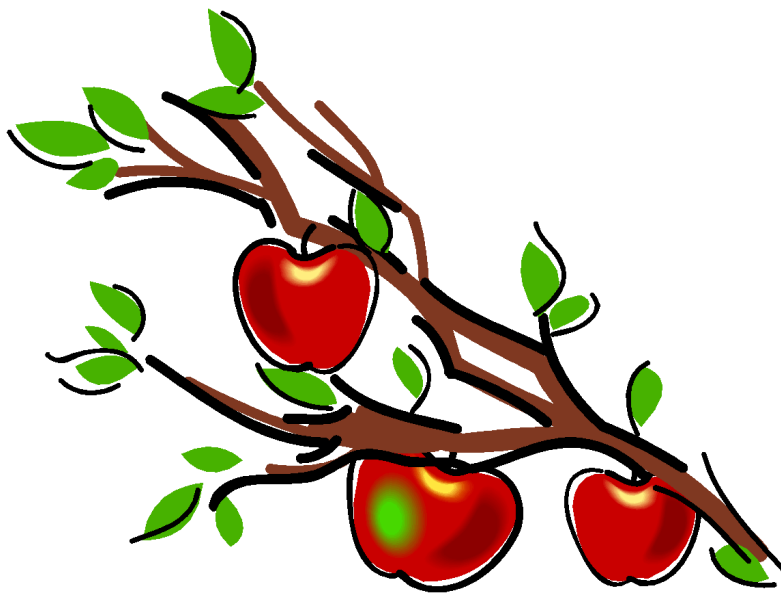


# Conway Grammar School



## 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.*

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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

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

## CONWAY GRAMMAR SCHOOL COMMITTEE MEMBERS

2019-2020

Elaine Campbell, Chair  
Ashley Dion  
Phil Kantor  
Michael Merritt  
Denise Storm

# CONWAY GRAMMAR SCHOOL TEACHERS AND STAFF

Conway Grammar School Office 413-369-4239

## Staff Member

## Position

### Administration

Kristen Gordon  
Lora Hanas

Principal  
Principal's Secretary

### Staff

Jill Barnes  
Jeremy Brunaccioni  
Shafiya Finger  
Jo Cyr-Mutty  
Maureen Beetlje  
Mary Dacyczyn  
Katie Miranda  
Richard Gifford  
Emily Tynan  
Carol Kurkulonis  
Amy Meyer  
Paulette Levchuk  
Arlene Mikolajczuk  
Susan O'Reilly McRae  
Maggie West  
Megan Carr  
Anthony Tracia  
Kate Arsenault  
Jennifer Wheeler

Fourth Grade Teacher  
Kindergarten Teacher  
School Psychologist  
Speech Pathologist  
MIS Department  
Third Grade Teacher  
Strings Program  
Sixth Grade Teacher  
Second Grade Teacher  
Special Education Teacher  
Art Teacher  
Reading Specialist  
Physical Education  
Preschool Teacher  
Fifth Grade Teacher  
Instrumental Music  
Music—General  
Library Media Teacher  
First Grade Teacher

### Support Staff

Meg Burch  
Mary Gilman  
Elizabeth Walton  
Sarah Waskiewicz

School Nurse  
Occupational Therapist  
Physical Therapist  
Part-Time Nurse

### Assistants

Krista Agustin  
Ashton Lutenegger  
Frostine Bean  
Brenna Bean  
Amanda Begos  
Gayle Farrick

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

Ashley Hanas  
Melissa Makosiej  
Julie Sweet  
McKenzie Robinson  
Sarah Tuttle  
Stephanie Stokes  
Christina Richards  
Charmagne Pruner

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

**Cafeteria**

Jeanne Jouannet  
Jeanne Boyden

Cafeteria Manager  
Cafeteria Assistant

**Custodians**

Marie Allis  
Bruce Jouannet  
William Hildreth

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

**WINGS Program**

Eileen Marble  
Suzanne Balcanoff  
June Chamberlain  
Kristy Chiang  
Karla Clark  
Traci Protzenko

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

***Conway Out-of-School-Time Program***

Jacqi Cheek

Site Coordinator      413-369-0280  
Cell Phone (Field Trips)      413-531-7659  
Director      413-665-1155

Janet Seredejko

Other OSTP Staff:

Cara Quinlin  
Elizabeth Jane Howard



## **II. SCHOOL POLICIES AND PROCEDURES**

### **ATTENDANCE**

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.

#### **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 late 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 are requested to keep a child home if he or she is 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.

When your child returns to school after an absence, please write a note stating the specific reason (e.g., cold, flu, intestinal disorder, fever, injury) for the absence and send it to school with your child on the day that he or she returns to school. Included in the note should be the dates of absence and the parent/guardian signature. 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. 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 in to the main office to meet and "sign out" their child. Please do not go directly to your child's classroom to pick up him or her.

### **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.

### **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 and are announced over the following radio and television stations. Please note that closings or delays are publicized as *Frontier Regional/Union #38 School District*. Families will also receive a pre-recorded telephone call advising them of a closing. In the event of a weather or building emergency, school may be dismissed early.

