

Conway Grammar School Handbook



Conway Grammar School
24 Fournier Road, Conway, MA 01341
(413) 369-4239

District Mission Statement

Building dynamic learning communities, one student, one teacher, one family at a time.

Conway Grammar School Mission Statement

The Conway Grammar School is a community dedicated to creating a safe, supportive, respectful, and challenging learning environment. Our mission is to develop thoughtful and confident individuals who value differences and respond positively to our changing world.

CGS Community Interaction Agreement

At CGS, we will use the following guidelines for all means of communication and interaction. This includes students, staff, parents/guardians and visitors to our school. In order to build respectful relationships among all community members, we agree to:

- Use respectful words and tone of voice in order to find common ground
- Assume positive intentions
- Consider other's point of view
- Focus on building a partnership/team with the child's/children's best interest in mind
- Take a breath - listen to each other
- Enter all interactions in the spirit of compromise
- Address and resolve conflicts as quickly as possible
- Respect, resolve, move forward, and start new
- Support all members of our community as we work towards fulfilling this agreement

Responsive Classroom

Conway Grammar School follows the Responsive Classroom practices. Using practices consistent with Responsive Classroom support community building both at the classroom level and the school community level. Each classroom begins the day with a Responsive Classroom Morning Meeting is an engaging way to start each day, build a strong sense of community, and set children up for success socially and academically. Each morning, students and teachers gather together in a circle and interact with one another during four purposeful components: greeting, sharing, group activity, and morning message.

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I. SCHOOL DIRECTORY

Conway Grammar School is part of the Frontier Regional/Union #38 School District. This section provides contact information for the District offices, as well as the Conway Grammar School Committee, School Council, Parent Teacher Organization (PTO), Out-of-School-Time Program, and teachers and staff. Refer to Section VII for a description of these groups. The telephone number for the school bus company is also provided.

FRONTIER REGIONAL & UNION #38 SCHOOL DISTRICT ADMINISTRATION

113 North Main Street, Office C-101, South Deerfield, 01373

Office hours: 8:30 a.m. to 4:30 p.m., Monday through Friday

Central Office Personnel	413-665-1155
Special Education Office	413-665-1106
Early Childhood Education Office	413-665-8928
Superintendent of Schools	Darius Modestow
Director of Secondary Education/ Health Education	Sara Mitchell, Ed.D.
Director of Technology	Scott Paul
Director of Elementary Education	Kimberly McCarthy
Director of Special Education	Karen Ferrandino
Early Childhood Education Coordinator	Aimee Zeoli
Nurse Director	Margaret Burch

CONWAY GRAMMAR SCHOOL COMMITTEE MEMBERS

2021-2022

Elaine Campbell, Chair

Phillip Kantor

Michael Merritt, Vice Chair

Denise Storm, Secretary

Jared Campbell

CONWAY GRAMMAR SCHOOL TEACHERS AND STAFF

Conway Grammar School Office 413-369-4239

Administration

Kristen Gordon
Lora Hanas

Principal
Administrative Assistant

Staff

Susan O'Reilly McRae
Jeremy Brunaccioni
Jennifer Wheeler
Emily Tynan
McKenzie Robinson
Amy Tolman
Maggie West
Jamie Jackman

Preschool Teacher
Kindergarten Teacher
First Grade Teacher
Second Grade Teacher
Third Grade Teacher
Fourth Grade Teacher
Fifth Grade Teacher
Sixth Grade Teacher

Jill Barnes
Brenna Bean
Mary Dacyczyn
Carol Kurkulonis

Special Education Teacher
Interventionist
Reading Specialist
Special Education Teacher

Kate Arsenault
Megan Carr
Amy Meyer
Marijo Sherrill
Anthony Tracia
Christopher Williams

Librarian/Media Teacher
Instrumental Music Teacher
Art Teacher
Strings Program
Music Teacher-General
Physical Education Teacher

Specialists

Jo Cyr-Mutty
Mary Gilman
Elizabeth Walton
Julie Woodbury

Speech Pathologist
Occupational Therapist
Physical Therapist
School Psychologist

Assistants

Krista Augustin
Frostine Bean
Amanda Begos
Boyana Dragicevich
Gayle Farrick
Ashley Hanas
Ashton Luttenegger
Melissa Makosiej
Christina Richards
Stephanie Stokes

Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant

Julie Sweet
Sarah Tuttle

Instructional Assistant
Instructional Assistant

Cafeteria

Jeanne Jouannet
Carrie Croteaur

Cafeteria Manager
Cafeteria Assistant

Custodians

Bruce Jouannet
Michael Campbell
Bill Hildreth

Custodian (Day)
Custodian (Part-time)
Director of School Facilities

WINGS Program

Traci Protzenko
June Chamberlain
Suzanne Balcanoff
Kristy Chiang
Karla Clark

Wings Director/Psychologist
Wings Special Ed. Teacher
Wings Instructional Assistant
Wings Instructional Assistant
Wings Instructional Assistant

CONWAY OUT-OF-SCHOOL TIME PROGRAM

Melanie Burt
Janet Seredejko

Site Coordinator
Director

413-369-0280
413-665-1155

II. SCHOOL POLICIES AND PROCEDURES

Attendance

A child's attendance and timeliness are essential to their academic success. Attendance and punctuality are responsibilities that each family and student must take seriously. Frequent absence is the single most important cause of academic failure. Prompt and regular attendance is expected. We will monitor all students' attendance and late arrivals closely and contact you if there is a concern.

