MILTON PUBLIC SCHOOLS

ELEMENTARY STUDENT AND FAMILY HANDBOOK 2026-2027

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School Cancellation:

In the event of school closing, the media will be notified by 6:00 a.m. The closing is then expected to be broadcast shortly thereafter. A phone and email message will be sent to all parents/guardians and staff. School cancellation will be broadcast on TV channels 4, 5, 7 and Fox 25, and on the Radio stations WBZ, WRKO, WCVB.

Home/School Communication:

- ***Open House:*** Parents and guardians are invited in the fall to meet their child's teacher(s) and to visit the classroom for an informational meeting. Teachers address parents/guardians with reference to grade-level expectations and activities.
- ***Parent/Guardian-Teacher Conferences:*** Ten-minute conference times can be arranged jointly by parents/guardians and the teacher to discuss a student's progress and are held during one afternoon and one evening session. Additional conferences, either virtually or via phone may be requested by parents/guardians or teachers and scheduled for a mutually convenient time.
- ***Open Communication and Volunteerism in Milton Public Schools:*** The administration, faculty, and staff of Milton Public Schools support and appreciate a philosophy of open communication and volunteerism among our students' parents and guardians. We have very dedicated and involved Parent-Teacher Organizations. As prescribed by the Education Reform Act of 1993, a School Site Council will be chosen to work in collaboration with our staff and PTO. We also encourage parents/guardians to become involved in their children's education through communication and volunteerism within our school. All volunteers must complete a CORI form two weeks prior to the date of volunteering.
- ***Room Parents/Guardians:*** Room parents/guardians assigned to classrooms will be active liaisons between parents/guardians, teachers, and the PTO. The room parents/guardians will maintain homeroom lists, ensure that notices are distributed, be available to answer questions from parents/guardians about class and school activities, and assist the teacher with some classroom activities. Two parents/guardians may share this position. If more people respond, a lottery is held to determine the room parents/guardians.
- ***Absences/Tardiness:*** Please call the **School Office** to report your child's absence or tardy arrival to school within 15 minutes after instructional time begins.
- ***Absence Notification:*** Note identifying the nature of your child's illness or other reasons for the student's absence is required upon returning to school.
- ***Emergency Contact Information:*** Parents/ guardians must provide updated emergency contact information. This information includes a name, an address, and a telephone number of a relative or neighbor who can be contacted in an emergency. THIS SHOULD BE SOMEONE YOUR CHILD KNOWS AND TRUSTS.
- ***PowerSchool Parent Portal Accounts:*** Parents/Guardians are encouraged to use their PowerSchool Parent Portal. Login information will be emailed at the beginning of each school year. Communication between the Principal's office and home will be done through the school's website, e-mail, and PowerSchool Parent Portal. Many teachers will also communicate through the PowerSchool Parent Portal.

Student Absences and Excuses

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:
1. Illness or quarantine;
2. Bereavement or serious illness in family;
3. Weather so inclement as to endanger the health of the child; or
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day to day school work is an important factor in the shaping of the student's character. Parents can help their children by refusing to allow them to miss school needlessly. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

Each principal will notify a student's parent/guardian within three (3) days of the student's absence in the event the parent (s)/guardian (s) has not informed the school of the absence.
Parent(s)/Guardian(s) will be notified when a student has at least five (5) days in which the student has missed two (2) or more unexcused classes/periods or who has five (5) or more unexcused absences in the school year. A reasonable effort will be made to schedule a meeting with the building principal or designee, the parent(s)/guardian(s), and the student to develop an action plan to improve the student's attendance. The action steps shall be developed jointly and agreed upon by the building principal or designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Makeup work for classes missed while a student is absent must be made up within the timelines arranged with the teacher. Parents/guardians may request work only if their child is absent three (3) or more consecutive days from school. Otherwise, the student should collect missing work upon return.

In any case of extended absences, the Milton Public Schools will work closely with parents/guardians and teachers with regard to providing students the opportunity to make up missed work.

Communication Procedures

Communication between home and school is a priority in our schools and staff are committed to developing and implementing effective strategies for facilitating strong connections between home and school. In the instance that a question or concern arises, there are several avenues by which that question or concern can be answered or resolved.

