Currently, the Finn School houses all of Southborough's Kindergarteners, First graders, and Northborough and Southborough's Preschoolers.

In 1996 the citizens of Southborough voted to approve special funding to finance a major renovation and addition to the Mary E. Finn School. The renovated building was completed in 2002 and housed pre-K through 2. This year grades pre-K through grade 1 will be at Finn.

ABSENCES

If a child is to be absent from school, parents are requested to call the Principal's office at Finn (ext. 100) to report the absence. In that way, it will not be necessary to call parents at home or at work, since all children are accounted for each day. Voice mail will be activated at 4:00 p.m. daily and remains on until the school office opens at 8:00 a.m. Please do not email the student's teacher to report absences.

If a child has been absent, a note should be sent when the child returns to school which includes the following: the date the note is written, the child's name, dates of absence, reason for absence and the parent's or guardian's signature. Generally, absences due to any of the following reasons will be considered to be excused:

- Documented illness or injury
- Bereavement/family funeral
- Religious Holidays
- Court appearances
- Extraordinary family circumstances (excused at the discretion of the principal)

Parents will be contacted if we have not received notification from a parent of the reason for a student's absence within 3 days of the absence.

Please refer to the **HEALTH** section of this handbook for guidelines on children returning to school after they have had a communicable illness.

ATTENDANCE

It is essential that children be assisted in developing habits of regular attendance and punctuality if they are to make continuous progress in school. When an absence due to illness is expected to be of unusual duration, parents should notify the school office so that the possibility of the need for home instruction can be considered.

When a student has accumulated 5 unexcused absences in a school year or misses 2 or more classes on 5 days due to tardiness, the parents will be contacted and a meeting will be held to develop an action plan to address the student's school attendance.

ARRIVAL AND DISMISSAL

Cars will not be allowed to use the front driveway in the morning between 8:30am and 9:15am and in the afternoon between 2:45pm and 3:30pm.

For the safety and welfare of our students, we would remind you that Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. M.G.L. c.90, §16B. Violators will be subject to a fine.

Parents who wish to have their child dismissed from school early must send a written request to the teacher. All parents must report to the school office to pick up their child early. No child will be dismissed from school unless the parent(s) or their designee reports to the school office.

All students are assigned to a bus so if your student will not be taking the bus, you must notify the office in writing of their dismissal plans. If a change to the regular dismissal schedule for a child is anticipated, parents must notify the school office in writing. Children will not be released to other adults unless authorization has been given by the parents. This is a safeguard for all children and it will not be compromised.

Drop Off Procedures

- **Drop-off time** for all **Kindergarten and First Grade students begins at 8:35am and ends at 8:50am**, there is no supervision until that time. Drop-off time for **Preschoolers is from 8:45am-9:00am**. If you arrive after your child's designated drop-off time we ask that you park your car in the adjacent parking lot, walk your child around to the front of the building, enter through our Main Entrance, and sign your child in at the office.
- **The Driveway/Drop Off Loop**, adjacent to the Gym, is for **Drop-Offs ONLY**. There is **NO PARKING AT ANY TIME in the Drop-off or Pick-up loop**.
 - **All vehicles entering the Drop-off loop** should proceed in a single line of traffic, pulling up as close to the curb as possible, within the designated drop-off zone.
 - **Maintain a safe and appropriate speed** - According to MA General Laws Chapter 90, section 17 the Speed Limit in a School Zone parking lot should be **NO GREATER than 10 MPH**.
 - **All Students should exit their vehicle curbside** and walk on the sidewalk to the right of white painted line, towards the entrance to the Gym.
 - **Please be efficient and mindful of others while in the Drop-off line**. If you need to help your child out of a car seat, please do so quickly, so the drop-off traffic can continue to flow. Once your child has exited your vehicle please proceed out of the Drop-off zone, allowing space for parents in line behind you.
- **If you would like to walk your child to the door**, into school, or up to a staff member, you need to park your car in the adjacent gym parking lot to the left of the loop in designated, lined spaces.
- When you park your car in the parking lot and walk your child into school, we ask that you cross the parking lot through the designated and painted crosswalk area.

Afternoon Pick Up Procedures

- Afternoon pick-up area is by the gym entrance.
- After parking your car, parents must come to the door and your child will be released once you are identified.
- Pick up at the gym door is until 3:10. After that time, you will need to pick your child up in the office and sign them out.

BIRTHDAYS

Children are requested not to distribute invitations to their birthday parties at school. Due to confidentiality, teachers may not provide lists of names, addresses or phone numbers. However, see the **SCHOOL DIRECTORY** section of this handbook with regard to obtaining this information.

Your child's birthday will be honored in the classroom with a **non-food celebration**.

If parents prefer that their child not participate in school birthday celebrations, the child's teacher should be contacted.

SNACKS

Full day classes have snack once a day, either in the morning or afternoon, depending on their lunchtime. Half day kindergartners also may bring snack. Snacks are the responsibility of the parent. There is no school provided snack. In classrooms with food allergies, there is no peanut/nut snack allowed. We encourage snacks to be healthy and nutritious.

BUSES

The bus schedule is listed on the district website (www.nsboro.k12.ma.us/pages/Northboro-Southboro), MySouthborough.com, in The Villager, the MetroWest Daily News and in a mailing that goes to all homes in Southborough from the Office of the Superintendent of Schools, prior to the opening of school each fall.

WAITING FOR THE BUS

Students should be on time for the bus. Bus drivers will not wait for students who are not at the stop on time.

Observe all safety precautions while waiting for the bus:

- Do not play in the roads
- If possible, avoid crossing streets
- Do not push, pull, or chase any other students
- Avoid trespassing on private property
- Keep voices to a minimum

As your bus approaches, line up at least six feet off the roadway, and do not approach the bus until it has stopped and the driver has opened the door.

LOADING THE BUS

- Get on your bus quickly, be seated at once, and put your seat-belt on
- Remain seated; keep aisles and exits clear
- Listen carefully and obey any directions issued by the driver

BEHAVIOR WHILE RIDING ON THE BUS

- Observe classroom conduct, and obey the driver promptly and respectfully
- The use of profane language, eating food, and drinking of any type is prohibited on the bus
- Do not throw or pass objects on, from or into the bus
- Hazardous materials, objects, and animals are prohibited on the bus

- Leaving and boarding the bus at locations other than the assigned home stop or assigned school is not allowed without permission from the building administrator
- Putting head, arms, or objects out of bus windows is forbidden. In case of serious or recurring misconduct, the bus driver must describe the violations in writing on the appropriate forms to the school administrator designated to deal with discipline

SCHOOL BUS DISCIPLINE REPORT

Students who misbehave on the bus will receive a school discipline report.