School Hours

The Conway Grammar School day for the students begins at 8:30 a.m. and ends at 3:00 p.m.. Children arriving later than 8:40 a.m. are considered tardy and should report to the office before going to their classroom. Please notify the office as to the reason for your child's tardiness.

Absences

If your child, or a child in your care, will be absent or tardy, please call the school by 9:00 am on that day at 413-369-4239. Provide the child's name, parent's name, teacher's name, and the reason for the absence. When a known absence will take place, it is helpful to inform the school office and teachers in advance.

Parents/guardians are requested to keep children home if they are not well. If your child should fall ill at school and is too ill to remain at school, a parent or designated contact will be called to pick up your child. Your child must be fever-free for 24 hours before returning to school. This will assist in the child's recovery while simultaneously curbing the spread of illnesses in the school.

Making Up Work Due to Absences

When the teacher feels it is necessary to make up work missed due to absences, he or she tries to give students time during the school day to make up the work. It is not school policy to assign classwork to students who take extra vacation days, although reading and journaling may be assigned at the discretion of a particular teacher.

Illness Policy

Union 38 is currently writing an illness policy based on guidelines from the CDC and DESE. The policy will be sent to families prior to the start of the 2021-2022 school year.

It is very important that parents or guardians notify the office or the School Nurse of all communicable diseases, especially strep throat, chicken pox, and scarlet fever, Covid-19 and

other notable illnesses. This information is necessary to complete periodic health reports. It is important that the School Nurse and teaching staff are made aware of instructions for follow-up care that may need to be provided.

Early Dismissals by Parent/Guardian

Parents who need to have their child dismissed before the end of the school day are asked to send a note to the child's teacher informing him or her of the time the child needs to be dismissed and who will be picking up the child. Parents are asked to come into the main office to meet and "sign out" their child. Please do not go directly to your child's classroom.

Alternate Dismissals

If you plan for your child to be dismissed with another supervising adult at any point during the day, including at dismissal time, you must send a note with your child or call to notify the school before 2:30pm.

SCHOOL CLOSINGS AND LATE OPENINGS

There are times when school must be canceled because of weather conditions or other emergencies; other times, there may be a two-hour delay before the start of school. School closing decisions are made by the Superintendent of the Union #38 School District. Please note that closings or delays are publicized as *Frontier Regional/Union #38 School District* on local radio and television stations. In the event of a weather or building emergency, school may be dismissed early. Families will also receive a pre-recorded telephone call and email advising them of a closing, delay, or early dismissal

TRANSPORTATION

Because of the location of Conway Grammar School, it is not safe or practical for children to walk or ride their bicycles to school without adult supervision. The bus company used is Grybko's Bus Company, 419 North Main Street, South Deerfield (413-665-2838).

BUSES

Schedules

The bus schedule for each year is based on the number of children on each route and is determined at summer's end. Conway typically runs three buses: C1, Poland Road; C2, Shelburne Falls Road; and C3, Whately/Hoosac Roads. Bus schedules are available in the school office and are published in the *Greenfield Recorder* in August of each year.

Bus Safety Rules and Policies

Riding the bus is a privilege, not a right, and can be withdrawn if a student disregards bus rules and policies. The following rules and policies must be strictly adhered to for the safety and well-being of all school bus passengers:

The bus driver is responsible for the safety and conduct of his or her passengers and, therefore, has complete authority of his or her bus.

- All students must be on time to the bus stop and wait at the designated stop off the road in an orderly manner.
- Students crossing the road should do so only upon the driver's instructions.
- Students will not push and shove when they are loading and unloading.
- Students will remain in their seats at all times.
- Students should not throw items on the bus or eat food on the bus.
- When buses arrive at school, students should wait at the front door with the adult who is supervising them.

If a child leaves any items on a bus, the driver will usually keep the item in the front of the bus for about a week. After that time, the item will be moved to the school's lost and found. You can also call Grybko's directly at 413-665-2838 to inquire about items left on the bus.

Bus Incidents Policies

The bus company uses a "three-strike" system when faced with inappropriate/unacceptable bus behavior. If necessary, the bus company will fill out a Bus Incident Report and submit it to the Principal. Any concerns about inappropriate student behavior or questions regarding the bus or bus driver should be directed to Grybko's Bus Company at 413-665-2838. If a parent has any issue about bus transportation or one of the drivers, call the Grybko's directly. Parents should also notify the Grammar School office with their concerns.

Motorists

Morning Drop-off

When dropping off your child on school mornings, drive around the parking lot and stop along the sidewalk outside the office windows. Stay in your vehicle, let your passenger exit

safely to the sidewalk, and use caution when pulling away. If you plan to enter the building, park in the parking lot.

Your child should not be dropped off before 8:25am. There is no supervision for early drop-offs. If your child is dropped off before 8:25 they will be directed to the before school program. (fee-based program)

Afternoon Pick Up

Drive around the parking lot and stop along the sidewalk outside the office windows. Teachers will direct students to the vehicle. There is no need to exit your vehicle.

If you arrive after 3:00, your child may be sent to the Out Of School Time program (fee-based program).

It is unlawful to pass a transportation van or school bus when its lights are flashing and its stop sign is extended.

