

Medway Elementary Schools

Student/Parent Handbook



2019-2020

Burke-Memorial School

Grades 2,3 & 4

Amanda Luizzi

Principal

John Kelley

Assistant Principal

McGovern School

Pre-K, K & 1

Amy McDonald

Principal

Armand Pires Ph.D.
Superintendent of Schools
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Dear Medway Elementary Families,

Welcome to the 2019-2020 school year! On behalf of both Medway elementary schools, we are looking forward to a most successful learning experience in our wonderful school communities. The John D. McGovern School is our early childhood center and is home to Pre-K, kindergarten, and grade 1 classes. Students in grades 2, 3, and 4 attend school at the Burke/Memorial complex. The 2019-2020 school year brings with it an enhanced focus on the development of the whole child.

This year, Medway Elementary Schools is entering its 2nd year in the adoption of **Responsive Classroom**. This approach to teaching focuses on building a positive school community focused on engaging academics, effective management and developmental awareness. We look forward to sharing more about this approach with you throughout the school year.

This handbook communicates our policies and procedures and describes services provided at the two elementary schools. It is meant to answer some questions you may have about the daily life of students at the Burke/Memorial and John D. McGovern School. It is not meant to supplant the importance of parent-teacher communication that is imperative to ensure an effective partnership between the schools and your home. Should you have any questions or need clarification on any school matter, please contact us.

Close cooperation between home and school is essential to promote success for our students. Parents are welcome to visit the schools, volunteer in the classrooms, and attend parent teacher conferences. Our success depends greatly on parents and teachers working together to support children. This handbook is intended to provide guidance for the upcoming year. Please familiarize yourselves with its content and work with us to provide the best possible educational experience for our children.

Sincerely,
Amanda Luizzi
Amy McDonald
Elementary Principals

MISSION STATEMENT

The Medway Public Schools district, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

VISION STATEMENT

The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible, and productive citizens of a global community.

EXPECTATIONS THAT SUPPORT STUDENT LEARNING

All educators will:

- Act upon the belief that, with appropriate supports, every student can achieve at high levels.
- Share responsibility for the learning of all students by actively collaborating with colleagues.
- Personalize and differentiate instruction to engage and challenge each learner.
- Model for students the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Provide safe and supportive schools.

All students will:

- Exhibit the core values of respect, perseverance, integrity, responsibility, and tolerance.
- Be active and engaged members of the school community.
- Take appropriate risks and believe that hard work and persistence are the keys to successful learning.
- Collaborate with others to solve problems and accomplish goals.

Parents will:

- Be supportive of and participate actively in PreK-12 school programs.
- Ensure that students come to school on-time, prepared, rested, and ready to learn.
- Partner with teachers to support their children's learning.
- Support their children's efforts to build skills as independent learners.

The community will:

- Provide resources to support a balanced program of academics, arts, athletics, and co-curricular programs.
- Support school and student learning partnerships with community businesses and organizations.

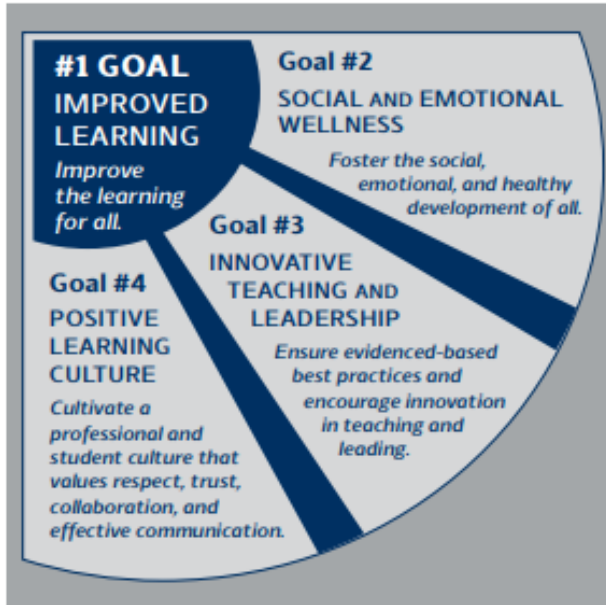
EXPECTED LEARNING OUTCOMES

All students will:

- Meet or exceed grade-level essential learning outcomes/content standards.
- Communicate effectively and appropriately, both orally and in writing.
- Define and solve complex social and academic problems independently and in teams.
- Use technology for communicating and learning.

GOALS

What we want to accomplish



CORE STRATEGIES

What we want to accomplish

THE AREAS OF FOCUS TO ACHIEVE THE GOALS

- ◆ Instructional plans: Ensure consistent instructional plans with well defined learning outcomes focused on depth of understanding and critical thinking.
- ◆ Student data: Systematically measure, analyze, and act upon student learning data.
- ◆ Tiered system: Delineate and continuously improve Medway’s tiered system for academic and behavioral supports.
- ◆ SEL curriculum: Support the continued development and effective implementation of articulated SEL curriculum PK-12.
- ◆ Partnerships: Enhance partnerships with families and the greater community.
- ◆ Skills: Embed 21st century skills, competencies into PK-12 learning experiences.
- ◆ Professional development: Facilitate differentiated professional development aligned with district, school, and educator goals.
- ◆ Commitment: Promote and demonstrate a commitment to a growth mindset and continuous learning.
- ◆ Engagement: Equip all faculty, staff and students with the knowledge and skills to respectfully engage our students, parents and greater community.

Medway Elementary School Information

John D. McGovern Elementary School

9 Lovering Street
Medway, MA 02053

Principal: Amy McDonald
School Secretary: Jennifer Suttill
Nurse: Penny McKay

Grades Pre-K, K, 1

Telephone: (508) 533-3243
Fax: (508) 533-3263

Mcg.medwayschools.org

Follow us on Twitter: @McGovernElem

Burke/Memorial Elementary School

16 Cassidy Lane
Medway, MA 02053

Principal: Amanda Luizzi
Assistant Principal: John Kelley
School Secretaries: Lisa Messina, Marleen Durkey
Nurse: Cheryl Gay

Grades 2, 3, 4

Telephone: (508) 533- 3266
Fax: (508) 533-3274

mem.medwayschools.org

Follow us on Twitter: @BurkeMemorial

Medway Elementary School Calendar 2019-2020

September 3, 2019	First Day for Children
September 30, 2019	Rosh Hashanah- No School
October 09, 2019	Yom Kippur- No School
October 14, 2019	Columbus Day- No School
November 11, 2019	Veterans Day- No School
November 27, 2019	Early Release, Grades K - 12
November 28-29, 2019	Thanksgiving Recess No School
December 5, 2019	Elementary Early Release Day, Conferences
December 10, 2019	Elementary Early Release Day, Conferences
Dec. 23, 2018- Jan. 1, 2020	Holiday Vacation No School
January 2, 2020	School Reopens
January 20, 2020	Martin Luther King, Jr. Day- No School
January 21, 2020	Professional Development- No School
February 17 - 21, 2020	Winter Vacation- No School
March 13, 2020	Early Release Day, Grades K - 12
April 10, 2020	Good Friday- No School
April 20 - 24, 2020	Spring Vacation- No School
May 15, 2020	Early Release Day- Grades K - 12
May 25, 2020	Memorial Day- No School
June 18, 2020	180th Day

Medway Elementary School Hours

McGovern School

Preschool

Morning Session: 8:50 AM – 11:10 AM

Afternoon Session: 12:10 PM – 2:30 AM

Full Day Session: 8:50 AM - 2:30 PM

Early Release - Early Release for AM and Full Day Pre School is 11:10 AM

Kindergarten

Full Day

8:45 AM – 3:00 PM

Early Release for Full Day: 12:00 PM

Grade 1

8:45 AM – 3:00 PM

Early Release - 12:00 PM

Children in preschool, kindergarten, and grade 1 **will not** be let off the bus if there is no adult present to greet the child. In this event, the child will be returned to school, and you will be contacted to make arrangements to pick up your child.

Memorial School

Grades 2, 3, & 4

8:15 AM – 2:30 PM

Early Release – 11:30 AM

Please note that for the safety of the children, students should not to be dropped off more than 15 minutes before the start of the school day. There is no supervision available earlier in the day.

Student Drop-off and Pick-up

McGovern School

Pre-Kindergarten, Kindergarten, and Grade 1

Drop-off and Pick-Up

When dropping off your child(ren) enter the McGovern School driveway by staying in the right hand lane. At the top of the driveway, bear right into the faculty parking lot. Proceed to the end and turn left into the student drop-off and pick-up lane.

Kindergarten and first grade drop off is between 8:35-8:45 AM and preschool drop off is between 8:50-8:55 AM. Please stay in your car and staff will begin unloading cars at 8:35. This is a live drop off that goes until 8:45. Once teachers have helped your child(ren) out of the car please proceed immediately to the exit lane to leave the complex. At no time should vehicles pass other cars, be parked, or left unattended in the pick-up and drop-off lane. If you arrive after 8:45 AM, please do not get in the drop off loop, but park in the circle and walk your child into the main office. Preschool families can get in the drop off loop after 8:45 AM and drop off is between 8:50-8:55 AM. After 8:55 AM, please park in the circle and escort your child to the main office as they will be marked tardy.