First Offense: Student spoken to and reminded of bus rules by school administrator

Second Offense: Student spoken to and loss of recess

Third Offense: Student suspended from the bus for three days -School attendance required

Fourth Offense: Student suspended from the bus for five days - School attendance required

Fifth Offense: A meeting between student, parent, and school administration to determine action to be taken

The Southborough Public Schools reserves the right to discipline students for any school bus violation noted above. Please speak with your child concerning appropriate bus behavior for their safety and the safety of all of its passengers. The school administrators have the right to permanently remove a child from the buses if necessary to enforce safety.

Children may not take any bus other than their regularly assigned one. Parents are responsible for their child's transportation to and from social, athletic or other activities.

School bus students and their parents are reminded that the privilege of riding school buses to and from school, if abused, can be revoked.

School bus drivers will not drop children off without an adult present. If there is no adult at the bus stop, children will be brought back to the Finn School. Parents will be responsible for picking up their child at the Finn School.

CALENDAR

The annual school calendar is made available to all parents in the month of August. The calendar lists days when school is not in session, early release days, vacation days, conference days, and the kindergarten changeover at the half year. Please refer to the inside cover of this handbook for specific Finn events.

CLASS PLACEMENT

In the spring of each year, teachers meet by grade level to make groupings for the following year, taking into account all that they know about students. The goal is to form viable classes that are heterogeneous in terms of academic proficiency, special needs/aptitudes, learning styles, peer relationships, leadership qualities, artistic and athletic strengths, cultural heritage, race and gender.

The administration and teachers who work with your child determine class placement. Over the past few years, we have found that multiple requests from parents regarding friendships have complicated an already complex placement process and have created added distractions that take away from student learning. Our teachers have a clear understanding of your child's needs, learning style, and social and

emotional growth. This information, coupled with our thoughtful placement process, will yield classrooms that are well balanced and designed to support the needs of each learner.

COMMUNICATION

Communication is an essential aspect of an active and effective partnership between school and home. Therefore, the Finn administration and faculty encourage regular communication, active involvement in the school, and shared decision making and problem solving. Parents should feel free to contact the school whenever there is a question or concern. A child's teacher is the best person to answer parent questions and one should always start with him or her.

Throughout the school year, workshops and programs will be offered to all parents related to children's learning and development in school and at home. There will be programs that address curriculum issues, as well as, information regarding how parents can help their children at home. A very important event for all parents is the Open House/Curriculum Night which occurs in the early fall.

Weekly packets containing important school information go home or are posted on our webpage on Thursdays. Please read this packet carefully since it contains valuable information about school and S.O.S. activities, which often require parent responses. Individual teacher newsletters are sent home throughout the year.

COMPLAINT PROCEDURES

Please refer to the below stated policy regarding parent concerns:

- Begin by talking with the classroom teacher.
- If matters discussed remain unresolved, parents may contact the principal.
- If still not satisfied, parents may call the Superintendent of Schools for an appointment.
- If parental concerns or questions are not resolved at this level, a hearing with the School Committee may be scheduled.
- For bus related concerns parents should contact the main office directly.

CONFERENCES

Formal conferences with every parent are scheduled in October and in April. Conferences may also be requested by parents or faculty at any time throughout the year (Also, see section on **REPORTING PUPIL PROGRESS**).

CURRICULUM

The Mary Finn School curriculum emphasizes the development of the whole child. Classroom programs are designed to foster academic, physical, social and emotional development. It is acknowledged that all children are functioning at different levels and have differing needs and interests. Teachers seek to cultivate strengths and incorporate varied learning styles.

Teachers aim to develop students' critical and creative thinking skills via curriculum that is based on inquiry, problem solving, discovery and application of skills and concepts. Instruction is through

thematic and interdisciplinary units of study which help students to make connections within and across disciplines.

EARLY RELEASE DAYS

On occasion there will be early release days. On these days, the children are dismissed at 12:00 p.m. Early release days provide the opportunity for teachers to prepare for the Curriculum Night presentation and to hold parent/teacher conferences. In addition, the days before Thanksgiving, the winter break, and the last day of school are early release days.

EMERGENCY INFORMATION FORMS

On the first day of school, Student Information Forms are sent home with all children. These forms must be filled out promptly and accurately and returned to school to ensure the well-being of each child. If a child is injured or becomes ill, or if there is an emergency closing, a parent or the parent designee will be called to pick up the child. Designated persons should be people who are home during the day or are easily reached. Please be sure to ask permission of all those whose names are listed. This information **MUST** be kept current at all times. Please notify the school if there is any change in this vital information, which includes home address, phone number, work number, child's doctors, and other individuals authorized to pick up a child from school.

FIELD TRIPS

Educational field trips are taken by each grade as an extension of the curriculum. All information regarding field trips is sent home with a permission slip. Permission slips must be signed by a parent or guardian and returned to school prior to the trip. Although field trips are heavily subsidized by Finn S.O.S., each family is also asked to contribute a small amount to help cover costs. Any family with a financial need may contact the principal in confidence. Students will be transported by school bus and chaperoned by teachers and parent volunteers. A nurse will also accompany the students.

GIFTS TO SCHOOL PERSONNEL

From time to time or on occasions such as holidays or at the end of the year, parents may wish to show appreciation for their child's teacher or another staff member. Gift giving is not encouraged. However, if parents would like to recognize a teacher in a special way, the following suggestions might be helpful:

- Have your child make a card for his/her teacher.
- Have your child make a homemade gift.
- Bake a treat with your child to give to the teacher.
- Make a contribution in honor of your child's teacher to the Southborough Education Foundation.
- Contribute to the class with items such as film, puzzles, games, jump ropes.
- As an alternative, there is a notebook in the school office entitled "Teachers' Wish List" in which teachers have identified supplies and items needed in their classrooms. Parents should feel free to come in and look at the notebook at any time.

HEALTH INFORMATION

A registered nurse is available during school hours. The nurse works closely with the school team to ensure a healthy and safe school environment.

Please notify the nurse of any significant medical conditions, including medication taken at home. It is very important to inform the nurse of any changes or updates in your child's medical history or changes in medication.

Immunization and Physical Exam

Massachusetts State Law mandates proof of up-to-date immunizations before entrance into Northborough-Southborough Public School district.

A copy of a recent physical exam is required before entrance into kindergarten, fourth grade, seventh grade, and tenth grade, and for all new students.