Motorists are reminded to use EXTREME caution while near the building and grounds because many children will be entering and leaving the area.

FOOD SERVICE

School Lunch Program

Breakfast and lunch are free to all students.

A hot lunch program offers one of four meals: the main meal, a soup/salad bar (2nd grade and older), pizza, or a SunButter and jelly sandwich. Each lunch is served with a choice of whole, skim, or chocolate milk. (Chocolate milk is served on Fridays only.) Apple juice is also available.

At the beginning of each month, menus are printed and distributed to students to bring home. The menu can also be found online.

Each school morning the students sign in for that day's lunch and the next day's breakfast on a sheet in their classrooms.

Lunch monitors are present at lunch to assist the children and make sure the lunch rules are observed all the time.

Cafeteria Rules

- Parents are asked to provide nutritious food when sending a bag lunch. Students of Conway Grammar School are not allowed to have candy or soda at lunch.
- Student conversation should be soft and respectful to all who sit at or near their table.
- Students are expected to use appropriate table manners.
- Students are not allowed to share food.
- Students are expected to remain seated until they have finished eating.
- Since there is more than one dining period and more than one student may use a single dining space, students must leave their area as neat and clean as possible for the next student. Each student must clean up all paper, food scraps, and other items from lunchroom tables and the floor, and they are expected to drop off their tray, silverware, and trash to the disposal area.
- After cleaning their area, students should then return to their seats until they are dismissed.
- Food should not be removed from the cafeteria unless it is returned home in lunch boxes.

Snack

Children may bring a healthy snack for break. Students are not allowed to have candy, gum, or soda in school. Parents are asked to select a nutritious snack to encourage healthy eating habits. Parents are also asked not to send drinks in glass containers.

Recess Guidelines and Playground Safety

Throwing of objects:

- The throwing of snow, ice, stones, sticks, etc., is not permitted.

Rough play:

- There is no wrestling, tackling, pushing, or hitting allowed. The only contact is in games that allow one-hand touch.

Games:

- Electronic toys and games from home are not allowed.
- Students should return playground equipment.

Play structures:

- The preschool playground area is designed to be used by the preschool class only.
- Due to safety, running on the play structure is prohibited as well as going up the slide. Occasionally only parts of the structure are available for use, as they become slippery when wet.

COMMUNICATIONS WITH THE SCHOOL

Use of Phones

Student cell phone use is not permitted during the academic day. When parents request that a child bring a cell phone, the phone must be left in their backpack throughout the day.

School Website

The Conway Grammar School website can be found at <http://www.frsu38.org/cgs>. The website also contains a copy of this handbook.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled in the fall and spring. Spring conferences are considered optional. Parents are asked to sign up for individual conferences to discuss their child's progress and to discuss any questions or concerns they have about their child's school experience.

Parents may request additional conferences at any time during the school year. Appointments can be made with the child's teacher. Sometimes concerns or confusion arise about student assignments or programs, or social or behavioral issues. To resolve these concerns, parents are encouraged to contact their child's teacher.

Progress Reports (Report Cards)

Progress reports (standards-based report cards) are given to students three times a year. Teachers will review the child's progress during parent/teacher conferences.

Student Records

Regulations of the State Board of Education apply to all information that is kept by the school on each student. The student record is divided into two sections: (1) the Transcript, which includes the minimum information necessary to identify the student and reflect the student's educational progress, including the child's name, birth date, address, parent information, and grades; and (2) the Temporary Record, which consists of standardized test results, progress, comments by teachers, etc. The Temporary Record is destroyed within five (5) years after the student leaves the school system.

The following parent/student rights apply to all records:

- A parent or student over the age of 14 may inspect all portions of the student record upon request. The request may be made verbally or in writing. The record must be available no later than two days after the request.
- Only parents, the student, and school personnel working directly with the student are allowed access to information in the student's record without the written consent of the parent/guardian.
- A parent or student may add relevant comments, additional information, or other written materials to the record.
- A parent or student may request that information in the record be amended or deleted. A conference with the Principal is required for this action to be completed.

CONFIDENTIALITY

Confidentiality is essential to safeguard the privacy of children and families. Some of the important aspects of confidentiality in a school setting include the following:

1. Children's individual cumulative folders are kept in a secure location in the school.
2. Screening and assessments provide helpful data when planning for instruction and/or services from various therapists (OT, PT, Speech).
3. Families may access school records in accordance with MA Law (MA Regulations 23.02).
4. Parents must submit a written request for records to the Principal. (MA G.L. 71, 34H b.)
5. Custodial parents/guardians are entitled to school records as soon as practicable and within 10 days after the request. Non-custodial parents have a 21 day waiting period after the school notifies the custodial parent of the request. (MA Law 603 CMR 23.07)

Medical Records

Paper and electronic medical records are maintained for all students. When a student graduates from 6th grade, paper and electronic records are transferred to the Frontier Regional School Health Office.

If a child transfers to another school before graduation from Conway Grammar School, or enrolls in a school other than Frontier Regional, paper records are sent to the new school upon request. A summary report from the electronic record is included with the paper records transferred. If no request is made by the new school, paper records are stored in the Frontier Regional Health Office unless retrieved by a parent. All records are destroyed (shredded) after 7 years. Electronic records are archived and can be retrieved for the previous 4 school years.