Important Notes:

- **Please do not drop-off your child at the school before 8:35 AM. There will be no supervision for the children prior to this time.**
- At no time should vehicles be parked or left unattended in the pick-up and drop-off lane.
- Please respect the handicapped parking policy.
- It is most helpful if students are able to get into car/booster seats and buckle themselves safely and independently.
- No vehicles are allowed in the circle area in front of the building during the drop-off and pick-up period.
- Buses only will be utilizing the middle lane in the driveway. Other vehicles will be restricted to the outside enter and exit lanes.
- Children should never be dropped off or picked up in the faculty parking area as crossing the parking lot alone poses a safety issue.
- Pick-up and drop-off is restricted to the designated areas.
- All students who arrive after the start time of 8:45 should go to the school office. They will be marked tardy. For safety reasons, all students must be accompanied by an adult and be checked in at the office. Please do not bring your child to his/her classroom. Teachers are unable to converse with parents after the arrival of their students.

Bicycles

Children in grade 1 may ride their bikes to school if an adult accompanies them both to and from school. Helmets must be worn.

Changes to Transportation Routines

If you absolutely need to change your child's typical dismissal or transportation routine, please send a note into school that morning with your child describing the change. Note that children are not permitted to ride home on another child's bus for the purpose of play dates.

Student Drop-off and Pick-up

Burke/Memorial School

Grades 2, 3 and 4

The Burke/Memorial School Complex drop-off, pick-up, and parking areas are set up in three sections. The first section is visitor parking. Please avoid parking in spaces marked "Reserved Parking." The second section with the island is the drop-off and pick-up lanes. Enter this section if you are dropping off or picking up your child. Pull your vehicle up as far as possible in either of the drop-off lanes. A crossing guard will be there to ensure the safety of the children. The third section (closest to the school) is for **BUS AND EMERGENCY USE ONLY**. At **NO** time should any parent drop-off, pick-up or park in this area.

Children are invited to enter the school building at 8:00 AM. Please do not drop your child at school before 8:00 AM; there is no adult supervision prior to this time. Please plan to drop your child to school at 8:00 AM as the instructional day begins at 8:15 AM.

Attention: Please do not call your child across the driveway in between the cars and buses. All children who are being picked up must use the crosswalk. Parent Reminder: Parents and staff members are role models to all of our children; please use the crosswalk to help set an example for the children.

When visiting our school, guests are welcome to park in the visitor parking lot in front of Memorial School, in the Center Street lot behind the Memorial School or in the lot behind the Burke School. At no time should visitors park in the pick-up lane or the fire lane (closest to school).

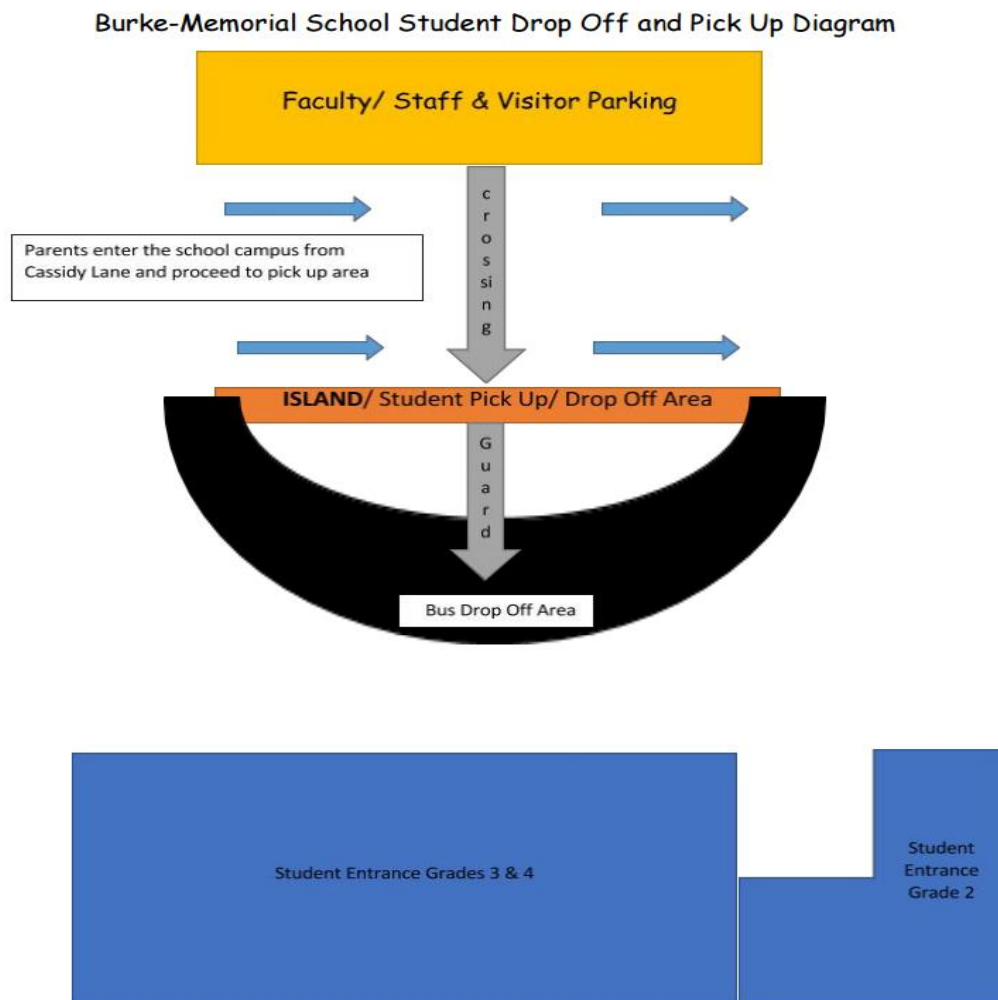
All students who arrive after the start time should go to the office. They will be marked tardy. Please do not bring your child to his/her classroom. Teachers are unable to converse with parents after the arrival of their students.

Bicycles

Children in grade 2 may ride their bikes to school if an adult accompanies them both to and from school.

Children in grades 3 and 4 may ride their bikes to school. While on school property, bicycles are to be walked and not ridden. **State law requires that children wear bicycle helmets.** Bicycles must be locked. The school is not responsible for theft or vandalism

Changes to Transportation Routines .If you absolutely need to change your child’s typical dismissal or transportation routine, please send a note into school that morning with your child describing the change.Note that children are not permitted to ride home on another child’s bus for the purpose of play dates.



School Attendance

Learning is an ongoing process that requires the daily interaction of students with teachers and their peers. As stated in the Medway Public Schools, School

Committee Policy #10: School Attendance, “Uninterrupted attendance in regularly scheduled classes allows students to obtain the maximum benefit from the district’s instructional program. Regular and punctual attendance contributes to the general welfare of the entire student body by reducing disruption to the learning environment. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.” When a child is not present, for either part or all of a school day, it affects the learning process. While students are able and expected to make up missed assignments, it is difficult to make up the learning experiences missed in the classroom.

Each elementary school has a telephone-answering device to record your calls when your child will not be in school. The answering device operates during non-school hours each day throughout the week. When calling, please give your name, your child’s name, and the name and room number of your child’s teacher. Absences for illnesses of five consecutive days or more require a doctor’s note.

Family Vacations:

Absences from school due to family vacations are considered unexcused and are discouraged. Parents are urged to schedule family vacations and appointments in accordance with the school calendar which is published in advance of the school year. Parental cooperation in this matter is greatly appreciated.

The practice of Medway Public Schools is not to provide advanced work when a student is absent from school due to vacations. It is the student’s responsibility to make up the missed work upon his/her return to school in accordance with school procedure.

Excused Absences

An absence may be considered excused if documentation is provided supporting one of the following conditions:

- Family bereavement or serious illness in the family
- School approved field trips
- Observance of major Religious holidays
- Legal (with documentation from the court or lawyer)
- Absences due to illness or doctor appointments (documentation must be provided by a physician stating student **was seen** in order for absent day to be excused)
- Absences on the day following dismissal by the school nurse
- Extraordinary family circumstances (excused at the discretion of the administrator)

Unexcused Absences

Any absence that does not fit into a category above is considered unexcused.

Examples of unexcused absence include:

- Family vacations or trips
- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Cutting class
- Truancy
- Undocumented absences or doctor's note not specifying the student as being seen
- Non-emergency family situations

All absences, will be documented on the student's attendance record.

Pupil Absence Notification

A meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student (when appropriate) to develop an action plan to improve the student's attendance if a student has accrued any of the following:

- Five (5) or more unexcused absences in the school year
- Five (5) days in which a student has missed two (2) or more periods (unexcused) in a school year.

MGL Chapter 76, Section 7, Section 1A and 1B

Note that when a student has been absent for five (5) or more consecutive days, parents must obtain a doctor's note and submit it to the school.

Each elementary school has a telephone-answering device to record your calls when your child will not be in school. The answering device operates during non-school hours each day throughout the week. When calling, please give your name, your child's name, and the name and room number of your child's teacher.

Tardiness

Students arriving after the commencement of the school day are considered tardy. Tardiness is noted on student report cards. Although, we realize that emergencies occur on occasion, we expect students to arrive at school on time. If a pattern develops, parents will be contacted.

Students who are late must report to the office prior to going to their classrooms. Parents are not permitted to walk their children to their classrooms after the school day has begun.

Early Dismissal from All Elementary Schools

Please try to schedule appointments after school hours. In the event that you must dismiss your child, please send a note to his/her teacher that includes the day and time that he/she will be picked up. Include the name of the person who will pick up your child.

Children will not be dismissed to anyone unless we have written authorization from the parent/guardian or the adult is listed on the Emergency Card. Please be aware that adults picking up a child will be required to show proper identification. No child will be released without an adult escort. Your child will remain in his/her classroom until the adult picking up the child arrives at the office. Dismissal will be from the school office only.