Illness and Injury

In case of serious illness, injury, or emergency during the school day all attempts will be made to contact parents/guardians first. Then, emergency contacts will be called. It is imperative that the phone numbers and emergency information for each student be kept up-to-date. Please inform the office of any changes in phone numbers or other pertinent information as soon as possible.

Medication at School

Under Massachusetts General Law Chapter 105 CMR210, a licensed nurse must have a medication order from a licensed prescriber in order to administer any medication, whether it is a prescription drug or an over-the-counter medication. The following policy applies in the Northborough-Southborough Public School District.

- A. School policy prohibits students from carrying medications of any kind on their person or having them in their possession without prior approval of the school nurse.
- B. No medication will be administered in school without a written order from a licensed prescriber. This written order must be signed and dated for a closed period of time and include instructions for dispensing.
- C. In addition, a written dated request signed by a parent/guardian must be submitted to the nurse concerning the dispensing of medication.
- D. Prescribed medications, over-the-counter medications, and inhalers to be administered under the conditions stated above must be brought to the nurse by the parent or guardian in the original properly labeled container.
- E. For short-term prescription medication, those requiring administration for ten (10) school days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a written order from a licensed prescriber.
- F. Each school calendar year requires a new written order from the licensed prescriber, and written parent/guardian request for the dispensing of the medication. Written parent/guardian consent forms and licensed prescriber order forms may be obtained from the school nurse.

Screenings

Massachusetts mandates the following screenings be completed:

Vision - Grades K-5, 7 and 10

Hearing - Grades K-3, 7 and 10

Postural screenings - Grades 5-9

BMI (Body Mass Index) - Grades 1, 4, 7 and 10

All parents/legal guardians will be notified of their child's BMI by mail.

When vision, hearing and postural screenings are complete, the parent/legal guardian will be notified if a referral is necessary.

The parent/legal guardian may request in writing that a student be excused from screening. A separate request is required for each screening.

Keeping your child home from school

Fever - A temperature greater than 100.4°F is considered a fever. Your child should be fever free, without the use of fever reducing medication, for 24 hours before returning to school.

Vomiting and Diarrhea - Your child should be symptom free for at least 12 hours before returning to school.

Rash - A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergent). If your child has an unusual rash or it is associated with a fever - contact your doctor. Keep your child home until you have discussed the rash with your doctor.

Cold, sore throat, cough - Children average six to eight colds per year. Your child may attend school if there is no fever. If cold and cough symptoms are associated with a fever or they do not readily improve, call your doctor.

Strep throat - A sore throat in conjunction with a fever, headache, or stomach ache may indicate strep throat. Your child must complete 24 hours of medication and be fever free for 24 hours without the use of fever reducing medication before returning to school.

Conjunctivitis (pink eye) - The signs and symptoms of conjunctivitis are when the white part of the eye is red; eyes are itchy and produce a yellow or green crusty discharge. If suspected, contact your physician before coming to school. Your child may attend school 24 hours after treatment starts.

Chicken Pox - Please contact the school nurse.

In order to keep everyone healthy and ready to learn it is important to keep your child home if they are ill.

HOMEWORK POLICY

The Southborough school community supports homework that provides meaningful follow-up to what has been taught, that helps prepare students for what will be taught, that enriches students' grasp of the curriculum, and that allows parents to play an active role in their child's education. As students progress through the K-8 system, homework builds year to year in complexity, expectations and time. Students within each grade level will receive homework that reflects a consistent knowledge/skill base. Homework goals and expectations are clearly established by classroom teachers and communicated with parents and students at the beginning of the school year. Individual student capabilities are always respected.

INCLEMENT WEATHER

School Closing Announcements

When school closings need to be announced, the Public Schools of Northborough and Southborough will make use of several different communication tools for notifying students and their families: our website, *OneCall Now*, and local television and radio stations.

1. The Web Site of the Public Schools of Northborough and Southborough

Cancellations, delays and early dismissals will be posted first on the front page of the district web site, <http://www.nsboro.k12.ma.us/>. This will be the earliest notification of school closings, posted at the very top of the front page.

2. Phone Notification via *OneCall Now*

Through *OneCall Now* a message will be sent out to all households of school-attending students. These calls will be sent out at 5:30 AM for high school households and 6:00 for elementary and middle school households. Cancellation phone announcements made prior to schools opening in the morning will be made to households only.

How does *OneCall Now* work? As an example, at 5:00 AM on a snowy school morning the superintendent makes the decision to cancel school. She calls *OneCall Now* and within minutes every household of students in the district receives a phone message announcing schools are closed for the day. It's that immediate!

3. Announcements via Local Television and Radio Stations

We will continue to post cancellation announcements through local media, as we traditionally have done in the past. Have a favorite morning news show you tune in to as you wake up on a snowy morning? You can continue to follow announcements of school closings on TV and radio.

We encourage you to use a combination of the web, phone, television and radio to ensure that you are aware of weather-related closings in a timely manner.

Delayed Openings:

During some inclement weather, there may be a two hour delayed opening. This means that school would start at **10:50 a.m.** Please DO NOT drop off children until 15 minutes before the delayed start time. Faculty and staff will not be in the building before that time; therefore, there will not be any supervision for children who arrive early. When there is a delayed opening, there will be no morning

kindergarten session. Parents are advised to continue to listen to their radio or TV after a delayed opening announcement since non improving weather conditions may necessitate a later announcement of "no school."

Early Closings

When schools must close early due to emergency conditions, the announcement will be posted on the district web site, sent to local media stations for announcement, and sent directly to you by phone through *OneCall Now*. Because many parents work, this *OneCall Now* message will be sent to all home, work and cell phone listings found in the contact information you have given your child's school.

When schools close early, students will be bussed from their school to their regular afternoon after-school destination, unless you have given your child's school office different instructions specifically for early closings.

KINDERGARTEN REGISTRATION

Registration for children entering kindergarten takes place in January for the upcoming school year. Any family listed on the town census with a child who will be five years of age by the following August 31st automatically receives a registration packet.

KINDERGARTEN SCREENING

Public Schools are required by Chapter 766, the Massachusetts Special Education Law, to conduct a screening of all kindergarten youngsters. Students who registered for school in January attended a screening last April. Any new students will be screened in the fall. The purpose of screening is to identify those children who may benefit from further evaluation to determine if they have special needs. Kindergarten screening is a brief check of a child in the areas of:

- personal and social development
- speech and language skills
- reasoning skills
- eye-hand coordination
- small and large muscle control
- hearing

LIBRARY

Library Classes:

Classrooms visit the library each week. During the library class, students listen to a story and choose a book to check out. They learn how to take care of library books and how to find a book in the library. In addition, they are exposed to a variety of excellent literature. Students are expected to be responsible for their library books by returning them on time and in the same condition as when they were checked out.