Parent/Guardian Information Sharing

The Conway faculty is sensitive to the needs of separated and divorced parents and works to keep them informed about their child's school progress when a separation, divorce, or custody

agreement allows for this. All information remains confidential. The school's focus is on meeting the needs of students whose families are in transition.

Communicating Problems

We understand that from time to time parents may have a concern about something related to school. We encourage parents to communicate with staff about problems and allow all involved to work together to come to a resolution. Whenever possible, problems should be dealt with through the classroom teacher. If a satisfactory resolution is not obtained, parents should then bring the issue up with the Principal.

SCHOOL VISITORS

Families and Visitors

Visitors will not be allowed in the building except for essential contractors who are not able to extend the work past school hours (ex plumber).

- Outdoor parent drop-off stations will be assigned for Pre-K and K students.
- Families arriving to pick up sick/injured children should notify the office by using the buzzer.
- Sick/injured children will be escorted out of the building to meet their family members under the overhang.

Posting of Fliers and Notices

The posting of notices at Conway Grammar School is permitted when the organizations are local and non-commercial. Posters of other activities of value to students may be placed in the building with the approval of the Superintendent. Fliers and notices are not permitted to be sent home with children unless they are approved by the school or school district. The Superintendent grants approval for such notices.

FACILITIES AND GROUNDS

Students and families are expected to demonstrate respect to school facilities and grounds. No paper or other litter should be left on the grounds, and care should be given to the trees and shrubbery.

Smoking in the building and on school grounds is prohibited by Massachusetts law for both children and adults. Any student found smoking may be subject to immediate suspension. (This includes E-smoking devices.)

Parking

Parking is allowed in the lot, not the bus loop or the marked fire lane in front of the school offices. During events, parking is allowed along Fournier Road.

Fire and Safety Drills

Conway Grammar School holds regular fire and safety drills in compliance with state law. For more information, please click here- [Regulation](#)

Lost and Found

All students are reminded to take responsibility for personal property. Labeling all belongings, including lunch boxes, backpacks, jackets, hats, gloves, boots, etc.

III. CURRICULUM AND EDUCATIONAL PROGRAMS

CURRICULUM AND ACADEMICS, GRADES 1 TO 6

In an effort to provide the best education for our students, the curriculum in the Conway Grammar School, based on frameworks established by the Massachusetts Department of Education and the Common Core Standards, is continually examined and revised by teachers and staff. Current research and strategies about best practices in teaching and learning are considered.

LIBRARY MEDIA CENTER

The mission of the school library media center is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. Library media centers provide an environment in which students and staff learn to access, evaluate, and apply information using a variety of print and electronic formats. The library media center supports the school's curriculum and assists members of the learning community in becoming effective users of information.

Library Checkout

All CGS students are able to check out library books. Children in Grades Pre-K-2 may sign out books for a one week period, and children in Grades 3-6 may sign out books for a two-week period. They also are permitted to renew them for an additional two-week period. Pre-K students may have one book out at a time. All other students may have three books out at a time. All materials must be returned in an appropriate condition. Patrons will be charged a nominal fee for any lost or damaged books.

TECHNOLOGY PROGRAM

Students in Grades K-6 have Technology class once a week. For Kindergarten students, this class is combined with library time. Our Technology curriculum is based on the Massachusetts Digital Literacy and Computer Science Curriculum Framework. The goal of our Technology curriculum is to equip students with the skills and knowledge they will need to use technology responsibly and strategically to achieve academic and non-academic goals, connect and collaborate with others, and solve problems. Students gain skills in using technology responsibly, understanding computer systems, and using various digital tools to communicate and collaborate. Keyboarding is taught beginning in first grade. Creativity and critical thinking are emphasized throughout the curriculum.

We have a 1:1 device to student ratio, ensuring that each child has equitable access to meet the expectations of 21st Century learning. Each classroom is equipped with an interactive whiteboard.

Acceptable Use Regulations

Frontier Regional/Union 38 Acceptable Use Policy

The Frontier Regional/Union 38 School Districts shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Frontier Regional/Union #38 School Districts. Violations of law may result in criminal prosecution as well as disciplinary action by the Frontier Regional/Union #38 School Districts.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Frontier Regional/Union #38 School Districts as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability

The Frontier Regional/Union #38 School Districts shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Frontier Regional/Union #38 School Districts shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Internet Security

The use of the Internet, as part of this computer network, can be a great motivator for students, and its use encourages independence and autonomy. Because the Internet is blind to class, race, gender, age, ability, and disability, it is a valuable means for addressing the needs of all students.

Although the benefits of Internet access are many, parents need to be aware that the Internet is an open system that contains information that parents might find objectionable and inappropriate for children. We will make every effort to prevent your child's access to inappropriate materials on the Internet, but we cannot guarantee that he/she will not inadvertently encounter text, pictures, or references that are objectionable. We ask your assistance in developing responsible attitudes and reinforcing appropriate behaviors.

The Frontier Regional/Union #38 School District Computer Network (FR/U38SDNet) provides open access to local, national, and international sources of information and collaboration vital to intellectual inquiry and democracy. In return, every network user in our school community and on the Internet and FR/U38SDNet account holders are expected to act in a responsible, ethical, and legal manner, in accordance with the Frontier Regional/Union #38 School District rules, regulations, and guidelines and the laws of the Commonwealth of Massachusetts and the United States.