Generally, matters concerning the classroom should first be directed to the teacher. If the matter cannot be resolved satisfactorily, it should then be brought to the attention of a building administrator.

Any emergency issue, or problem related to school policy or protocol, should be brought to the immediate attention of the assistant principal. The principal works with students, staff, and parents/guardians to be sure that inquiries are responded to by school staff in a timely and sensitive manner, and to ensure that the steps to resolving concerns outlined above are followed.

The process below outlines steps to resolving student or parent questions and concerns that may arise. At any point in time, students and parents are welcome to contact the principal directly, who can provide direction and guidance:

1. The parent/guardian discusses the issue with the teacher;
2. Should the conflict not be resolved, a meeting between the parent/guardian, teacher, and department head or assistant principal can be arranged;
3. If the conflict is still not resolved, a meeting between the parent/guardian, teacher and principal can be arranged.

Residency:

It is our expectation that every child who is enrolled in the Milton Public Schools resides in the Town of Milton. It is the responsibility of every parent/guardian to notify the school of any changes with residency or emergency contact information that may take place throughout the year. The Milton Public Schools will send school notices and student academic information to the address provided from your child's emergency information card which will be completed during the first week of school. This holds true for contacting parents/guardians by phone as well.

It is the policy of the Milton Public Schools that all children of school age who actually reside in the Town of Milton are entitled to attend the Milton Public Schools. "Residence" is the primary place where a person dwells permanently, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in the Town of Milton, for the purpose of attending a Milton public school, shall not be considered residency. Persons who are found to temporarily reside in the Town of Milton for the purpose of attending the public schools in the Town of Milton or who do not reside in the town of Milton may be dismissed immediately from the Milton Public Schools and the parent(s), guardian(s) or others may be jointly and severally liable to the Milton Public Schools for the student's tuition and other costs and fees. The Milton Public Schools may conduct an investigation into the residency of any student at any time. Milton Public Schools reserves its right to request a variety of documentation to confirm residency.

School Administrators are well aware of the fact that there are unforeseen changes in living situations which may occur during the school year. However, all parents/guardians must notify the school of all changes in address or emergency contact information. Please see Milton School Committee Policy JFAA.
If your family has moved but still resides in the Town of Milton, you **must** come into the main office and request the necessary paperwork to re-establish residency.

Celebrations

Although we fully understand the joy that celebrations can bring for a child, celebrations (including birthdays) are typically disruptive to the educational process. Please do not send in treats or other items to school. Please do not drop off lunches to be shared with your child and others (i.e. pizza, etc.). In addition, students should not distribute invitations for any personal event at school. We thank you for your cooperation

Homework and Reading Policy:

Goal

The Milton Public Schools' Homework and Reading Policies are grounded in the belief that regular, meaningful homework assignments and reading are necessary for student learning and can provide extra time for learning. Homework should build on classroom work and should include practical suggestions for family activities that support student learning.

What Parents/Guardians Can Expect

Homework will be assigned Monday through Thursday for all grades as well as over the weekend for grades 4 & 5. Weekend assignments will be flexible in nature so that they can be completed regardless of family activities. In addition, they will not exceed one night's homework as described below.

Reading Policy

In addition to homework, all students will be expected to participate in outside reading on a daily basis. The reading material will be of the students' choice. The purpose of this outside reading is to foster an enjoyment for pleasure reading, and to prepare students for the Summer Reading Program. In addition, it is the parents'/guardians' responsibility to see that this outside reading is occurring on a regular basis. Individual teachers will decide how to check on students' outside reading.

Homework and Reading Time Expectations

The following chart summarizes the average amount of time necessary, by grade level, to achieve the above-mentioned goals.

Grade Level and Subject Areas	**Minimum to Maximum Time (Homework)**	**Minimum to Maximum Time (Reading)**
Kindergarten	Parents/guardians are encouraged to work with their child 20-30 minutes a day.	10-20 minutes (read to by or with a parent/guardian)
Grade 1 – All core subjects	20-30 minutes	10-20 minutes (read to by or with a parent/guardian or independently)
Grade 2 – All core subjects	30-45 minutes	20-30 minutes
Grade 3 – All core subjects	45-60 minutes	20-30 minutes
Grade 4 – All core subjects	60-75 minutes	20-30 minutes
Grade 5 – All core subjects	60-75 minutes	20-30 minutes

Summer Reading
The Milton Public Schools' Summer Reading Program is an extension of our commitment to a challenging education for all our students. Parents/guardians should encourage their children to visit local libraries and bookstores and to read a wide selection of books over the summer. Such extensive reading will broaden children's interests and maintain and strengthen their reading skills. The following are summer reading requirements:

Kindergarten, Grade One, and Grade Two – a minimum of 30 minutes per day.
Grades Three, Four, and Five – a minimum of 60 minutes per day.