Library Materials:

Students may borrow one book each library session. As soon as they return one book, they may borrow a new book. Children may return a book on any day, not just a library day. The library maintains a collection of audio tapes, video tapes, books and magazines which may be borrowed by parents.

Lost and Overdue Books:

If a book is several weeks overdue, parents will receive notices until either the book is returned, or a note is written confirming that the book is lost. If a library book is lost, the family will be billed for the replacement cost (\$15.00) per School Committee Policy.

LOST AND FOUND

Parents are advised to label their children's belongings and to refrain from sending any valuable items to school. Lost cash or jewelry will be kept in the office. Other items will be placed in the "Lost and Found Box" which is located on the stage in the school cafeteria. Parents are urged to look through the lost and found box periodically throughout the year. Unclaimed items will be donated to charity after an appropriate length of time.

LUNCH

All full day kindergarten and first grade students may purchase lunch through the school lunch program. Menus are sent home monthly. Students may purchase a hot lunch with milk (\$2.75), or milk may be purchased separately (.60). The fee for milk or the hot lunch is set at the beginning of the school year. The school system provides free and reduced cost lunches to children whose family income falls within certain guidelines. Information regarding this program is sent home at the beginning of the year and is available on request through the school office. For your assistance, there is a link on the Finn website to pre-pay your lunches.

PARKING

Parking space is extremely limited. The safety of all children is the first priority. **Parking or stopping of cars along fire lanes is not permitted.** Front parking spaces are limited to 15 minutes.

PROFESSIONAL DEVELOPMENT DAYS

Over the course of the school year there are 4 full days scheduled for staff professional development; there will be no school on two of these days. Professional development opportunities are mandated by the Department of Education and provide staff the opportunity to enhance their teaching skills by participating in workshops and courses. Please refer to the calendar for the designated dates.

REPORTING PUPIL PROGRESS

Written progress reports on all students are prepared by teachers. Reports on kindergartners and first graders are sent home in January and on the last day of school in June. (Also, see section on **CONFERENCES**).

RECESS

First graders and full day K have a 30 minute recess during the day, weather permitting; recess is held outdoors, even on cold days and when it snows. It is important that children wear warm coats, mittens and boots in winter. In order to play in the snow, children must wear snow pants and boots.

SCHOOL COUNCIL

The Finn School Council was established as a result of the Education Reform Act of 1993. The Council consists of parents, teachers, principal and a community representative. The School Council is charged with assisting the principal with the identification of the educational needs of the students, reviewing the

annual school budget, adopting the educational goals for the school, and formulating a School Improvement Plan.

There are parent positions on the Finn School Council. They are filled through an election process organized and run by Finn S.O.S. as the representative body of the parents. Terms are for one, two or three years. Elections are held in the early fall.

SCHOOL DIRECTORY

Finn S.O.S. publishes a school directory each fall. Inclusion in the directory is voluntary. The following information about each student is included in the directory: name, address, telephone number, grade level, teacher, and parents' names. A family may choose to receive a copy of the directory without being listed.

SOUTHBOROUGH ORGANIZATION FOR SCHOOLS (S.O.S.)

General S.O.S.

The Southborough Organization for Schools (S.O.S.) is a group of highly dedicated parents and town residents, working with the staff and students of all the Southborough Schools to provide programs of cultural and curriculum enrichment. S.O.S. also sponsors many parent/family workshops and school social events. Each of the schools has its own S.O.S. organization, operating under the umbrella of General S.O.S., a non-profit organization.

General S.O.S. publishes a calendar every fall, which lists most school and town wide events, including S.O.S. meeting dates and times. The calendar is available for \$14.00; order forms are sent home with the students at the beginning of the school year.

Finn S.O.S.

The primary mission of Finn S.O.S. is to raise funds and coordinate activities that enhance the basic school curriculum. Members of Finn S.O.S. are teachers, principal and parents of Finn students. Every parent of a Finn student is a member of S.O.S. Meetings are held monthly and are open to all members. Minutes of all meetings are posted in the Finn lobby for general viewing.

Finn S.O.S. coordinates most of the volunteer activities in the school. Monies earned through S.O.S. fund raising activities help support curriculum enrichment and cultural arts programs.

SPECIAL SUBJECTS

Kindergarten students have the following special subjects once per week: library, physical education, music and art. First grade and full day kindergarten students have library, art, and music once per week and physical education twice per week. Special subjects are taught by specialists in their fields. Whenever possible, these specialists work with classroom teachers to integrate learning experiences in content areas with the arts and movement.

R.A.P.

The Finn R.A.P. (Recreation After School Program) is a not-for-profit after school program, administered by its own Board of Directors. Sessions are held in fall and mid-winter and spring. Course offerings and registration forms are sent home with students. Any family with a financial need may contact the principal in confidence.

SUPPORT SERVICES

The reading specialist strengthens the language arts instruction for all students and supports the instruction of some students who are at risk in the acquisition of language arts skills.

Student Services:

State and federal laws provide for a full range of programs and services for children who have identified special needs. Before a student is referred for a special education evaluation, all efforts will be made to meet the child's needs in the regular education program. Referrals for evaluations of eligibility for special education services or disability-based accommodations may be made by a parent, teacher, counselor or physician. No evaluation will be conducted without written consent from a parent and no services will be delivered without such written consent. If a special need is determined by the evaluation, school staff will work with parents to develop an appropriate Individualized Educational Plan or Section 504 Plan for the child.

Northborough/Southborough Special Education Parent Advisory Council (NSPAC)

NSPAC is a parent volunteer-run, positive and solution-oriented organization welcoming parents and guardians of children ages 3-22 with special needs and learning differences in the Northborough and Southborough School Districts.

The mission of NSPAC is to facilitate networking opportunities, provide a forum to share ideas and resources and provide support to all families navigating the special education process.

Membership is free and members meet for regular meetings, workshops and presentations held throughout the year.

NSPAC collaborates with District administration and School Committee members on matters related to the support, safety and educational programs of students with special needs.

Additional information and calendar of events can be found at www.nspac.org or follow NSPAC on Facebook. Board officers can be emailed at nspac1@gmail.com. Parents can also receive group emails by sending a blank email to nspac-subscribe@yahoogroups.com.