The FR/U38SDNet account holder is held responsible for his/her actions and activity within his/her account. Unacceptable use of the network will result in the suspension or revoking of these privileges and could further cause school disciplinary action to be pursued. Some examples of such unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Wastefully using resources
- Gaining unauthorized access to resources
- Invading the privacy of individuals
- Using the account owned by another user
- Posting another individual's communications without the author's consent
- Posting anonymous messages

PHYSICAL EDUCATION

The Physical Education program at Conway Grammar School is a comprehensive movement program that: integrates health and wellness that is developmentally age appropriate, teaches skill mechanics progressively through the grades, concentrates on keeping children active maintaining physical fitness, emphasizes enjoyment of activity to keep our children lifetime participants, and develops positive social skills and sportsmanship. Lesson plans include:

- Introductory Activity (a quick fun activity that physiologically prepares children for movement)
- Fitness (a block of time devoted to exercising all parts of the body interspersed with aerobic benefits)
- Lesson Focus (to teach toward major program standards and objectives)
- Game Activity (to practice skills and/or allow children to have an enjoyable experience)
- Cool Down (to recover physically and reflect on output or behavior).

This program is not only designed for high activity, whole person involvement and social interaction, it also allows time in the weekly schedule for practice, which is beneficial for children.

ART

The visual arts are important in developing and enriching the whole child. Art provides a vehicle for both creative expression and problem solving. The lesson establishes a set of parameters and a goal that is worked out through the use and manipulation of art materials. Frequently, the curriculum introduces art history and can coordinate specific studies at a grade level. The students make decisions and choices that are personally theirs. Art is an area in which students can take risks and build self-esteem. By sharing their efforts, we become benefactors of their experience.

MUSIC

Our music program is a comprehensive program for students Pre-K to 6th Grade. Students learn about a variety of genres and concepts through active participation in music class. Students learn about the differences and similarities between music style periods from the Medieval to 21st Century. Students in the General Music curriculum frequently learn mallet technique to play with musical sensitivity when playing pitched percussion instruments.

Students in 3rd and 4th Grade learn the fundamentals of recorder playing. All students learn to read music and practice the discipline of learning a musical instrument. In 5th and 6th Grade, students add ukuleles as part of the music curriculum.

The CGS Chorus is composed of all 5th and 6th Grade students. Students rehearse once a week and review healthy vocal technique, incorporating mindfulness and awareness of tension. The students sing a variety of genres and refine their solfege reading skills.

Instrumental Band Program

Fourth, fifth, and sixth grade students are eligible to join the band program offered in school. Early in September, the band teacher does a demonstration of all instruments available for study: flute, clarinet, alto saxophone, trumpet, trombone, and percussion.

Students rent, purchase, or borrow a school instrument to play on. Small group lessons of homogeneous instrument groups are offered during the school day. 4th grade band students will come together to rehearse in Prelude Band. 5th and 6th grade band students will come together to rehearse in Encore Band.

Playing a musical instrument can boost many of your child's skills in the area of mathematics, language, self-assessment and cooperative learning. Music is an integral partner to both life and learning. If parents would like their child to participate in the band program, they are asked to complete a registration form for the band teacher.

Strings Program

Third, fourth, fifth and sixth grade students are eligible to join the strings program offered in school. Early in September, the strings teacher does a demonstration of all instruments available for study.

Students rent, purchase, or borrow a school instrument to play on. Small group lessons of homogeneous instrument groups are offered during the school day, as well as individual lessons.

Field Trips

Field trips are extensions of the instructional program. Their purpose is to provide educational opportunities that cannot be offered within the building for acquiring skills, understanding, and appreciation. The costs of most field trips are paid for by the parent/guardian. Efforts are made to seek grant funding or alternative funding for these trips. Scholarships are always available. At no time will any Conway Grammar School student be excluded from participation because of a parent/guardian's inability to finance the field trip.

“OUT-OF-SCHOOL-TIME” Program

The Conway Out-of-School-Time Program is committed to providing a safe, fun, and educational atmosphere for children attending the Conway Grammar School in grades K–6. The adult-to-child ratio is kept as low as possible, between 1:10 or 1:11, to facilitate quality interactions between staff and students. Children self-select activities throughout the program

hours. By offering choices and allowing for input into the design of the program, children are given the opportunity to develop the other 3 R's – resourcefulness, responsibility, and reliability.

The program meets in the morning prior to the start of the school day from 7:00 to 8:30 a.m. and at the completion of the academic day from 3:00 to 5:30 p.m. Breakfast is supplied in the morning, and a healthy snack is provided in the afternoon. Families may choose a one- to five-day per week schedule.

Students may be involved in the program in a variety of ways. They may choose to attend the before-school program and/or the after-school program, which follow the Union #38 School Year calendar. Opportunities are provided through a number of enrichment programs, which are offered throughout the year. In the past, programs were offered in science, music, art, drama, and activities in other areas. The program provides a time and space for students to work on homework assignments. Private tutoring is not available through the out-of-school-time program, but every effort is made to help students to succeed in their academic work.

Children may also attend the program on half and full curriculum days when teachers are in session but students are out of school. In addition, the Out-of-School-Time Program operates a vacation camp, River Valley Day Camp, during February and April vacation, as well as a summer camp, which is located at the Deerfield Elementary School.