Inclement Weather

Parents/guardians and students are asked to be aware of the procedures for the closing of schools due to inclement weather or other emergency situations.

Medway Public Schools has instituted a “one call” procedure which is used to inform parents of school closings, delays and unscheduled early release.

Utilizing phone numbers and email addresses provided at the commencement of school, all parents will be notified by telephone and/or email of emergency closings.

School closings, delays, or unscheduled early dismissal announcements will be carried on the following radio and television stations:

WBZ-TV - Channel 4 WBZ-Radio - 1030 AM

WCVB-TV - Channel 5 WRKO-Radio - 680 AM

WHDH-TV - Channel 7 WMRC-Radio - 1490 AM

Parents/guardians are advised to listen to a designated radio and/or television station on days when there is the potential for an early dismissal. Parents/guardians are also encouraged to make arrangements for the supervision of their children at home in the event of an emergency closing and to review these arrangements with their children periodically.

Delayed Openings

There may be occasions when conditions justify delaying the opening of schools by one or two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. For example: if a bus run normally starts at 7:15 a.m., and a two-hour delay is announced, the bus run will begin two hours later at 9:15 a.m. If a particular school normally begins classes at 7:45 a.m., a two hour delay would mean that the school will begin classes at 9:45 a.m. School lunches will be served as usual on days when the school opening has been delayed. **Delayed opening announcements will be carried on the same television and radio stations as school cancellations.**

Preschool Classes on Delayed Opening

Full-Day Preschool will follow the same delayed time of arrival (described above) as the other grades in the district.

AM Preschool

If there is a one-hour delay, the AM Preschool classes will follow the delayed time of arrival (described above) as the other grades in the district.

If there is a two hour delay, AM Preschool will be cancelled.

The PM Preschool session will start at the regular time on days when school is delayed

Varying Road Conditions

During inclement weather, road conditions can vary markedly in different sections of town. Parents/guardians are encouraged to use their judgment in determining if conditions in their specific geographical area are suitable for traveling to school.

Visitors

For security reasons, all doors of the schools are locked during the school day. Visitors must ring the bell and be admitted by the school secretary. Visitors **must** report to the main office, show identification, sign in, and be issued a Visitor Pass to wear while in the building. When visitors are ready to leave the building, they should sign out in the office and return their Visitor Pass.

School Volunteers

Volunteers play an important role in our school community. We appreciate our volunteers who help out in our schools. If you are interested in volunteering, please contact the classroom teacher or school personnel with whom you wish to work. Regular volunteers may be asked to sign a statement of confidentiality. Volunteer opportunities are also available through the Medway Elementary Parent Teacher Organization (MEPTO). <https://sites.google.com/site/medwaypto/>

Medway Elementary Schools Code of Conduct

The elementary schools have developed a Code of Conduct that is consistent with the Mission Statement of the Medway Public Schools and is aligned with Responsive Classroom Social Emotional Learning Program. All conduct is based on the rule that we will treat others the way we want to be treated. The principles of respect, responsibility, caring, honesty, acceptance, and trust guide each school's code of conduct.

Individual teachers establish classroom rules and expectations to promote a safe and productive learning environment for all students. Classroom teachers will handle routine discipline issues.

Dangerous and/or destructive behavior will not be tolerated. Our school rules will be the building blocks for promoting “optimum learning in a safe school community environment”.

- We will treat each other the way we want to be treated.
- We will come to school ready to learn, and ready to be a responsible member of our school community.
- We will be honest in word and in action.
- We will strive to trust one another.
- We will be accepting of others.

Students who violate school rules may be subjected to discipline, including but not limited to the following consequences: logical consequences relative to the behavior exhibited (e.g. loss of recess or repairing school property); loss of special privileges such as field trips, special assemblies or school events; lunch detention; written reflection or research; etc.

SUSPENSION: Pursuant to the District’s Student Discipline Procedures (Policy # 26) a student may be assigned to either an in-school or out-of- school suspension.

Dangerous Weapons

A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or an instrument of violence. This includes such items that might be considered as part of a class assignment. A student shall not cause people to believe that a dangerous device is located on school property or threaten an act of violence. Violation may result in immediate suspension. Parents and police will be notified.

Cell Phones/Electronic Devices

We discourage the practice of bringing cell phones to school at the elementary level. If parents feel it is important for a child to bring a phone to school, the phone must be turned off and left in his or her backpack for the duration of the school day. The use of personal electronic devices are not permitted at school or on the bus. The school is not responsible for damage to or loss of personal devices. The school is not responsible for damage to or loss of personal devices.

Lost Books

Parents/guardians will be billed at the cost of replacement for books lost or damaged. Should the book be located and returned during the same school year, a refund will be provided. Refunds will not be made for books returned any time after the end of the school year.

Dress Code

Appropriate dress is always required. Clothing and accessories should be modest and should not interfere with safety, or promote or contain pictures and/or messages that are offensive. Examples include clothing promoting tobacco, alcohol, illegal drugs, vulgarity, and anything derogatory toward an individual's religion, race, gender, or sexual preference.

Sandals and flip-flops are discouraged. This type of footwear does not provide adequate protection in a school environment. Hats should not be worn in the building. Exceptions may be necessary for a specific school program or activity and/or for religious custom.

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

Fire and Safety Drills

State law requires that every school hold supervised fire drills each year. Instructions for safe fire drill procedures are posted in every classroom. Children should proceed quietly to a designated area and remain with their class and the teacher throughout the drill. Medway elementary schools also practice safety drills and other emergency evacuation drills with students. These drills, like fire drills, will be practiced throughout the school year.

Lunch

Chartwells provides balanced school lunch options for our students. For more information about menus, nutritional information, and purchasing options click here: <http://www.chartwellsschools.com/>

There are several ways that parents can pay for school lunches:

Online Payments

We are pleased to feature an online payment system that provides parents a convenient, easy and secure online prepayment service to deposit money into your child's lunch account at any time. This service also gives parents the opportunity to easily view lunch account balances and a thirty day purchase history. You do not need to pay online to access the services of viewing transactions, checking balances and setting up an email alert to remind you of your child's balance.

Using Checks only:

Parents and guardians in Medway can send a check made out to Medway Food Services. Payments can be made weekly, bi-weekly or monthly. Payments are made at your child's cafeteria. Please include your child's name and PIN # on the check. If you have more than one child attending the same school please submit one check for each student. If checks are returned from the bank with insufficient funds, there will be \$25.00 charge from the town in addition to any bank fees you may incur.

Using Cash:

If you are using cash for prepayments please place the money in an envelope with your child's full name, PIN # and dollar amount on the front of the envelope.

We encourage all students to use the pre payment options. Prepayment option speeds up the lunch service in your child's cafeteria but is not mandatory.

How do I get started?

Getting started is a simple three-step process.

1. Create a user profile by clicking on the Start Here button on the Chartwells home page.
2. Add students to your household - you'll need the child's name and birth date and student ID (**Note: student ID can be obtained by contacting school secretaries**).
3. Now you're ready to make payments!

Recess

We realize how essential regular exercise and fresh air are to children. Therefore, elementary school children play outside at recess daily, and only stay inside when weather conditions are prohibitive. Please consult the daily forecast and dress your child appropriately for the outside conditions which are predicted to exist at recess time. When snow is on the ground, it is important that children wear boots and snow pants in order to play in the snow. An extra pair of socks tucked into the backpack is also a good idea if feet get wet while playing outside. When weather is sunny, please apply sunblock to exposed skin and consider insect repellent as needed.

Children are expected to play safely during recess. No hard balls, wooden or metal bats, hockey sticks, skate boards, scooters, or roller blades may be brought to school. Dangerous and destructive behavior may result in loss of recess privilege.

Curriculum

The elementary school's academic curriculum is aligned with the Massachusetts

Curriculum Frameworks. For more information go to Massachusetts Department of Elementary and Secondary Education link: <http://www.doe.mass.edu/frameworks/>

Curriculum Guides: Click on the following link to learn how to access the [Medway Public Schools Curriculum Guides](#)

English Language Arts Grades K - 4 : The elementary schools have adopted a balanced literacy program. Readers and Writers Workshop are implemented in grades K-4 where daily lessons commence with a mini-lesson focusing on a specific learning goal and then children are provided with time dedicated to independent reading and writing and also time for conferring with their teacher. As a matter of routine, the daily literacy instruction ends with reuniting as a whole group to share and review objectives.

Word Work- Word work is an essential component of building strong readers. Kindergarten to grade 2 students participate in Foundations. This research-based Wilson program sets a strong foundation for both reading and writing skills in kindergarten through grade two. It also provides students with phonics and phonemic awareness skills, high frequency word study, vocabulary, handwriting, and spelling. Students in grades 3 and 4 continue their word study using Words Their Way.

Mathematics Grades Pre K - 4: The elementary math program focuses on the Massachusetts Curriculum Framework for Mathematics. Instruction is standards based with an emphasis on the standards of mathematical practice. Math instruction incorporates opportunity for whole group, small group and individual instruction. Math instruction at the elementary level is focused on providing students with an opportunity to talk about math, helping students develop strong mathematical reasoning and ensuring that students are equipped with multiple strategies to solve real world problems. During the 2019-2020 school year, the Medway Elementary Schools will be piloting a new resource for math instruction.

Science and Social Studies Grades K – 2: Social Studies is embedded into the ELA curriculum through the use of mentor text to learn about current events, map skills and other standards within these grades. Science concepts are taught through the use of nonfiction literature, classroom discussions and inquiry-based hands-on experiments. Students participate in three or four units a year.