VISITORS

In order to ensure the safety of the children at the Mary Finn School, the school is secure during school hours and visitors must ring the door buzzer, identify themselves and the reason for their visit to be let in. Visitors must report to the school office, sign in and wear a visitor badge, and wait to be escorted to their destination. Parents are not allowed into the classroom without an appointment. Items for students must be left in the office and will be delivered by a staff member.

VOLUNTEERS

There is a high level of parent volunteerism at Finn School due to the warm welcome on the part of the staff and the commitment and interest on the part of parents. There are many ways parents can become

involved. Parents may serve as room parents, serve on Finn or General S.O.S., serve on the School Council and serve on system-wide curriculum committees or on interview committees.

A volunteer orientation is held in the fall of each year. At the orientation meeting, specific guidelines which all volunteers must follow are reviewed. A volunteer handbook is provided to everyone who wishes to be involved in these activities. All volunteers for the school must have an active CORI on file. A CORI check is good for 3 years, at each of the Southborough Schools. Parents/guardians that have not completed a CORI form will not be permitted to volunteer in classrooms or to chaperone on a field trip.

Public Schools of Northborough-Southborough Massachusetts Acceptable Use Policy for Technology - I-120 (6134)

Overview

The Northborough, Southborough, Northborough/Southborough Regional School Districts are very pleased to bring Internet access to our districts. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. The purpose of this agreement is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of this access must be in support of education and research consistent with educational objectives.

Background

The Internet is a vast collection of computers and users that have the ability to share information. Each computer that is connected becomes part of this global network. This allows individuals to quite easily send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers to bring experts right into the classroom and provides immeasurable resources with which to enhance the curriculum.

Guidelines

Inappropriate use will result in a cancellation of Internet use and other disciplinary action deemed appropriate by officials. The administration determines what is inappropriate use and their decision is final. The School District has in place an Internet safety policy that includes the operation of a technology prevention measure that protects against Internet access for both adults and minors to visual depictions that are obscene, child pornography, and, with respect to use of the computers by minors, harmful to minors and includes monitoring the online activities of minors. An administrator, supervisor, and other authorized person may disable the technology protection measure, during use by an adult, only to enable access for bona fide research or other lawful purposes.

- Users are expected to abide by the guidelines listed below for acceptable use of technological resources including the Internet. The user is personally responsible for his or her actions in accessing and using the school's computer resources.
- Computers, peripherals, and other technologies, such as personal assistants, are to be used for legitimate educational activities
- Use the Internet only to access educationally relevant materials

- Use e-mail for educational purposes only
- Illegal activities, including violation of copyright or other contracts, and unauthorized access including “hacking” are strictly forbidden
- Respect the rights of copyright owners and do not plagiarize work that you find on the Internet

Acceptable Use Policy for Technology

Cite your sources - the MLA style for electronic sources is recommended (<http://www.mla.org>)_

- Use appropriate language and do not swear, use vulgarities, or any other inappropriate language
- Do not participate in “chat rooms” or “instant messaging”
- Do not knowingly post or forward any information that is not true.
- Do not post private information about another person or post personal communications without the author's consent.
- Do not use the network or hardware to engage in bullying or harassment of others.
- Do not send any material that is likely to be offensive or objectionable to recipients
- Do not reveal your personal address or phone number or the personal address or phone number of other students, faculty, or administrators
- Do not trespass into anyone else's files, folders, or work
- Do not share your personal account with anyone or leave the account open or unattended
- Do not use an account assigned to another user
- Promptly disclose to the administration or designee any message you receive that is inappropriate or makes you feel uncomfortable.
- Do not download any files or execute attachments that you did not request or did not expect to receive
- Do not do anything to damage any computer, software, system, or service that you are using and never send anyone else a file or command that may damage theirs
- Network storage areas may be reviewed by Network Administrators to maintain system integrity and to ensure that the students are using the system responsibly
- Computer storage space is not private and contents may be viewed at any time

Resources: Acceptable Use Policies from the Hampton-Dumont Community Schools, Florida Institute of Technology, University Liggett School, Shrewsbury Public Schools, Classroom Connect Internet site and Lightspan.com.

Adopted: February 11, 1997

Revised: May 10, 2000

Revised: February 13, 2002

E-MAIL GUIDELINES

E-mail communication is common practice for many people. School personnel all have e-mail accounts and do their best to check messages once a day. They have very little time during the day to access and respond to e-mail messages. Although this form of communication is convenient, quick, and easy, it needs to be used carefully since the tone and intent can be misunderstood due to the lack of facial or voice cues.

Parents are asked to keep the following guidelines in mind as they write e-mail messages to school staff:

- E-mail sent through a public account is not considered private communication between parties and as such, nothing of a personal or sensitive nature should be disclosed in e-mail messages
- E-mail communications should be brief, concise, and if warranted, should be a request for a personal contact (phone call or note) if feedback is necessary
- E-mail is not a substitute for a conference, nor should it be a problem-solving tool, especially when children and their learning issues are the topic
- Timely information should not be included in e-mail messages as teachers may not be able to read or pass along within the expected timeframe, information that has an impact on a child's daily routine
- E-mail communication should be used as needed - It should not be a daily messaging tool used as a convenience

Messages sent that violate these guidelines may not get a response. At times, teachers and teaching teams may establish e-mail protocols with families that are mutually agreeable and which support students. It is important that we manage this technology so it remains a tool and not a replacement for individual conversations about students and their issues.

The guideline offered for checking whether e-mail messages are appropriate remains, “Don't write anything you wouldn't want to see printed on the front page of the newspaper.”

SUSPENSION/EXPULSION

Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

Due Process

In-School Suspension:

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Students have the right to appeal an in-school suspension that will result in their in-school suspension for more than ten (10) school days in a school year.

Out-of School Suspension:

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be

audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Principal's Hearing:

Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

Principal's Decision:

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

BASIS FOR EXPULSION

The following infractions may result in a student's permanent expulsion:

- Possession of a dangerous weapon
- Possession of a controlled substance
- Assault of any member of the educational staff
- Admission or finding of guilt to a felony or felony delinquency charge

DISCIPLINE AND STUDENTS WITH DISABILITIES

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- a. A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes

steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.