Application to the program can be made through the site coordinator. For additional information, please call the Out-of-School-Time Program at 413-369-0280

IV. SCHOOL CODE OF CONDUCT AND DISCIPLINE

Dress and Appearance

These dress code guidelines encourage individuals to dress so that they can participate and benefit from the educational environment.

- Individuals should wear footwear that is held securely on the feet for protection when on school grounds, aboard school buses and at school events.
- Individuals have the right to freedom of expression through their clothing provided that such right does not cause any disruption or disorder within the school.
- Students do not wear hats or hoods during academic times.

Winter Wear Guidelines

- Children go outside on a daily basis, so it is important for them to dress appropriately for the weather. When the temperature is cold outside, children should wear additional clothing (i.e. sweatshirts or jackets and long pants) when going outdoors. When the weather approaches freezing temperatures, the children should have a hat, mittens or gloves and warmer clothing when going outdoors. To walk in snow, students must wear waterproof boots. To play in the snow, students must wear snow pants. Please send your child to school with clothing appropriate for varied weather conditions. In particular, please note that students should have shoes or sneakers for indoor wear if they are planning to walk in the snow. If you are in need of winter supplies, please contact our building principal.
- On very cold days, our staff will look closely at the wind chill factor in order to ascertain if there is any danger of frostbite. If there is no threat of frostbite we will hold outdoor recess even on cold winter days. Proper clothing ensures that this winter play is comfortable, safe and fun. The building principal will make final decisions about the implementation of the dress code.

STUDENT BEHAVIORAL EXPECTATIONS

Student behavioral expectations: Be a Conway STAR.

I act **S**afely.

I **T**ry my best.

I **A**ct respectfully and kindly.

I act **R**esponsibly.

BULLYING

BULLYING PREVENTION POLICY

The Frontier Regional/Union #38 School Districts are committed to maintaining a school environment free of bullying. Bullying of students by other students will not be tolerated. This policy is in effect while students are on school grounds or property within the jurisdiction of the School District such as on school buses, attending or engaging in school-related activities, or using the school network.

What is Bullying?

Bullying is when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. It is repeated, targeted, unfair, one-sided and includes an imbalance of power.

Procedures for Addressing Incidents of Bullying

When an incident of bullying occurs, the teacher will complete a “Bullying Report Form” to be shared with relevant staff. Both the student who was bullied and the student who did the bullying will receive coaching. Parents will be contacted, as they are a vital part of helping to address bullying behavior.

Parents who need to report a bullying incident can do so by contacting the principal directly.

STUDENT DUE PROCESS RIGHTS

Due process shall be observed in all disciplinary cases in the following manner:

1. Students shall be given notice of charges, either orally or written
2. Evidence that was obtained shall be explained to the student
3. Students will be given the opportunity to present his/her side of the story
4. All efforts will be made to make sure that discipline is fundamentally fair and consistent

It is hoped that this can be accomplished in an atmosphere of relative calm but it is to be expected in some cases, because of emotional considerations, this will not be possible. In those cases, the Principal/Superintendent shall make a reasoned judgment of what is the best course of action to be taken that preserves sound educational objectives.

Infractions and Ramifications:

The above general guidelines give an overview of the common sense expectations for behavior. Because rules can be broken, it is important that students, parents, teachers, and the

administration work together to address how these infractions will be handled and the consequences that may result.

Notification and Hearing Procedure:

The Principal will notify parents by telephone of a student suspension. All suspensions are confirmed by letter as soon as possible. Suspensions of five to ten days may be appealed to the Principal. Suspension of more than ten days may be appealed to the principal, then to the superintendent. (Note: This section is inapplicable to suspensions or expulsions imposed pursuant to the Educational Reform Act, MA. General Laws, c. 71, S37H1/2. Any appeal rights for such disciplinary action will be provided in the statute.) Matters concerning classroom standards or requirements may be appealed to the Principal.

NON-VIOLENCE POLICY

All children are entitled to learn in a non-violent and peaceful school environment. Furthermore, we feel the school should take a proactive position by teaching, modeling, and integrating peaceful conflict resolution into our curriculum. These skills are taught in the Second Step and Steps to Respect curricula.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

The Frontier Regional/Union #38 School District is committed to proactively working to build an inclusive, positive school climate—one that fosters student and staff health and development to each individual’s fullest potential. To that end, the districts are committed to the development of respectful human relationships at all levels and among all ages.

Furthermore, the Districts are committed to equal employment and educational opportunity for all employees and applicants, students, and members of the school community without regard to race, color, religion, national origin, ancestry, age, sex and gender identification, sexual orientation, or disability in all aspects of employment and education. The members of the school community include the School Committee, administration, staff, students, and volunteers working in the schools, while they work and study, subject to school authorities.

The Frontier Regional/Union #38 School District is also committed to maintaining a school and work environment free of harassment based on race, color, religion, national origin, ancestry, age, sex and gender identification, sexual orientation, or disability. The District expects all employees, volunteers, and students to conduct themselves in an appropriate and professional manner. All employees, volunteers, and students have the responsibility to maintain a school free of harassment, sexual or otherwise.

Harassment is any form of behavior that intentionally interferes with another person’s sense of safety or productivity in the employment or educational environment.

Harassment on the basis of race, color, religion, national origin, ancestry, age, sex and gender identification, sexual orientation, or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures of physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation, ancestry, or disabled individuals or groups.