Science Grade 3-4: Students learn Earth science, life science and physical science concepts. This is an inquiry-based program in which students use the scientific method and hands-on activities to explore new concepts.

Social Studies Grade 3: Students learn about the history of their hometown of Medway and the Commonwealth of Massachusetts using authentic literature, classroom discussions, and hands on activities.

Social Studies Grade 4: Students study regions of North America including the United States, Canada, and Mexico.

Social Competency Grades PreK-4: Responsive Classroom is an approach that centers on building a positive community focused on engaging academics, effective management and developmental awareness. As a part of this program, students participate in class meetings, participate in establishing class rules, engage in energizers - short, whole-group activities that are used as breaks in a lesson, and partake in purposeful and relaxed transition time before or after lunch/recess.

Additional Academic Supports: The elementary schools also offer counseling support with our school counselors, and general education support in reading and math. For information about Special Education services, contact the building-based special education coordinator.

Allied Arts

In addition to core subjects, elementary students participate in Physical Education, Health Art, Technology, Music and Library. Every child has at least one special subject each day.

Physical Education

All children participate in physical education. In order to meet health and safety standards, each student must wear athletic style sneakers that provide proper flexibility, stability, and cushioning; and clothing that allows for freedom of movement without restriction. Clothing that extends below the sneaker heel is neither safe nor appropriate for activity. No jewelry will be allowed.

Health

Students engage in a skills-based health curriculum once a week, practicing relevant skills and learning functional information needed to maintain student health. Skills include decision making, interpersonal communication, and goal setting, which students practice while learning topics such as nutrition, conflict resolution, and fitness. The health curriculum address the three main areas of health: physical, social, and mental/emotional needs of students.

Technology

In order for a student to use the Medway Public Schools Internet connection, he/she must read or be read the district's Acceptable Use Policy. The statement must be signed and returned by both student and parent in order for students to have permission to use the Internet at school.

Library

The library is open every day during normal school hours. The librarian arranges schedules for each class in agreement with the classroom teacher. Each child is responsible for the book(s) he or she borrows. Disruptions to the library atmosphere or destruction of library materials will result in loss of library use.

General Education Assessments

In addition to teacher made tests, assessments and assignments, students participate in the following benchmark assessment activities at various times during the school year:

DIBELS assesses the 5 Big Ideas in early literacy identified by the National Reading Panel: Phonemic Awareness, Alphabetic Principle, Accuracy and Fluency, Vocabulary and Comprehension. This assessment is administered to Kindergarten students.

Fountas and Pinnell Benchmark Assessment System (BAS)- The Fountas & Pinnell Benchmark Assessment System is a formative reading assessment that measures decoding, fluency, vocabulary, and comprehension skills for students in kindergarten through 4th grade. The BAS is used to determine students' developmental reading levels for the purpose of informing instruction and documenting progress.

iReady

iReady is a diagnostic assessment which identifies individual student's strengths and challenges areas in Reading and Mathematics. Students take the assessment three times a year, in order to support all three tiers of instruction. This data is used to form individual, group, and grade level instruction. Results are mailed home for parents upon assessment completion.

For more information visit:
<https://www.curriculumassociates.com/products/i-ready/assessment>

Running Records- are conducted regularly to determine a child's reading level, discover the level of just right books, and see if a reader is ready to move onto the next level. Through the analysis of a student's miscues and reading comprehension, the teacher can identify the child's reading process and create instructional plans for the students and provide the indicated practice and support.

Massachusetts Comprehensive Assessment System (MCAS) is state-mandated testing. Results of these tests will be published and parents will receive individual results. Students in grades 3 and 4 are assessed each year in English Language Arts and Mathematics.

Instructional Support Team

The Instructional Support Team (IST) works with classroom teachers to assist in the planning and implementation of curriculum accommodations to meet the diverse learning needs of students who are not receiving special education services. The IST consists of the classroom teacher and building principal, and may include reading specialists, school adjustment counselors, Title I teachers, or other special service providers. Classroom teachers will inform parents if concerns for a student are going to be presented at an IST meeting.

Homework Guidelines

Children in grades 1-4 are assigned homework approximately 4 days per week. The most important homework for your child in his/her elementary school years will always be reading. Therefore, the majority of your child's homework time should be devoted to reading.

Your child's teacher will review homework routines and expectations with you at the beginning of the school year.

If your child is spending an excessive amount of time on his/her written homework, or if you have questions or concerns, please contact your child's teacher.

Conferences/Report Cards

The elementary schools issue standards based report cards three times each school year. In December, parent/teacher conferences are scheduled during early release days. During conferences, parents are able to review their child's progress and discuss his/her first report card. You are welcome to arrange additional conferences with your child's teacher as needed.

Elementary standards-based report cards underwent a close examination over the 2015-2016 and 2016-2017 academic years. The newly designed report cards more accurately report a student's progress toward essential skills which have been identified as critical in meeting grade level expectations. It is important to be aware that scores are determined based on progress towards an end of the year benchmark. The information on the card should help families understand how children are progressing towards end of year curriculum standards set forth by the state and the town of Medway.

Standards based report cards measure a student's progress toward essential skills identified as critical to meet grade level expectations. It is important to be aware that scores are determined based on an end of year benchmark. The information on the card should help you to understand how your individual child is doing in relation to the curriculum standards set forth by the state and the town of Medway. There is a separate section on

the card for Student Responsibilities with a different evaluation key. There is also a section to evaluate allied arts (art, music, physical education and instructional technology).

Please remember that a report card is only one piece of information about your child's academic progress. Be sure to take time to talk with your child about school, review work that comes home and go over homework. This information provides you with continuous feedback on your child's progress.

Health

The school nurse is available to students during the regular school day. The school nurse is there to triage, assess and provide first aid to all injuries that occur at school, manage ill children and dispense medication according to the regulations established by the Department of Public Health.

The following are brief guidelines for your reference. Information on illness and injuries that occur at school, absences, returning to school guidelines and additional information on medication at school can be found on the school website:

www.medwayschools.org.

Physical Examinations

The Department of Public Health has established the following guidelines for physical examinations:

All new students entering the Medway Public Schools must have a physical examination within the past twelve months or within the first few months after enrolling in the Medway Public Schools.

All students entering Pre K, Kindergarten and grade 4 (the physical must be completed within the past year and should be submitted at some point during the school year).

Immunizations

A complete listing of immunization requirements for admission to school can be found on the school website.

Medications

The following information briefly describes the guidelines established by the Department of Public Health for medication administration in school.

All medication, prescription and over the counter medications require a physician's order and completed parental permission form. Medication will NOT be administered without this documentation.

All prescription medication must be labeled, in the original packaging and in a current pharmacy bottle. All medication must be delivered to school by the parent, guardian or responsible adult.

Children are not allowed to transport medication. Specific exemptions will be made on an individual basis upon consultation with the school nurse.

The complete guidelines for administration of medication at school from the Department of Public Health can be found on the school website under School Health Office.

Health Screening

Hearing, vision and stereopsis screenings are completed in the fall of Grades 2 and 3. Vision, height and weight screenings are completed in the fall of Grade 4. Parents are notified and a referral requested only if a child fails a screening twice.

Animals in School

Animals may cause an allergic reaction or otherwise impair the health of students. No animal shall be brought to school without prior permission of the classroom teacher, building principal, and notice to the superintendent.

Latex Allergies

Due to the increasing number of children in school with latex allergies, no latex balloons are allowed in school for any reason without prior notice and approval from the building principal.

Physical Education

All students are expected to participate in physical education classes. A parent note is required and will excuse a student from class for a maximum of one week. For longer exclusions, a physician's note is necessary. A student will automatically be excluded from physical education class after surgery, or having an injury resulting in a cast, splint, ace wrap, sling or sutures (even if applied by parent). Participation in physical education can resume with a note from the physician.

FREQUENTLY ASKED QUESTIONS

What time is early release?

McGovern School

AM and Full Day Preschool

Early Release - Early Release for AM and Full Day Pre School is 11:10 AM

Kindergarten & Grade 1

Early Release - 12:00 p.m.

Memorial School

Grades 2-4

Early Release 11:30 a.m.

I have a question/concern about something relating to my child, what should I do?

When questions arise during the school year, parents should contact the teacher to discuss the question or concern. If additional questions exist after initial contact with the classroom teacher, parents are invited to contact the principal.

Are report-card standards based on end-of-year or end-of-term?

Medway Elementary Schools use standard based report cards. Teachers report on progress towards end of year standards. It is typical for many students to receive scores of progressing during the first marking period as they are approaching grade-level standards at this time of the school year.

How do I get to the curriculum guides online?

Click [here](#) to view the Medway Public Schools Elementary Curriculum Guides

Where is the school lost-and-found? How long are things kept in it?

The lost and found is located on the stage at McGovern School and outside of the cafeteria at Memorial School. Items are generally left in the lost and found for 4-6 weeks before they are donated to a local organization.

How do you decide if it's an outside day for recess?

Elementary school children play outside at recess daily, weather permitting. Many factors go into determining if we will have outdoor recess. These include: precipitation rate and type, temperature, wind chill factor and the condition of the play surfaces. Because our recess times take place at various times during the school day, it is possible that one grade will have outdoor recess while another grade is not able to go outdoors. Please consult the daily forecast and dress your child appropriately for the outside conditions which are predicted to exist at recess time. When snow is on the ground, it is important that children wear boots and snow pants in order to play in the snow. When weather is sunny, please apply sunblock to exposed skin and consider insect repellent as needed at home.