- e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days:
 - 1. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
 - 2. If the student causes substantial bodily injury to another at school or a school sponsored event; or
 - 3. If the district provides evidence that the student is “substantially likely” to injure him/herself or others and a hearing officer/court orders the alternative placement.
- f. The parent shall have the right to appeal the manifestation Team’s determination, the imposition of a disciplinary change in placement, and the student’s placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

NON-DISCRIMINATION NOTICE

The Northborough-Southborough Public Schools, in accordance with federal and state laws, prohibit discrimination in their operations and provide equal employment and educational opportunities to all persons regardless of race, color, gender, religion, marital status, homelessness, age, sexual orientation, gender identity, national origin or disability. Northborough-Southborough complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151C, c.76, §5, and c. 71B.

Northborough-Southborough has a duly appointed individual responsible for the overall monitoring, auditing and ensuring compliance with this policy as it pertains to students attending the Northborough-Southborough Public Schools. For compliance issues, or in the event that individuals believe they have been discriminated against in any of Northborough-Southborough's educational activities, please contact Barbara Goodman, Section 504 Coordinator, 53 Parkerville Road, Southborough, MA 01772 (508-486-5115). Inquiries regarding compliance may be directed to the Superintendent of Schools or directly to the United States Department of Education, Region 1 - Office for Civil Rights, 5 Post Office Square, Boston, MA 02110

Non-Discrimination/ Equal Opportunity / Affirmative Action / Title IX/ ADA/Title I/Section 504 / Chapter 622 Grievance Procedure

The Northborough-Southborough Public Schools, in accordance with federal and state laws, prohibits discrimination in its operations. This policy, providing equal employment and educational opportunities to all persons regardless of their race, color, gender, gender identity, religion, marital status, age, sexual orientation, national origin, disability or homelessness, will apply to all persons affiliated with the Northborough-Southborough Public Schools including students, parents, employees and prospective employees. The Director of Student Support Services, Barbara Goodman, 53 Parkerville Road, Southborough, MA 01772, telephone number (508) 486-5115, is responsible for the coordination of Title IX, Section 504, ADA, Title I, the Age Act and Chapter 622 in the Northborough, Southborough and Northborough-Southborough Regional School Districts and will be responsible for coordinating the following grievance procedures:

A grievance shall be a complaint by a student, parent, prospective employee or staff member, alleging discrimination on account of race, color, gender, gender identity, religion, marital status, age, sexual orientation, national origin or disability, which is filed no more than 30 business days after the alleged act and/or statement.

An aggrieved party must institute proceedings hereunder within **30 business days** of the event or events giving rise to the grievance or with **30 business days** from the date the aggrieved party had knowledge or reasonably should have had knowledge of the event or events giving rise to the grievance. Exceptions to this timeliness requirement will be made for good cause in the discretion of the Director of Student Support Services. The four levels of the grievance process for complaints include:

LEVEL 1

Any person who believes they have been discriminated against or harassed should report their concern promptly to any teacher, guidance counselor, or building Principal/Supervisor. The school staff member should then promptly report the concern to the school principal or Director of Student Support Services. In the event that the complaint is made against the Principal or the grievant's Supervisor, the complaint will be investigated by the Director of Student Services. District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees to the building Principal/Supervisor. The discussion shall be documented in written form.

The Principal/Supervisor will promptly investigate every complaint of discrimination and consult with the Director of Student Support Services as necessary to complete the investigation of the complaint. If the Principal/Supervisor determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and determining what corrective and/or remedial steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate. This investigation and determination by the Principal/Supervisor shall be within fifteen (15) business days after the receipt of the complaint by the Principal/Supervisor. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.

The investigator will inform the alleged target of the discrimination and/or harassment and the person(s) who was the subject of the complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) in writing within fifteen (15) school days of receipt of the complaint, unless the investigation is extended in the discretion of the investigator. This notice of the outcome of the investigation will inform the complainant as to whether or not the investigation determined that the conduct occurred, any individual remedies offered or provided to the complainant or any sanctions imposed on the perpetrator that directly relate to the complainant (e.g., stay away order or no contact order), and other steps the school has taken to eliminate the discrimination or hostile environment, if one has been found to exist, and prevent recurrence. The perpetrator should not be notified of the individual remedies offered or provided to the complainant (e.g., counseling; alternative classes, etc.). This determination shall be final unless the aggrieved party elects to appeal to the next Level II.

LEVEL II

If the complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Director of Student Services within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Director of Student Services shall review the investigation and may conduct further investigation if deemed appropriate. Within five (5) school days of receipt of any such appeal, the Director of Student Services shall decide whether or not to reopen the investigation, uphold the principal or designee's determination, or reverse the principal or designee's determination. The Director of

Student Services shall provide written notification of that determination to both the Complainant and the accused.

The Director of Student Services' decision shall be final, subject to further written appeal to the Superintendent within five (5) days of receipt of the decision of the Director of Student Services.

LEVEL III

The Superintendent of Schools or his /her designee shall issue a written response to the complainant within ten (10) business days after the receipt of the written appeal.

Confidentiality will be maintained during all grievance and investigation procedures to the extent consistent with the District's obligations under law and under applicable collective bargaining agreements. See the Algonquin Conduct and Discipline Guidelines to address disciplinary procedures related to issues violating this policy. NOTE: The Northborough, Southborough, Northborough-Southborough Regional School Districts urge all individuals in the school community to bring any concerns or complaints of discrimination to the attention of school personnel so that they can resolve the issue; however, individuals are hereby notified that they also have the right to report complaints to:

The United States Department of Education
Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, Massachusetts 02110-1491
Telephone: (617) 289-0111
Fax: 617-289-0150
TDD: 877-521-2172

or

Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
TTY: N.E.T. Relay: 1-800-439-2370
FAX: 781-338-3710

Equal Employment Opportunity Commission (E.E.O.C.)
One Congress Street, 10th floor
Boston, MA 02114
1-800-669-4000

Massachusetts Commission Against Discrimination (M.C.A.D.)
One Ashburton Place
Boston, MA 02108
617-727-3990

HARRASSMENT

Students in the Northborough, Southborough and Northborough-Southborough Regional School Districts have been participating in programs that create opportunities for children to learn Positive

Social Skills, Conflict Resolution, and Concern for the School Community. To reinforce our instructional efforts, we have created a process to assist children and their families to resolve issues when social conflicts arise. The following is the Northborough, Southborough, and Northborough-Southborough Regional School Districts Harassment Grievance Process:

A core value of the Northborough, Southborough, Northborough-Southborough Regional School Districts is that the schools value respect for the diversity and the dignity of the individual. In an effort to achieve this goal, all participants in the school community must practice this value. Harassment of any individual or group of individuals will not be tolerated. Children who choose to tease, taunt, physically attack, or otherwise show disrespect towards others based upon their race, national origin, religion, gender, sexual orientation, homelessness or disability will be spoken to and appropriate action will be taken. The first step in solving the concern will involve the child or children and the adults who witnessed the behavior. The second step will involve the Building Principal. If either party still feels that the issue has yet to be resolved, they can request a meeting with the Director of Special Education and Student Support Services. The final appeal will be to the Superintendent of Schools.