Harassment is prohibited regardless of whether such harassment involves relationships of adult to adult, adult to student, student to adult, or student to student.

Any employee or volunteer who receives a report of or has knowledge of conduct prohibited by this policy is required to report the conduct or incident immediately.

The Principal at Conway Grammar School is designated the “Complaint Manager” for the purpose of receiving complaints. A person who wishes to make a complaint of harassment should meet with the Principal as soon as possible to report a complaint. Students may ask a faculty or staff member to be involved in the complaint process. The Principal will interview the student and assist him/her. If the student does not feel comfortable speaking to the Principal, he/she may contact another administrator to report any event(s) regarding discrimination or harassment.

Any employee or member of the school community found to have engaged in harassment, including, but not limited to, sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination from employment or expulsion from school, subject to applicable procedural requirements.

It is a violation of this policy for any person to retaliate, coerce, intimidate, harass, or interfere with a member of the school community, or any other individual, who has filed a report regarding harassment or assisted with an investigation. Any employee or member of the school community found to have engaged in this conduct shall be subject to sanctions, including, but not limited to, warning, suspension, or termination from employment or expulsion from school, subject to applicable procedural requirements.

Reporting conduct that may be construed as harassment is encouraged, although it is a violation of this policy to intentionally file a false report regarding harassment. The intentional filing of a false report shall result in sanctions, including, but not limited to, warning, suspension, or termination from employment or expulsion from school subject to applicable procedural requirements.

Filing of a report, other than an intentionally false report, will not reflect upon the status, grades, assignments, or other terms and conditions of education or employment of the reporting party.

Under certain circumstances, sexual harassment or other harassment may constitute child abuse under Massachusetts law, G.L. c. 119, 51A. The Frontier Regional/Union #38 School

District shall comply with Massachusetts laws in reporting suspected or actual cases of child abuse.

Examples of conduct that can constitute harassment:

- Words, signs, jokes, or pranks
- Physical or verbal intimidation or threats
- Physical contact
- Verbal or physical violence

This list is illustrative and not intended to be limited to the examples given. Copies of this policy can be found on the district website (frsu38.org) and are available at the school office upon request.

Sexual Harassment Policy

It is the goal of Frontier Regional/Union #38 School District to promote a workplace/learning environment that is free of sexual harassment. Sexual harassment of employees/students occurring in the workplace/learning environment or in other settings in which employees/students may find themselves in connection with their employment/studies is unlawful and will not be tolerated by this organization. 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. To achieve our goal of providing a workplace/learning environment free from sexual harassment, the conduct that is described in this policy will not be tolerated, and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees/students.

Because the Frontier Regional/Union #38 School District takes allegations of sexual harassment seriously, complaints of sexual harassment will be responded to promptly, and where it is determined that such inappropriate conduct has occurred, prompt action will be taken to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action including workplace termination/student expulsion where appropriate.

This policy sets forth goals of promoting a workplace and learning environment that is free of sexual harassment. The policy does not limit the school district's authority to discipline or take remedial action for workplace/learning environment conduct, which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Copies of this policy can be found on the website and are available in the school's office upon request.

V. STUDENT SUPPORT SERVICES

Section 504 Student Services

Section 504 of the Federal Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap. The school district has specific responsibilities under the Act, which include: identifying, evaluating, and providing access to appropriate educational services for any child who is determined to be eligible under Section 504. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

A 504 plan lists all necessary accommodations for a student with such a handicap to be successful. Our school psychologist coordinates the 504 plans and conducts annual meetings to review all 504s.

Special Education Services—Chapter 766

Chapter 766 refers to a State Law that guarantees public education for school-age children regardless of any handicap they may have. State guidelines for eligibility for special education services are quite specific. If the parents think their child may have a special need, they should first consult with the child's teacher.

DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP/504)

Procedures for suspensions of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. When a suspension constitutes a change of placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP/504, any teacher observations, and any relevant information from the

parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP/504 – "a manifestation determination."

3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer: a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP/504 goals; and b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or 99 b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP/504, and provides services to address the problem behavior.

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise

Procedural requirements applied to students not yet determined to be eligible for special education.

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if: a. The parent had expressed concern in writing; or b. The parent had requested an evaluation; or c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused

special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

VI. HEALTH SERVICES, POLICIES, AND PROGRAMS

Conway Grammar School provides a number of health services and programs, as described in this section. The goal of the Health Program is to maintain and enhance the optimum level of physical and emotional health of every student. While parents have the prime responsibility for the health and welfare of their children, the school is responsible for assisting parents in building and maintaining the highest possible level of health for each student. The school can only extend and supplement family responsibility rather than serve as a substitute.

HEALTH SERVICES

School Nurse

Conway Grammar School has a full time school nurse. The nurse's office hours are 8:30 a.m. to 3:15 p.m. each school day. The fax number to the nurse's office is 413-369-0128. Please feel free to direct your child's doctor's office to fax doctor's notes, physical forms, and other pertinent information to the school nurse, as applicable.

Voicemail messages may be left for the nurse by calling the main school number (413-369-4239) and asking for the nurse or dialing extension 14.