What is the best way for me to get information from school?

There are many ways you can find information about our schools:

- Medwayschools.org and clicking on McGovern or Memorial
- Follow us on Twitter: [@BurkeMemorial](https://twitter.com/BurkeMemorial) or [@McGovernElem](https://twitter.com/McGovernElem)

How can I volunteer my time?

Volunteers play an important role in our school community. We appreciate our volunteers who help out in our schools. If you are interested in volunteering, please contact the classroom teacher or school personnel with whom you wish to work. Regular volunteers may be asked to sign a statement of confidentiality. Volunteer opportunities are also available through the Medway Elementary Parent Teacher Organization (MEPTO). <https://sites.google.com/site/medwaypto/>

Where can I find information about bus routes?

Bus routes are designed and developed by Holmes Transportation and will be posted on the District Website in August.

Is my child eligible for busing?

All kindergarten and first grade students are eligible for busing. Students in grades 2-4 who live more than a mile from school are eligible for bus service. Please call the school office if you have questions about bus eligibility.

Can my child ride on a friend's bus for a play date or for child care?

For safety reasons, students may not ride another child's bus for play dates.

Can my child bring in snacks to share with his/her class?

In order to provide a safe environment for all students and promote healthy eating habits, staff members will no longer use food as a reward for academic performance or good behavior. Parents are discouraged from sending in treats to be shared by the entire class. Celebrations in the classroom that involve food during the school day will be strictly limited to curriculum-based activities, and need to be approved by the principal. The food used for these activities must be in the original store-bought wrapper with the ingredients listed on the label. We feel this is in the best interest of all of our students. It is difficult to verify if food brought from home contains non-allergen ingredients, has been prepared safely, or would be approved by the parents of the other children in the class. Healthy habits are learned, and they should be reinforced both at home and at school.

Are there restrictions on what my child can bring into school for snack?

School nurses will help teachers and parents identify when, for the safety of our students certain foods should be restricted in specific classrooms. Letters will be sent to parents of students on a class by class basis as soon as this information is available.

How do I sign my child up for school lunch? Can he/she pay with cash? Chartwells provides balanced school lunch options for our students. For more information about menus, nutritional information, and purchasing options click here: <http://www.chartwellsschooldining.com/mmpps/content/home.asp>

There are several ways that parents can pay for school lunches:

Online Payments

We are pleased to feature an online payment system that provides parents a convenient, easy and secure online prepayment service to deposit money into your child's lunch account at any time. This service also gives parents the opportunity to easily view lunch account balances and a thirty day purchase history. You do not need to pay online to access the services of viewing transactions, checking balances and setting up an email alert to remind you of your child's balance.

Using Checks only:

Parents and guardians in Medway can send a check made out to Medway Food Services. Payments can be made weekly, bi-weekly or monthly. Payments are made at your child's cafeteria. Please include your child's name and PIN # on the check. If you have more than one child attending the same school please submit one check for each student. If checks are returned from the bank with insufficient funds, there will be \$25.00 fee from the town in addition to any bank fees you may incur.

Using Cash:

If you are using cash for prepayments please place the money in an envelope with your child's full name, PIN # and dollar amount on the front of the envelope.

We encourage all students to use the pre-payment options. Prepayment option speeds up the lunch service in your child's cafeteria but is not mandatory.

How do I get started?

Getting started is a simple three-step process.

1. Create a user profile by clicking on the Start Here button on the Chartwells home page.
2. Add students to your household - you'll need the child's name and birth date and student ID (Note: student ID can be obtained by contacting school secretaries).
3. Now you're ready to make payments!

APPENDIX

DISTRICT POLICIES and STATE/FEDERAL MANDATES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), is a federal law requiring that Medway Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Medway Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures (see below). The primary purpose of directory information is to allow Medway Public Schools to include this type of information from your child’s education records in certain school publications such as a playbill, the annual yearbook, graduation programs, and sports activity sheets.

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 such as companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local districts receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings; unless parents have advised the district that they do not want their student’s information disclosed without their prior written consent.

If you do not want Medway Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by October 15. Your written request not to disclose directory information should be addressed to the Office of the Superintendent of Schools, 45 Holliston St., Medway, MA 02053 (No faxes please). Medway Public Schools has designated the following information as directory information:

- | | |
|--|---|
| -Student’s name | -Dates of attendance |
| -Address | -Grade level |
| -Telephone listing | -Participation in officially recognized activities and sports |
| -Date and place of birth | -Photograph |
| -Electronic mail address | -Major Field of study |
| Weight and height of members of athletic teams | -Recent educational agency or institution attended |
| -Degrees, honors, and awards received | |

Many school events and student accomplishments are publicized through print and electronic media, including local newspapers, local cable television, and the district website. Any parent/guardian who does not wish his/her student's image or work to be photographed displayed electronically or in print should submit a letter to the office of the building principal at the beginning of the school year.

Student School Work

Student school work, including but not limited to, graphic arts and literary works, may be published on the district website.

Electronic Images

Photographs and video images of students are permitted as it relates to curriculum, instruction, and school activities. Students' addresses, email addresses, phone numbers, or any other personal information will not be included with any photos published in print or electronically by the district, any parent teacher organization, home and school association, special education parent advisory council or any other organization.

News Media

Students participating in a school or classroom activity/event may be photographed or taped electronically by news media. School administrators may deny access to the news media if it is determined to interfere with student learning.

Note: The full text of this policy may be found here on the MPS website: [Policy #88](#)

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Section 504 describes an individual with a disability as a person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

Evaluation to determine eligibility for a 504 Accommodation Plan must be of sufficient depth to determine eligibility and appropriate, reasonable accommodations to support access. The district may ask families to provide medical information from private medical providers for the purpose of more effective planning and decision making. No accommodations will be held contingent upon receiving such documentation. The provided Assessment Report will be completed annually and the provided Education History Report will be completed, at least at the initial assessment stage and thereafter if deemed

necessary by the Team. If it is determined that standardized assessments, beyond those given as part of standard school or district wide assessment (i.e. DIBELS, DRA, MCAS etc.), are necessary, they will be identified on a Consent for Evaluation Form. For impairments that are medical in nature, the school nurse must be involved in the assessment, and collaboration with family practitioners will be a part of the eligibility/accommodations decision-making process.

A Section 504 Accommodation plan will outline all accommodations necessary to provide students with an opportunity to access education in a manner commensurate with non-disabled peers. If a parent or guardian disagrees with the determination made by the professional staff to the school district, he/she has a right to follow the grievance procedures of the District. These procedures are outlined in the ' Notice of Parent and Student Rights under Section 504.

Any questions concerning the implementation of policy and procedures may be directed to the 504 coordinator: Ms. Christine Myers, 508-533-3227, ext. 5013.

CIVIL RIGHTS POLICY

Policy #50

Medway Public Schools is committed to promoting multicultural understanding, appreciation and harmony to ensure that no student is denied access to any educational program or other activity in Medway Public Schools on the basis of race, color, ethnic background, national origin, religion, sexual orientation, gender identity, disability, economic status or gender; and to: complying with all applicable state and federal laws, including state and federal civil rights and anti-discrimination laws relating to the employment practices, educational programs and all other activities of Medway Public Schools.

In addition to the procedures for filing claims and the requirements for reporting violations provided in this policy, students, employees and members of the community are encouraged to share with the administration any concerns about civil rights violations in Medway Public Schools.

Students and employees of Medway Public Schools shall not at any time do or say anything that would in any way tend to harass, degrade, demean, abuse, insult or cast aspersions on the race, color, ethnic background, national origin, religion, sexual orientation, gender identity, economic status or gender of any individual or group, or otherwise engage in racist or any other unlawful discriminatory behavior.

The following actions may be taken:

First Offense, Student:

1. Minimum of three (3) office detentions.
2. Up to ten (10) days suspension from school, waived if the parties agree to participate in mediation.
3. Voluntary participation in mediation.
4. Referral to police/courts for prosecution under state and federal laws.
5. Referral for further action to Superintendent of Schools.

Second Offense, Student:

1. Up to twenty-five (25) day suspension from school.
2. Referral for further action to Superintendent and possible school exclusion.
3. Referral to police/courts for prosecution under state and federal laws.

Complaint Procedures

1. Any employee, parent/guardian or student of Medway Public Schools may file a complaint alleging violations of this Civil Rights Policy.
2. Complaints shall be filed and resolved in accordance with the following procedures:
 - a. Complaints are to be in writing and signed. They are to be submitted to the Building Principal, Assistant Principal, Director of Student Services, Assistant Superintendent or the Superintendent of Schools, as follows:

John Murray, High School Principal 533-3227	508-
David List, High School Dean	508-533-3227
Dorothy Pearl, High School Dean	508-533-3227
Craig Juelis, Middle School Principal	508-533-7654
Brian Menna, Middle School Assistant Principal	508-533-7654
Amanda Luizzi, Burke/Memorial School Principal 533-3266	508-
John Kelley, Burke/Memorial Assistant Principal 533-3266	508-
Amy McDonald, McGovern School Principal	508-533-3243
Kathleen Bernklow, Director of Student Services 533-3229	508-
Gabrielle Abrams, Assistant Superintendent 533-3222	508-
Dr. Armand Pires, Superintendent of Schools	508-533-3222

The above people are also available to discuss any concerns an individual may have and to provide information about the district's policy on civil rights and the complaint process.