<b>Television Stations:</b>	WWLP Ch. 22	WGGB Ch. 40
<b>Radio Stations:</b>	WHAI 98.3 FM	WHMP 1400 AM
<b>Website:</b>	<a href="http://www.frsu38.org/cgs">http://www.frsu38.org/cgs</a>	

### **TRANSPORTATION**

Because of the location of Conway Grammar School on State Route 116, it is not safe or practical for children to walk or ride their bicycles to school. All students either take the bus or are driven to school. 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 pupils must be on time to the bus stop and wait at the designated stop off the road in an orderly manner.
- Pupils crossing the road should do so only upon the driver's instructions.
- Pupils will refrain from pushing and shoving when they are loading and unloading.
- Pupils will remain in their seats at all times.
- Students should not throw items on the bus or eat food on the bus.
- Students should stay at least 12 feet from the front or back of the bus at all times.
- When buses arrive at school, students should wait at the front door with the adult who is supervising them.

No student will be let off at any place other than home or school without authorization conveyed to the office, from his or her parent or guardian. Bus students may ride on a bus other than the one they've been assigned to, such as to go home with a friend or to attend Scout meetings, by submitting a written request to the school's main office by 9:30 a.m. on the day of the change. A list of changes will be submitted to the bus driver, and only students whose names appear on the list will be dropped off at a stop other than their normal stop.

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 Leonard Grybko of Grybko's Bus Company at 413-665-2838. If a parent has any issue about bus transportation or one of the drivers, call Mr. Grybko 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 8:25. There is no supervision for early drop-offs.

### **Afternoon Pick Up**

For afternoon pickups, park in the lot and come to the duty teachers outside the front door. We do not want to release any students before knowing the person picking them up has arrived, and we do not want students running out into the parking lot when they see their parent or other person responsible for pickup that day.

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

Cars are not permitted in the bus circle. Please do not park in the lane by the office windows, which is a marked fire lane. If you plan to come into the building, park in the lot.

It is unlawful to pass a transportation van or school bus when their lights are flashing and their 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

All students of Conway Grammar School are required to have lunch at school. Students may bring their own lunch from home or buy one at the school.

A hot lunch program offers one of three meals: the main meal, a soup/salad bar (2nd grade and older), 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.

The cost of the school lunch can be found on the school menu each month. Parents have the option of paying online.

Parents are invited to join students for lunch. Please call ahead for reservation and price.

The Conway Grammar School lunch program is self-supporting. We rely on families paying their lunch bills in a timely manner.

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 on a sheet in their classrooms.

Students obtain their lunch by using a swipe card system.

It would be very helpful for each family to send in a monthly payment, either at the beginning or end of each month. If you have paid in advance for the month, your child will have a credit balance for his/her account. If you keep track of hot lunches/milk at home, please send in your payments at the beginning of the next month. If you are not using our pre-labeled envelopes, please write your child's full name and grade on the outside. We keep track of any absences and adjustments are made to balances. Parents may pay with cash or by check payable to "Conway School Lunch Program". While parents can call the school office for their balance, they can also view it online at <http://www.k12paymentcenter.com>.

Conway Grammar School participates in the **Federal Free and Reduced Lunch Program** under which students who qualify may be provided with a reduced rate or free lunch upon approval of their application. All information is confidential. If family finances change, applications are accepted throughout the year. Participation in this program is based on income guidelines established by the federal government. New students who transfer into the school after the start of

school will receive an application when they register with the school's secretary. All information is confidential.

Lunch Monitors are present in the cafeteria to assist the children and make sure the Cafeteria 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.
- There are no assigned seats, but students must not change seats during a meal. They should check with one of the monitors if there is a problem.
- 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 the mid-morning 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**

#### *Clothing:*

- Adults will determine whether a child is appropriately dressed (cold, rain, snow). Children not wearing appropriate clothing will be sent back inside to retrieve clothing. Remember to have shoes sent to school when boots are worn for bad weather. Strap tops and flip-flops are not allowed.

*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:*

- Toys and electronic games are not allowed.
- Students should return playground equipment to the shed.

*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**

### **Parent Notes**

Parents should send notes to the school with their children for the following reasons:

1. Provide permission for their child to go home with another student who rides the same or different bus or who will be driven home. (Both families should send notes to the teachers.)
2. Inform the school of a student's absence. (The note should include: the child's name, the parent's name, and the reason for the absence. If the absence was due to illness, clearly state the type of illness or symptoms.)
3. Notify the school that a student will be dismissed early.
4. If there is a change in your child's regular dismissal routine, please call the school or send a signed, dated, detailed note explaining the dismissal plan.