HEALTH POLICIES

Physical Examinations

Massachusetts State Law mandates that all transferring or newly entering students must have submitted a signed physical exam form to the school's health office before admission to school. It is also necessary for preschool students to submit a physical exam form stating that they have had a complete physical within a year of entering school. In addition, all students in grades 2 and 5 need an updated physician's exam. Medical forms to be completed by parents and physicians are available at the school's main office. Physical exams are no longer provided by school physicians at the schools. If students do not have health insurance and/or a health care provider, please call the school nurse for assistance.

Immunizations

Massachusetts State Law requires students to have proper immunizations in order to enter school, except as instructed by a physician due to a health condition or sincere conflicts in religious beliefs. Parents are expected to see that their children have the required immunizations. Written validation from a medical doctor must be provided at registration verifying the immunization record. The required immunizations include vaccines for the following:

Diphtheria, Pertussis, Tetanus (DPT), Measles, Mumps, and Rubella (MMR), Polio, Varicella (chicken pox), Hepatitis B and Hib for preschool students.

It is also required that all preschool children be screened for lead poisoning. Documented evidence of lead screening must be submitted before entrance to kindergarten. Children will not be admitted to kindergarten without verification of immunization status and lead screening. Children enrolling in the Union #38 District in grades 1 through 12 must submit verification of immunization.

No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, and poliomyelitis and such other communicable diseases as may be specified from time to time by the department of public health.

A child shall be admitted to school upon certification by a physician that he has personally examined such child and that in his opinion the physical condition of the child is such that his health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the Department of Public Health, whose decision will be final.

Emergency Forms

New Emergency Data Forms are to be completed by parents/guardians at the start of each school year. The information includes: home address, telephone number, guardians' work numbers, and who to contact in an emergency. This information must be updated by the parent/guardian during the school year when there is any change of information.

The Emergency Data Form also includes parent permission for specific over the counter (OTC) medications, for which we have standing orders from our school physician.

Illnesses

It is expected that a child will remain at home when he or she is ill. When in doubt, a parent/guardian should keep the child out of school. Parents are asked to call the nurse's office directly to report a child's absence from school due to illness or injury.

Parents/guardians should immediately report any contagious illness or condition to the school nurse. The Nurse will determine when the child can return to school. When the child returns to school following a contagious illness, the child needs to check in with the school nurse. A

24-hour waiting period is required before a child can return to school after the onset of antibiotic treatment.

Medication Policy

The school nurse is required by state law to supervise the administration of all medications taken by students during school hours. The following guidelines apply for all medications:

- All medications (prescription and non-prescription) must be supplied in the original pharmacy container and must be accompanied by written instructions by a physician.
- Parents/guardians must sign the appropriate administration permission forms.
- Medications prescribed three times a day should be given at home, if possible, i.e., antibiotics.
- In the event of a field trip, the School Nurse will delegate and train an appropriate person to administer the medication.
- A responsible adult must bring medication to school.

No medication will be administered without a doctor's order.

HEALTH PROGRAMS

Services required by the Massachusetts Department of Public Health include immunization monitoring, vision screening, hearing screening, height and weight measurements, scoliosis screening, and maintenance of health records.

School Insurance Plan

Each year, families are given an opportunity to enroll their child in an accident insurance plan, which is offered through a private vendor. This is done on a voluntary basis. Forms describing the plans are available online.

Vision and Hearing Screenings

The school nurse will perform screenings for visual and hearing difficulties on all students. These are strictly screenings, not diagnostic exams. If the child has difficulty meeting state standards on these screenings, the parent will be notified by letter. A letter will accompany this notice to the doctor of the parent's choice. The child's physician should then complete a special portion of this letter and return it to the school.

Dental Examinations

It is requested that all kindergarten students have a dental examination by a licensed dentist before entering school.

Postural Screening

Postural screening (or scoliosis screening) is performed annually by the school nurse on students in grades 5 through 9 in the Union #38 District. The best prevention of spinal curvature is early detection. Exemption from this screening is allowed if written notice from the parent/guardian is received.

Pediculosis Checks (Head Lice Screening)

The school nurse conducts pediculosis checks on an as needed basis. Head lice spreads quickly and easily in the school setting. We encourage parents to call the School Nurse to inform her of exposure to head lice so we can prevent transmission to other students.

VII. SCHOOL ORGANIZATIONS AND VOLUNTEER OPPORTUNITIES

CONWAY GRAMMAR SCHOOL: SCHOOL COMMITTEE

The School Committee is responsible for reviewing and approving the school's annual budgets and for establishing educational goals and policies for the school, which are consistent with the requirements of state laws, goals, and standards established by the State Board of Education. With the Massachusetts Educational Reform Act of 1993, the School Committee also became responsible for the yearly review and approval of the School Council's School Improvement Plan.

The Conway Grammar School: School Committee is made up of five elected members from the community. Members serve in rotating three year terms. All meetings are open to the public.

CONWAY GRAMMAR SCHOOL: SCHOOL COUNCIL

The Conway Grammar School School Council is also responsible for preparing a School Council Report each year. The Report contains a description of the School Council operations and identifies the current School Council membership. The main portion of the report reviews the focus and priorities of the Council's work during the school year, as they relate to the established mission and goals of the Council, which have been identified in the School Council's School Improvement Plan. Finally, the report describes the preliminary agenda for the Council's work for the following academic year. This report must be submitted to the Conway Grammar School: School Committee by June of each school year for their review and approval.