- b. Within five (5) school days after the receipt of the written complaint, an investigation will begin.
- c. Upon receipt of the investigation results, the Building Principal, Assistant Principal, Director of Student Services, Assistant Superintendent or Superintendent will determine if there has been a violation of the Civil Rights Policy.

If it is determined that inappropriate conduct has been committed by a school district employee, such action will be taken as is appropriate under the circumstances. In addition, if a student or employee believes he/she has been subjected to civil rights violations, he/she may file a formal complaint with the appropriate governmental agencies. Using the complaint process does not prohibit an individual from filing a complaint with these agencies.

Note: The full text of this policy may be found here on the MPS website: [Policy #50](#)

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS #51 AND RESPONSIBILITIES

Policy

Not all public school students come from homes that include two parents. Some students are from one-parent families, and others have non-parent guardians. Also, a child may have two parents who are not living together. Custody of the student may be joint, or may be by only one of the parents.

Student Record Access:

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education (DESE) Regulations. A non-custodial parent may have access to the student record in accordance with the specific provisions outlined by the law and the DESE.

Right to Visit Child at School or Remove Child from School Property

Both custodial and noncustodial parents have the right to visit the child briefly at school. Both also have the right to participate in parent/teacher conferences (although, in the school's discretion, there may be separate conferences for each parent).

Only the custodial parent has the right to remove the child from school property. If a non-custodial parent asks to remove the child from school, the following steps should be followed:

- (a) In the non-custodial parent's presence, the custodial parent will be contacted by telephone, and the request to visit explained. If the custodial parent agrees, then the school may comply with the request.
- (b) If the custodial parent does not agree, the school will explain to the non-custodial parent the rights of both parents (see above). The school will allow a brief visit by the non-custodial parent, making clear that the child will stay in the office area during the visit, will not leave school property, and will return to class after the visit.
- (c) The child will be escorted to the office. A place for the visit will be provided that can be observed by office staff. After the visit, the child will be escorted back to class.

Note: The full text of this policy may be found here on the MPS website: [Policy #51](#)

ANTI-HARASSMENT AND ANTI-DISCRIMINATION #89

Policy

Medway Public Schools is committed to promoting and maintaining an educational environment and workplace that is free of harassment and discrimination based on race, color, religion, national origin, ancestry, age, [sex](#), sexual orientation, gender identity, disability, active military or veteran status, genetic information or any other protected category as defined by state or federal law. Medway Public Schools expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and students. Medway Public Schools shall comply with all federal and state laws and regulations prohibiting harassment and discrimination.

[Harassment on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, disability, active military or veteran status or genetic information in any form, or any other protected category as defined by state or federal law is unlawful and will not be tolerated.](#) Such harassment or discrimination can include unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures.

In addition, sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, co-worker, vendor, or other third party is unlawful and

will not be tolerated. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment/discrimination when:

1. submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment or educational development and opportunity; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. such conduct or communication whether intended or not, is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or educational environment.

Further, any retaliation against an individual who has complained about sexual harassment/discrimination or retaliation against individuals for cooperating with an investigation of a sexual harassment/discrimination complaint is similarly unlawful and will not be tolerated.

Any violation of this policy should be brought to the attention of the superintendent, who will take appropriate action in accordance with Medway Public Schools procedures for reporting and investigating harassment and discrimination. The superintendent can be reached at 45 Holliston Street, Medway, MA 02053, or by phone at (508) 533-3222. A copy of this procedure is available in each school office.

Note: The full text of this policy may be found here on the MPS website: [Policy #89](#)

SEXUAL HARASSMENT

Policy #36

Medway Public Schools promotes an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, co-worker, vendor, or other third party is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Medway Public Schools takes allegations of sexual harassment seriously and will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred, Medway Public Schools will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Definition of Sexual Harassment

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature between students, adults, and/or students and adults when:

- A. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, academic standing, athletic standing, school related opportunities, or as a basis for employment decisions; or
- B. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive school or work environment.

The legal definition of sexual harassment is broad and sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or a workplace environment that is hostile, offensive, intimidating or humiliating to male or female students or workers may also constitute sexual harassment.

The following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; and
- Discussion of one's sexual activities or inquiries into others' sexual experiences.

Complaints of Sexual Harassment

If any of Medway Public Schools students or employees believes, in good faith, that he or she has been subjected to sexual harassment, as described above, the student or employee has the right to file a complaint with the School Department. This may be done in writing or verbally. He or she may do so by contacting the Building Principal, Assistant Principal, Director of Student Services, Assistant Superintendent or the Superintendent of Schools, as follows:

John Murray, High School Principal
David List, High School Dean
Dorothy Pearl, High School Dean

508-533-3227
508-533-3227
508-533-3227

Craig Juelis, Middle School Principal	508-533-7654
Brian Menna, Middle School Assistant Principal	508-533-7654
Amanda Luizzi, Burke/Memorial School Principal	508-533-3266
John Kelley, Burke/Memorial Assistant Principal	508-533-3266
Amy McDonald, McGovern School Principal	508-533-3243
Kathleen Bernklow, Director of Student Services	508-533-3229
Gabrielle Abrams, Assistant Superintendent	508-533-3222
Dr. Armand Pires, Superintendent of Schools	508-533-3222

These people are also available to discuss any concerns a student or employee may have and to provide information to students and employees about Medway Public Schools' policy on sexual harassment and its complaint process.

Sexual Harassment Investigation

When the Medway Public Schools receives a complaint of sexual harassment, it will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a fair and full investigation and practicable under the circumstances. When Medway Public Schools has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. In cases that involve students either filing a complaint or who allegedly commits the inappropriate action, parents/guardians will be informed and included in the procedures for resolution.

The District may impose interim measures to protect the parties pending the conclusion of the investigation.

If it is determined that inappropriate conduct has occurred, Medway Public Schools will act promptly to eliminate the offending conduct; and, where it is appropriate, Medway Public Schools will also impose disciplinary action.

Procedures for Resolution

Before initiating the formal procedure, the student or employee should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis.

1. The student can raise the issue to his or her teacher, assistant principal, principal or the Director of Student Services.
2. The employee can raise the issue to either his or her supervisor, or to the Superintendent of Schools.

The appropriate school administrators or department shall attempt, within his/her or its authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) school or working days of receiving the complaint.

If the student or employee is not satisfied with the resolution, or if the student or employee does not choose informal resolution, then the student or employee can begin the formal complaint process. The formal complaint process requires that both students and employees direct the complaint to the administrator or supervisor who has immediate jurisdiction over the school involved. Students and employees are expected to direct the complaint no later than twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. The student or employee shall submit the complaint in writing and will state the name of the individual and the location of the school/department where the alleged harassment practice occurred, the basis for the complaint and the corrective action the student or employee is seeking.

If the complaint involves an administrator or supervisor, it shall be addressed to Kathleen Bernklow, Director of Student Services, at 508-533-3229.

After filing the formal written complaint, the appropriate administrator, supervisor, or director will conduct the necessary investigation promptly after receiving the complaint.

After completing the formal investigation of the complaint, the administrator, supervisor, or director shall request a meeting with the person against whom the complaint was filed to discuss the findings and, at the same time, to give the person against whom the complaint was filed an opportunity to respond to the findings, and to seek to resolve the complaint.

If the administrator, supervisor, or director finds that there is reasonable cause for believing that a harassing practice has occurred, he/she will refer the matter to the Superintendent of Schools for the Medway Public Schools for appropriate action, up to and including exclusion for students or termination for employees.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above, the student or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that Medway Public Schools' complaint process does not prohibit any student or employee from filing a complaint with these agencies.

Note: The full text of this policy may be found here on the MPS website: [Policy #36](#)

Medway Public Schools recognizes the importance of high standards of conduct in our schools. Such standards allow our schools to fulfill their mission of effectively educating the youth of Medway. Our community takes pride in our schools and the successes of our students.

The Medway School Committee endorses the concept that effective discipline involves the participation of staff, parents and students in a process which is constructive, fair and designed to protect the rights and responsibilities of all involved.

Suspension is intended to underscore the seriousness of an infraction (a single act or series of acts) and to focus the attention of all concerned (the student's parents, teachers, and other students) on the child and the problem. It is not the purpose of a suspension to adversely affect the student's academic record or long-term participation in school life. In this context, students will be allowed to make up school work missed during a suspension and the student shall receive credit for work completed. It should be noted that the teachers are not responsible for reteaching the material missed during suspension.

Each principal in the Medway Public Schools shall establish a discipline code for their school that is consistent with this policy and consistent with the Massachusetts Student Discipline regulations at 603 CMR 53.00 . Such discipline codes will be published in the school's student handbook after the approval of the Medway School Committee.

Note: The full text of this policy may be found here on the MPS website: [Policy #26](#)

STUDENT TRANSPORTATION #24

Policy

School bus transportation will be provided in accordance with state and federal law and applicable regulations.

The purpose of school transportation is to get students who live outside a specified distance from their assigned school, to school and back home in as safe, efficient and economical manner as possible. Unless a student is eligible for transportation provided by the Medway Public Schools, the transportation of such student to and from school becomes the responsibility of the parent/guardian.

It is the parent/guardian's responsibility to see that the student gets to his/her assigned bus stop. The behavior and/or actions of the student while at a designated bus stop are subject to the parent/guardian's supervision and will not be the responsibility of the School Department.

Busing Eligibility

Children in the elementary schools who live more than one (1) mile from the school they are required to attend shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Students in the middle school who live more than one and one-half (1-1/2) miles from the middle school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Students in the high school who live more than two miles (2) miles from the high school shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee. Virtually all kindergarten students shall be eligible for school bus transportation to and from school and home at bus stops designated by the Transportation Committee, with the understanding that there will be no extra cost to the district and that a continuation will be voted on each year.