The Northborough, Southborough, and Northborough-Southborough Regional School Districts are Affirmative Action Employers that are committed to ensuring that all of our programs and facilities are accessible to all members of the public.

FINN CODE OF CONDUCT

The goal of Mary Finn School is to build a school climate where children respect their peers and staff with the themes of the CARE (Compassion, Acceptance and Respect for Everyone) program guiding their way. All teachers and students have the following rights:

- To work in pleasant, safe and orderly surroundings
- To be free from insulting or abusive treatment
- To work in an atmosphere that encourages learning

Children are expected to maintain appropriate behavior in classroom and non-classroom settings, including in the cafeteria, on field trips and on the playground. The administration and staff will communicate expectations and routines on an on-going basis. Each teacher develops his/her own set of classroom guidelines and expectations with their individual classes. We use a variety of strategies to enhance your child's social and emotional growth. Below is a list of strategies we may use (not necessarily in order of implementation):

- Verbal reprimand and warning
- Mediation -- talk it out, apologize, etc.
- Loss of privileges -- recess, playground, specials, helper, etc.
- Removal from classroom
- Call parents
- In-house suspension (remain in designated area for the day)
- Send home for the remainder of the day

- Suspension -- one to ten days depending on the offense
- Expulsion

Most school rules are a matter of courtesy and safety and are emphasized as such. The school personnel reinforce the importance of self-discipline, good manners and acceptable behavior. The following rules have been adopted to reinforce positive conduct:

- Respect yourself and others by treating others as you would want to be treated
- Include all that want to be included
- Respect the belongings of others and all school property
- Be fair, kind, and honest
- When inside, use indoor voices
- Listen when others are talking
- Be the best you can be while learning and playing

Clothing with messages or labeling that advocate or promote drugs, alcohol, violence, discriminatory slurs, or that are otherwise disruptive of the school environment or likely to cause disorder shall not be worn.

Students need to be aware of the responsibility they bear for their words and their actions in the classroom, on the playground and on the buses. There will be little tolerance when it comes to threatening remarks toward another student or teacher. All incidents will be brought to the Principal's attention, and appropriate individuals will be notified. Depending on the severity of the situation, the child may be suspended from school. Each disciplinary incident will be evaluated on an individual basis. We know parents understand the importance of providing a safe school environment, so please take the time to speak with your child about the seriousness of their actions and words, real or pretend, and stress the importance of monitoring them while on Woodward School grounds. We appreciate your help in this very important matter. If a student's misbehavior in school is of a more serious nature (use of unacceptable language, physical or verbal abuse of another child, etc.) the procedure will be as follows:

First Offense – Teacher will discuss the problem with all students involved.

Second Offense – There will be an appropriate consequence for the behavior (partial loss of recess, loss of whole recess, written explanation of offense, etc.) and the teacher will inform the Principal and parents.

Third Offense – Parents will be contacted and an appropriate action will be taken with input from the teacher, parents and the Principal. We will not take any chances when it comes to the safety of our students and staff and therefore, we must react to each and every incident.

Bullying Prevention and Intervention Plan Southborough Public Schools Parent Resource Guide

It is important that you read the following information about bullying. After reading, if you believe that your child has been the target of bullying, you may file a written report. Written reports are considered serious allegations that will be addressed through school administration. Please be aware that [St.2010, c.92](#) Bullying in Schools law also requires that legal action be taken against those who file false reports or who make unfounded accusations.

We encourage open communication between parents and school staff. Anonymous reports will be investigated, but follow-up may be impossible.

What is bullying?

In the state of Massachusetts, student behavior must meet the following criteria to be considered bullying:

“BULLYING” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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.

For the purposes of this section, bullying shall include cyber-bullying.

One-time incidents may be deliberately mean or cruel, but are not bullying. Still, one-time incidents may be subject to school discipline.

What is cyber-bullying?

“CYBER-BULLYING” is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- (i) The creation of a web page or blog in which the creator assumes the identity of another person or
- (ii) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying shall also include the distribution of electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v),

inclusive, of the definition of bullying.

What is a hostile environment?

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.

Bullying may involve but is not limited to:

- Unwanted teasing
- Threatening/intimidating behavior
- Stalking or cyber-stalking
- Cyber-bullying
- Physical violence
- Theft or destruction of school or personal property
- Sexual, religious, or racial harassment
- Public humiliation
- Social exclusion, including incitement and/or coercion
- Spreading of rumors and/or falsehoods

Here are some differences between bullying and other forms of conflict:

Rough Play	Fighting	Bullying
Usually friends; often will do the same things again	Usually not friends; typically not repeated	Not friends but will be repeated
Not about hurting	Trying to hurt each other	Bully is trying to hurt, humiliate
Affect is friendly, mutual	Affect is negative, angry	Affect varies between the target and bully

Contacting the school:

The situation	Your Role	What the School Can Do	What the School Cannot Do
Your child is afraid to see another child at school, or generally afraid to go to school because of any incident.	Get as many specific details as possible about why this is occurring.	They can create a Safety Plan for your child.	They cannot discuss with you any details or actions taken with other children, including the aggressor.
Your child reports an incident that occurred at school.	Be sure to get very specific, detailed information from your child about the incident.	They can take steps to ensure the safety of the children involved.	They cannot discuss with you the steps they take that involve any other child.
Your child reports that he/she has heard a rumor about a future	Get as many specific details as possible.	Investigate the plausibility of the future incident and	They cannot discuss with you the details regarding other children and/or

incident that may occur at school.		take appropriate actions.	parents.
Your child or a credible source reports that another child is being bullied at school.	Get as many specific details as possible.	Investigate the situation.	Report back to you any outcome of the investigation.

If you have a serious disagreement about a disciplinary action taken by the school.	If this is the case, begin by pursuing a private conversation with the school administration. Challenging the school's authority publicly to make such decisions will only, in the long run, lead to more disciplinary problems among children who will perceive that the adult community does not respect the school administration.	Educators are bound by policy. They may not be able to change an action if doing so violates the policy set by the school committee.
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Filing a report:

There are several methods for reporting suspected bullying incidents:

- You can contact a teacher/school administrator by phone.
- You can make a report in person.
- You can complete the Bullying/Harassment Form
 - This form can be downloaded, printed and returned to the school.
[Click here to download the Bullying/Harassment Reporting Form](#)
 - Copies are available at each school upon request.