### **Use of Phones**

Students may use the phone in the school office in case of emergency after having received permission from school personnel. Non-emergency use of the phone will not be permitted. Student cell phones are not permitted. 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 (<http://www.frsu38.org/cgs>) was designed to serve the school and the Conway community, as well as other communities. The website promotes access to appropriate educational resources, provides space to share ideas and solutions, and includes informative and engaging material. Grade level pages include links for students and teachers that support the curricula being taught in their grades. Library pages teach information literacy skills and provide links to lesson plans, book lists, homework help, and interesting and useful sites. The School News page contains current school activities, messages from the Principal, notices, online forms, and links to Frontier/Union #38 schools. The website also contains a copy of this handbook.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled throughout the school year. 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 by calling the school or by writing a note to the 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. Parents may request a progress update meeting any time by contacting their child's teacher.

### **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 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 in 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**

All visitors, including family members, contract workers and presenters, must report to the office and sign in when first entering the building and again sign out at the end of their visit. They will be issued a visitor pass to wear during the duration of their stay.

### **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 pupils may be placed in the building with the approval of the Principal. 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**

The school grounds are to be regarded as part of the physical plant and used accordingly. No paper or other litter should be left on the grounds, and care should be given to the trees and shrubbery. Have pride in your school!

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.

### **Lost and Found**

All students are reminded to take responsibility for personal property. Nonetheless, many lost and found items are generated each year. Please follow these guidelines to keep track of all items:

- Label all belongings, including lunch boxes, backpacks, jackets, hats, gloves, boots, etc.
- Know what your child brings to school each day, and check with him/her on a regular basis to see that the items made their way home.
- Go through the lost and found items at school on a regular basis.

The lost and found is located in the entryway to the school. 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 in the front entryway. You can also call Grybko's directly at 413-665-2838 to inquire about items left on the bus.

## **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. The curriculum maps are available online, (See ATLAS).

## **LIBRARY PROGRAM**

Students in Grades PreK-3 visit the library for one period a week for readings, author talks, book talks, library skills, and a general use and appreciation of the resources. The School Librarian is involved with obtaining materials for teachers and students and for promoting an atmosphere conducive to an appreciation for children's literature, books, and reading for fun. We want this to be a comfortable and pleasant place that promotes an interest in lifelong reading.

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. Books for special projects can also be signed out. Teachers, staff, and parents are welcome to use the library collection. All materials must be returned in an appropriate condition, and any materials damaged or lost must be paid for at book value plus a processing fee.

## **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**

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

### **Internet Security**

E-mail is not given unless a teacher sets up his or her own, or a class, e-mail account that is managed by the teacher.

At Conway Grammar School, the District IT department is in charge of monitoring and maintaining internet security.

### **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 comprised 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 for exploration 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 413-665-1408.

## **IV. SCHOOL CODE OF CONDUCT AND DISCIPLINE**

### **STUDENT BEHAVIORAL EXPECTATIONS**

Student behavioral expectations: Be a Conway STAR

I act Safely.

I Try my best.

I Act respectfully and kindly.

I act Responsibly.

### **BULLYING**



## **What is Bullying?**

Bullying is when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. It is 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, sex, national origin, age, sexual orientation, ancestry, disability, or handicap 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, age, ancestry, sex, sexual orientation, disability, or handicap. 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, sexual orientation, disability, and handicap 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 or handicapped individuals or groups.

Harassment is prohibited whether or not 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. Any violation of this policy should be brought to the attention of the Principal or the Superintendent of Schools, or his or her designee, as soon as possible, who will conduct an investigation and take whatever action is deemed appropriate.

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 and are available at 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.

### **Special Education and Discipline Procedures**

All students are expected to follow the rules and regulations set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as 603 CMR 28.00, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students:

- Any modifications to the discipline code will be identified in the child's IEP.
- The Principal will notify the Special Education Department Chairperson of the suspendable offense of a special needs student, and a record will be kept of such notices.
- When it is known that the suspension(s) of a special needs student have accumulated to 10 days in a school year, a review of the IEP, as provided in 603 CMR 28.09(12) regulations, will be held to determine the appropriateness of the student's placement program. The team will make a finding as to the relationship between the student's misconduct and his or her handicapping condition.

### **Procedures for Suspension of Students with Disabilities**

**Procedures for suspension 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. Prior to a suspension that constitutes a change in placement of a student with disabilities, the team convenes:
  - a. To develop or review a functional behavioral assessment of the student's behavior, to modify a behavior intervention plan or develop an assessment plan;
  - b. To identify appropriate alternative educational setting(s); and
  - c. To determine the relationship between the disability and the behavior
3. If the team determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an education program to the student with disabilities, which may be in some other setting.

## **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 parent and physician 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.

In the absence of an emergency or epidemic of disease declared by the Department of Public Health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school.

### **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, parents' 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 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 one screening 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.

### **Fluoride Rinse Program**

Conway Grammar School offers a fluoride rinse program to all students in grades 1 through 6. The Division of Dental Health, within the Massachusetts

Department of Health, funds this entire program. The fluoride rinse adds further protection against cavities, and the school recommends this as part of a child's dental health plan. Participation is voluntary. Permission forms are sent to parents, who must authorize their child's participation in the program.

### **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.