With certain exceptions, all students in Grades 1-12 are allowed only one A.M. bus assignment and one P.M. bus assignment, and they must be the same for every day of the week. All students in Grade K are allowed only one A.M. and one P.M. bus assignment and it must be the same for every day he/she is scheduled for kindergarten. Students will be allowed to ride only their assigned bus. Requests for temporary changes in bus assignments will not be granted.

Note: The full text of this policy may be found here on the MPS website: [Policy #24](#)

CHILD WELFARE & SAFETY POLICY

Policy #95

Medway Public Schools (MPS) is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. MPS recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.

Massachusetts General Laws (M.G.L) c. 119, § 51 A, requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of MPS are mandated reporters.

MPS employees, like employees in other school departments, are in a unique position to identify potential cases of abuse and neglect of children, because of their sustained contact with school-age children. Responsible action by employees can be achieved through recognition and understanding of potential incidents of abuse, knowing and following

established reporting procedures, and participating in available child abuse and neglect information/training programs.

Definition of Terms:

- Neglect is the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care. It is understood that such inability is not solely due to inadequate economic resources or solely due to the existence of a handicapping condition. Neglect can occur while the child is in an out-of-home or in-home setting. Permitting a child to be truant or failing to enroll a child in school without providing an alternative program can constitute neglect.
- Physical abuse includes infliction, by other than accidental means, of physical harm upon the body of a child.
- Emotional abuse refers to excessive, aggressive, or unreasonable behavior by an adult that places demands on a child that are above his/her capabilities. This may include verbal attacks, humiliation, degradation, and chronic rejection of the child, close confinement of the child, or the permitting or abetting of delinquent behavior.
- Sexual abuse refers to any sexual contact between a caretaker and a child or the commission of a sex offense against a child as defined by the criminal laws of the Commonwealth.
- Verbal sexual harassment of a child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse.

All MPS employees who have reasonable cause or suspicion to believe that a child is suffering physical or emotional injury resulting from abuse or neglect shall report such a belief to the appropriate school or district based administrator.

The Superintendent of Schools, or his or her designee, has the responsibility to ensure that appropriate reporting procedures are implemented in the school system.

Note: The full text of this policy may be found here on the MPS website: [Policy #95](#)

STUDENT RECORDS

Individual student records are developed and maintained for each student in the system in accordance with federal and state regulations, School Committee policy and administrative procedures. These records provide the data needed to plan and implement legitimate and recognized educational goals for each student. Private, personal or working notes made by a system employee are not regarded as records so long as such notes are for that person's sole use or by the use of his/her substitute. The school principal or his/her designee

is responsible for the privacy and security of all student records maintained in the school. The Superintendent of Schools or his/her designee is responsible for all student records that are not under the supervision of the school principal. The student's record consists of the transcript and the temporary record, according to 603 Code of Massachusetts Regulations, Chapter 23.00. It includes all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

1. Transcript

Minimum administrative records necessary to reflect the student's educational progress and to operate the educational system. Data is limited to:

Name (student and parent/guardian)
Address (student and parent/guardian)
Telephone number (student and parent/guardian)
Date of birth
Course titles
Grades or equivalent
Course credit
Grade level completed
Year completed

The transcript may be destroyed sixty (60) years following the student's graduation, transfer, or withdrawal from the school system.

2. Temporary Record

All information in the student record not contained in the transcript which is clearly of importance to the educational process. This information may include:

Standardized test results (including MCAS results)
Class rank
Extracurricular activities
Evaluations
Educational plans: IEP, 504, Regular Education Accommodation, Behavior Support Plans and Safety Support Plans, Student Support Process Reports, Individual Student Success Plans
Health records
Attendance
Incident reports
School Discipline Records

Teachers' notes and similar information that is not accessible to authorized school personnel or third parties are not included in the student record. Such information may be shared with the student, parent/guardian, or a temporary substitute without making the file part of the

student record. However, if such information is released to authorized school personnel, it then becomes a part of the student's record. Any information added to the temporary record shall include the name, signature and position of the person entering the information, date of entry, and shall be limited to that which is relevant to the educational needs of the student.

The temporary record of each student shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/ her parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation or withdrawal. During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated or irrelevant information contained in the temporary record.

The Medway Public Schools hereby gives notice on an annual basis that temporary records are so reviewed and destroyed at the end of each school year as deemed appropriate. Parents/guardians wanting an opportunity to receive the information or a copy prior to its destruction should contact the principal by June 1st of the school year.

Release of Information

Upon a student's enrollment in any other elementary or secondary school, all records, excluding those in the limited access folder, will be transferred to that school upon written request for records from the school. The transfer of any additional data to other institutions or schools requires the written informed consent of the parent/ guardian or eligible student. A record will be kept of all such requests and transfer of records.

Personally identifiable information may also be disclosed without written consent to those federal, state, and local authorities listed in Section 99.31 of the regulations of the Family Education Rights and Privacy Act.

Personally identifiable information may be disclosed to appropriate persons without parental consent in an emergency, if the knowledge of such information is necessary to protect the health and/or safety of the student or other persons.

Certain personally identifiable student directory data, specifically limited to name and participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors or awards received, may be made known to the public through such vehicles as school athletic handbills, school playbills, school newspapers, and school yearbooks, or may be released to news media. However, if a parent, guardian or eligible student requests that such data not be released, such request shall be honored.

Challenge of Contents of Student Records

Parents/guardians or eligible students (students 14 years of age or in the ninth grade, whichever comes first) shall have an opportunity to challenge the accuracy of

data/information in the student records in accordance with the applicable federal and state statutes and regulations.

ANTI-BULLYING

Policy #84

The Medway Public School district is committed to providing our students with a safe learning environment that is free from bullying. This will be possible when all members of the Medway school community treat each other with respect. This policy is an integral part of the Medway Public Schools' comprehensive effort to promote learning and eliminate all forms of violent, harmful, and disruptive behavior. All students require this support to achieve their personal and academic potential.

Medway Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. All reports of bullying will be promptly investigated by Medway Public Schools. Medway Public Schools' response to bullying actions will include, when appropriate, referral to a law enforcement agency. Medway Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

Definition of Bullying

The definition of "perpetrator", as defined by M.G.L. c. 71, 37O, Sections 72 – 74 of Chapter 38 of the Acts of 2013, includes a student or 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.

Bullying is the repeated use by one or more students or a school staff member or members of written, verbal or electronic expression or a physical act or gesture, or other direct or indirect behavior that is repetitive, or any combination thereof, directed at a target that has the effect of:

- causing physical or emotional harm, or of damage to his/her property;
- placing a target in reasonable fear of harm or of damage to his/her property;
- creating an unwelcoming or hostile environment at school for another person;
- infringing on the rights of another person at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Cyberbullying is the repeated use by one or more students of technology or any electronic communication, which shall include, but shall 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 system, photo-electric or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyberbullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying shall also include the distribution by 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 the definition of bullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this narrative, whenever the term bullying is used it is to denote either bullying or cyberbullying.

Bullying is prohibited on school grounds, athletic/playing fields, at school-sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles owned, leased or used by the district, or through the use of technology or an electronic device owned, leased or used by the school district.

Bullying and cyberbullying are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe upon the rights of the victim at school, and/or materially and substantially disrupt the education process or the orderly operation of a school.

All staff members are required to report any bullying they see or learn about. The district will promptly and reasonably investigate all allegations of bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

The district's Bullying Prevention and Intervention Plan includes descriptions of and statements prohibiting bullying, cyber bullying and retaliation; establishes clear procedures

for students and staff members to report bullying and/or retaliation; includes a provision that reports of bullying and/or retaliation may be made anonymously provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; establishes clear procedures for promptly responding to and investigating reports of bullying or retaliation; identifies the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; establishes clear procedures for restoring a sense of safety for a victim and assessing that student's needs for protection; establishes strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation or is witness to or has reliable information about an act of bullying; establishes procedures for promptly notifying the parents or guardians of a victim and a perpetrator, for notifying the parents or guardians of a victim of the action taken to prevent any further acts of bullying, and for notifying local law enforcement officials where criminal charges may be pursued against the perpetrator; includes a provision that a student who knowingly makes a false accusation of bullying shall be subject to disciplinary action; includes a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of the students; and comports with the requirements of this policy, as well as state and federal laws.

Note: The full text of this policy may be found here on the MPS website: [Policy #84](#)

Note: The full text of this plan, including forms, may be found here on the MPS website:

[**Bullying Prevention and Intervention Plan.**](#)

ATHLETIC CONCUSSION POLICY

Policy #86

The purpose of this policy is to provide information and standardized protocols for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Note: The full text of this policy may be found here on the MPS website: [Policy #86](#)

LIFE THREATENING ALLERGY POLICY*
101

Policy #

Medway Public Schools recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The Administration of the Medway Public Schools shall ensure compliance with this policy and implementation of protocols and procedures to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community, and to plan for the individual needs of students with life-threatening food allergies.

Further, this policy, protocols, and procedures will aim to assist students with assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in their educational programs and school sponsored activities. The school day is defined as the hours of the day that students must attend their education program in school. After school hours include Medway Public Schools sponsored activities, clubs, athletics, community education programs, and parent or community sponsored events.