Bullying reports may be made anonymously; however no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

What happens next?

When the Southborough Public Schools (SPS) receive a report of bullying, the following steps will be taken:

- Listen to parent, teacher, and/or students to gather information – initial reporting stage.
- Have staff member/parent/student complete the Southborough Public Schools Harassment/Bullying Form (if not completed already).
- Involve administrators (if they are not yet involved).
- Interview all parties involved (including the aggressor, target, and witnesses), focusing on the incident(s).
- Discuss behavior with guidance counselors, school psychologist, special education liaison (if appropriate), and teachers to assess the situation.
- Determine if bullying behavior has occurred. (*Other inappropriate behavior that does not constitute bullying will be handled as indicated in the handbook.)
- Decide on consequences for unacceptable behavior (if any).
- Follow-up with the aggressor.
- Follow-up with the target.
- Follow-up with the parent who reported, the parent of the aggressor, the parent of the target, and the parents of the witnesses (when appropriate).
- Administrators will acknowledge receipt of a report within three school days.
- If warranted, an investigation will be conducted and completed within 10 school days.
- Parents of the target and bully will be notified of the results of the investigation and the school will take appropriate action.

All reports of bullying are dealt with respectfully and confidentially. We treat each student as an individual and use each case as a learning opportunity. When appropriate, a range of disciplinary consequences may be utilized as noted in the student handbook including, but not limited to, loss of privileges, removal from part of all of the school community, and suspension from school.

Please be aware that [M.G.L. c71, §370](#), also requires that legal action be taken against those who file false reports or who make unfounded accusations.

Additional information about bullying:

A leading researcher, Dr. Dan Olweus, identifies three critical aspects of bullying:

1. Power: The power relationship is inherently unequal. Frequently the bully gains more power and influence among others from his behavior.
2. Frequency: Bullies target children for a number of reasons, often because they can. However, they generally do not stop this behavior with particular children unless adults intervene. It is a recurring, often constant problem for the target.
3. Intent: Bullies mean to do what they do; generally, they intend to harm, embarrass, or victimize.

Bullying can take many forms; boys and girls tend to bully differently, for example, and generally their methods target whatever the aggressor's group values the most. Boys are often physical and threatening; girls will attempt to alienate the target from their social groups.

Causes:

In general, bullies are using behavior that they have determined will gain them status and feelings of control. They usually seek out victims they can successfully bully. Victims do not “ask for it” but there is a group of victims who are not socially successful, and may annoy others, perhaps in an attempt to gain attention from their peers. Bullies use this annoying behavior to justify their own actions. To many bullies, their victims were “asking for it.”

For more information on Bullying, please visit the following websites:

Massachusetts Aggression Reduction Center MARC: www.bridgew.edu/MARC/

Olweus Bullying Prevention Program: www.olweus.org

Stop Bullying Now: www.stopbullyingnow.hrsa.gov/kids

Ryan's Story: www.ryanpatrickhalligan.org/

PROVIDING INFORMATION TO NON-CUSTODIAL PARENTS

Massachusetts state law imposes certain conditions on schools and parents with respect to access to student information by non-custodial parents. Under Massachusetts law we can only share educational information with non-custodial parents (defined as parents who do not have physical custody, even if they share legal custody) after we have followed this process:

1. The non-custodial parent must request in writing that the school provide information. That request must indicate that certain criteria are met by the non-custodial parent.
2. After receipt of the request, the school must notify the custodial parent of the request.
3. The custodial parent has 21 days to respond with any contradictory information. If no response is forthcoming, then the school can share the information.

This is obviously a significant burden for both you as a parent and us as a school. However, we are obligated to follow this process. If you have any questions or would like to fill out the forms for next year, please contact the office at (508) 485-3176.

Summary of Massachusetts Laws and Regulations Pertaining to Student Records

I. Inspection of the Student Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

II. Rights of Non-Custodial Parents

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who do not have physical custody of their children. The Northborough-Southborough Public Schools are in compliance with these regulations and while we encourage parents to be involved and informed about their children's education, we must protect the rights and safety of all parties. For more information, please contact the Principal's office.

II. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfers or enrolls.

III. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the principal. The building principal will render a written decision on such a request within one week. A denial of a request to amend a student record may be appealed to the Superintendent.

IV. Destruction of Student Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

V. Directory Information

Federal and state regulations authorize school districts to disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Southborough

Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want directory information from your child's education records disclosed without your prior written consent, please notify the Principal in writing. The Southborough Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The above is only a summary of some of the more significant provisions of federal and state regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be obtained from the Department of Elementary and Secondary Education. These state regulations are designed to insure parent and student rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

MASSACHUSETTS NON-SMOKING LAW

As written in the Massachusetts State Ed Reform Act of 1993, Section 37H, *the superintendent of every school district shall publish the districts policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel.*

Smoking and the use of tobacco/nicotine products on school grounds is strictly prohibited,

Massachusetts Statutes: Student Behavior and Discipline

M.G.L. c.71, §37H

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

(A) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(B) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(C) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(D) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(E) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

M.G.L. c.71, §37H1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

M.G.L. c.71, §37H3/4.

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the

student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school.

Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

M.G.L. c.71, §37L

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.



<http://finn.nsboro.k12.ma.us/pages/Finn>

60 Richards Rd. Southborough, MA 01772

Phone 508-485-3176

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Email: CRyan@nsboro.k12.ma.us

Clayton T. Ryan, Principal

Dear Parents/Guardians;

The Mary E. Finn School Handbook is now posted on the Finn website. This handbook contains important school guidelines and procedures. It also contains important school district policies. It is very important that you read the information contained in this document and discuss appropriate material with your child/children. The document will remain on the website throughout the school year so that you may refer to it whenever necessary. The handbook is reviewed and updated annually.

The sign off sheet below needs to be signed and returned to school after you have read the handbook information. This must be returned to the child's classroom teacher as soon as possible indicating that you have reviewed the handbook information. Each child will need to return their own individual form to their classroom rather than one per family.

I have reviewed the Finn School Handbook online:

Parent Signature

Date

Student Name/Grade

OR

If you would prefer to have a hard copy of the book please sign on the line indicating your request. I am requesting a hard copy of the Student handbook:

Parent/Guardian Name

Date

Student Name/Grade