Protocols and procedures for the Management of Life-Threatening Food Allergies (LTA) in the Medway Public Schools will be reviewed annually and modified as appropriate, and will include the following:

- 1) District-wide and building-based education and training is offered annually to school personnel about the management of student allergies, recognition of signs of an allergic reaction, activation of the emergency response plan, and the administration of epinephrine via auto injector.
- 2) For students with a known allergy an Individualized Health Care Plan (IHCP) including accommodations for prevention, management and emergency response is developed for each student with a medically diagnosed life-threatening allergy, and distributed before the beginning of the school year.

During the school year, upon receipt of documentation about a life-threatening allergy, the school nurse will notify teachers of the student without delay, and the IHCP will be distributed to the student's teachers within one week of receipt by the school nurse.

- 3) Non-curriculum related classroom-based celebrations and parties are food free.
- 4) Inclusion of food for curriculum instruction and related activities, special grade-wide events, or field trips requires strict adherence to the Management of Life-

Threatening Allergy Administrative Regulation and consultation with the nurse and approval of the principal.

5) The use of food as a reward or incentive during the school day is prohibited, except as indicated in a child's Individualized Education Program.

6) School personnel will be sure to educate classmates, assure an environment free from bullying, threats, and stigmatization (in accordance with Medway Public Schools Anti-Bullying Policy [#84](#), Medway Public Schools Anti-Discrimination & Anti-Harassment Policy [#89](#),) and provide safeguards so that students with LTA are not isolated.

7) Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day nor beyond school hours in pre-K through grade four.

Sales of competitive food or beverages (including bake sales), not sold/provided via School Breakfast or Lunch Programs, are not permitted during the school day, but are permitted beyond school hours, in grades five-twelve.

8) Medway Public Schools staff employed by Medway Public Schools to supervise and/or coach students who are participating as members of school-sponsored athletic teams, clubs, and other extracurricular activities beyond the school day are responsible for implementing the applicable portions of the Food Allergy Policy and related protocols and procedures for the management of students with LTA while the students are under the staff's supervision.

8) Unless otherwise required by law, Medway Public Schools staff is not responsible for implementing the Food Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on Medway Public Schools property that are sponsored by any parent, community, and private groups.

*(adapted from Needham Public Schools, Life-Threatening Allergy Policy, adopted 12/7/2010)

Note: The full text of this policy may be found here on the MPS website: [Policy #101](#)

Digital Learning and Technology Acceptable Use Policy

Introduction

The Medway Public School System believes that technology, when properly utilized and integrated into the curriculum, can provide a transformative learning experience for our students, staff, and community. This Acceptable Use Policy for the Medway Public Schools (“MPS”) provides parents/guardians, students, and staff with a statement of expectations for the use of technology within the Medway Public School District. This policy is reinforced by practice, acceptable use standards, and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Medway Public Schools. Students and parents/guardians, as well as all staff members of MPS, must read and sign the accompanying Statement of Responsibilities.

Our Mission:

The Medway Public School district, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.

District Vision:

The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible and productive citizens of a global community.

Digital Learning Vision:

Medway Public School students will learn in personalized, digitally-rich environments that authentically and effectively integrate technology ensuring they will thrive in their future endeavors in an interconnected, global community.

Proper and Ethical Use

The smooth operation of the network relies upon the proper conduct of the end users and their adherence to strict guidelines. These guidelines are provided here so that all are aware of the responsibilities and expectations. In general, this requires efficient, ethical and legal utilization of the network resources. If a Medway user violates any of these provisions, his or her access will be suspended and may continue to be denied in the future. We may also impose financial responsibilities for malicious damage to resources, and in appropriate cases, notify law enforcement. The signature(s) at the end of this document is (are) legally binding and signifies the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

Terms, Conditions, and Expectations

Personal Responsibility

All individuals who access the Medway Public Schools network or devices must accept full responsibility for their own actions and report any misuse of others to an appropriate authority. Misuse can come in many forms, but is commonly viewed as physical damage, inappropriate use, and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, plagiarism, racism, sexism, inappropriate language, and bullying, cyberbullying or harassment. All rules of conduct of the Medway Public Schools apply when individuals utilize district associated digital resources.

Acceptable Use

All user accounts must be in support of education and consistent with the educational objectives of the Medway Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. All users assume full liability - legal, financial, or otherwise - for inappropriate actions.

Privileges

The use of school resources is a privilege; inappropriate use will result in a cancellation of the privilege. The school administrators will deem what is inappropriate use and their decision is final. Also, the school administrators may choose to terminate access at any time. The administration, faculty, and staff of Medway Public Schools may request the network administrator to deny, revoke, or suspend specific user access.

Resources

The Medway Public Schools intends to provide resources that support the curriculum goals and initiatives of the district. These resources include but are not limited to wired and wireless network and Internet access, end user computer equipment and peripherals, content applications and collaboration tools, and user accounts to differentiate staff and student identities. These resources are intended to promote a secure environment that helps all users create, collaborate, and share information.

Monitoring

The Medway Public Schools reserve the right to monitor and review any material, at any time, and without prior notice, on a school supplied device and user account in order for the District to make determinations on whether specific use of available resources is appropriate. In reviewing and monitoring user accounts to determine appropriate use, the Medway Public Schools shall respect the privacy of user information and adhere to state and federal laws [FERPA, CIPA, HIPAA, and COPPA]. The intent of any monitoring activity is to ensure the security of our network, maintenance of personal identities, and effective use of school supplied resources.

Procedures for Use

- It is the expectation of the Medway Public Schools that all users will develop 21st Century Skills (Communication, Collaboration, Critical Thinking, and Creativity) through the

exposure and eventual mastery of state and national standards of when utilizing digital resources.

- Users must adhere to the guidelines established in the Student and Staff Handbook and this AUP.
- All users have the right to use the available resources for educational purposes. Users should not be engaged in non-educational activities during school hours or impede the network's operation from educational purposes.
- The district allows the use of personal equipment for educational purposes in accordance with guidelines established by the building principal. Access to the wireless network for personal devices will be allowed on a "Public" network. No access to secure wired networks will be allowed without the appropriate authority.
- Secure account information [user accounts] is expected to be personal and not shared with any other individual. The sharing of or tampering with another person's security features involved in his/her account(s) or intellectual property is expressly prohibited. Individuals will be held responsible for content or conduct on their user accounts.
- The attempt to gain access to systems, resources, or data beyond administratively set parameters and or intentionally circumventing security affecting the operation of the network resources is expressly prohibited.
- We reserve the right to monitor and filter content on a school owned device in accordance with federal regulations.
- Devices provided by the Medway Public School District are expected to be used for educational purposes by the assigned user. The right to use school resources does not extend to additional users or family members.

Network Etiquette

Staff and students are expected to abide by the generally accepted rules of online etiquette. These include (but are not limited to) the following:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other abusive or inappropriate language.
- Only legal activities are allowed. Illegal activities will be reported to building authorities and, under appropriate circumstances, law enforcement.
- Do not reveal your personal information. Keep passwords and personal information secure.
- Electronic mail (e-mail) is not guaranteed to be private.
- Do not use the network in a way that would disrupt or impede its educational purpose and use.
- The creation of private networks or attempts to disrupt or impede school network operations is prohibited.

Security

Security on any computer system and personal account is a high priority, especially when the system involves many users. Use or attempt to gain access to content or personal information of another individual's account is prohibited. Attempts to log onto the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security

risk or having a history of problems with other computer systems will be denied access to all network resources. Account passwords should not be shared and should be routinely changed to help ensure personal security.

Vandalism, Cyberbullying and Harassment

Vandalism, cyberbullying, and/or harassment will result in the cancellation of privileges and possible financial charges to the individual responsible. Vandalism includes any malicious attempt to harm or destroy data or equipment. This includes, but is not limited to, the altering of workstation operating system files, malicious damage of hardware components, tampering with another user's personal profile, data, or intellectual property, and the creation and distribution of malicious computer code [viruses, malware, or ransomware].

Cyberbullying and harassment are defined by state law and school policy and are strictly prohibited. Any claims of harassment or cyberbullying will be addressed in accordance with state law and school policy.

Encounter of Controversial Material

With access to these resources also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Medway Public Schools has taken reasonable precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. It is the user's responsibility not to initiate access to such material and to report any suspicious content to district staff immediately. Any decision by the Medway Public Schools to restrict access to Internet material and or filter content shall not be deemed to impose any duty on Medway Public Schools to regulate the content of material on the Internet.

Warranties

The Medway Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Medway Public Schools will not be responsible for any damages suffered. This includes loss of data or service interruptions. Use of any information obtained via the Internet is at your own risk. The Medway Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Agreement must be signed annually. Building administration or designee must monitor agreements to ensure that all active accounts have a valid agreement.

**Medway Public Schools
Medway, MA**

Digital Learning and Technology Acceptable Use Policy Agreement

Student or Staff member

I have read, understand and will abide by the **Digital Learning and Technology Acceptable Use Policy** . I further understand that any violation of the regulations is unethical and may constitute a financial expense and possible criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

If you are under the age of 18, a parent or guardian must also read and sign this agreement.

Print Student's Name or Staff member's name

Student's Signature

Date

Parent or Guardian

As the parent or guardian of this student, I have read the **Digital Learning and Technology Acceptable Use Policy**. I understand that this access is designed for educational purposes. I recognize it is impossible for Medway Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to grant access to the Internet for my child and certify that the information contained on this form is correct.

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

**FAILURE TO RETURN THIS FORM INDICATES THE STUDENT DOES NOT HAVE
PERMISSION TO USE THE SCHOOL NETWORK**

Note: The full text of this policy may be found here on the MPS website: [Policy #92](#)