Family Educational Rights and Privacy Act (FERPA):
The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Milton Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Milton Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Milton Public Schools to include this type of information from your child's education records in certain publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories--names, addresses, and telephone listings--unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The Milton Public Schools, upon request and without the consent of the eligible student or parent, will provide student records to authorized school personnel of the school to which a student seeks or intends to transfer.

If you do not want the Milton Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

The Milton Public Schools has designated the following information as directory information:

- student's name,
- address, telephone listing,
- email address,
- date of birth,
- major field of study,
- dates of attendance,
- weight and height of members of athletic teams,
- class, participation in officially recognized activities and sports,

- degrees, honors and awards, and post-high school plans

Directory Information does not include the following information:

- Immigration or citizenship status
- Passport information
- Visa information
- Social security numbers
- Place of birth
- Primary language

Security Camera System Policy

The Milton Public Schools seeks to promote and foster school safety and a safe and effective educational and work environment. School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

Pursuant to this policy, the Milton School Committee authorizes the use of interior and exterior security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.

MPS acknowledges that there exists an expectation of privacy in various locations within and on the MPS facilities including within the lavatories, changing rooms/locker rooms, and in the nurse's offices.

Internal and external security cameras shall be placed in public areas only such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways where the potential for criminal activity is greatest (false fire alarm pulls, graffiti, vandalism, backpack and personal belonging theft, personal violence etc.).

Camera use is prohibited in any location where there is an expectation of privacy or in educator/administrative private offices, department offices, conference rooms, and staff lounges.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time.

Programming and Accountability

Curriculum Content

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Milton Public School District, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or immigration status. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Two Stream Curriculum:

At the end of the Kindergarten year, parents/guardians have a choice of two programs within the Milton Public Schools: The English Innovation Pathway and French Immersion. All students in a given grade level come together for lunch and recess. In addition, students are integrated for cultural events, assemblies, field trips, and special programs. Milton Public Schools follows the Massachusetts Curriculum Frameworks, which is available on the Department of Elementary and Secondary Education website.

- ***The English Innovation Pathway*** offers a curriculum focused on mastering core educational elements, especially science, technology, engineering, and math (STEM). STEM concepts are integrated in a hands-on, developmentally appropriate way, ensuring children gain proficiency in these crucial areas. This approach prepares them to thrive in a rapidly changing world. Through the Project Lead the Way (PLTW) Launch curriculum, students experience engaging lessons that combine science, engineering, and computer science. Collaboration and critical thinking are emphasized as students dive into hands-on activities. These activities build upon each other, allowing students to solve real-world problems by engaging in the engineering design process. PLTW modules tap into students' natural curiosity, making learning and the design engineering process feel like play. Children in the English Innovation Pathway also receive Spanish instruction. The Elementary Spanish Program's objectives are to build listening, reading, writing and speaking skills; to develop a positive attitude towards language learning; and to foster an appreciation of other people and cultures. Students who have completed all five years at the Elementary level are placed in Spanish 1-B in Middle School. Thanks to the Elementary Spanish Program students are able to complete the equivalent of two years of High School Spanish at the Middle School.
- ***French Immersion:*** In grades one and two of the Milton Immersion Program, French is the primary language of instruction in the classrooms. In grades three and four, one half of the instruction is in English, and one half is in French – Social Studies and Science are taught in French, Math is taught in English, and the Language Arts curriculum is divided equally between English and French instruction. In grade five, approximately 70% of the curriculum is taught in English with 30% being taught in French; Science, Math, and a portion of the Language Arts curriculum are offered in English. In all grades, Art, Music, and Physical Education are taught in English. Students who graduate from the Milton Public School's French Immersion Program will understand, speak, read, and write French with a high level of language proficiency. Students will develop a positive attitude towards language and foster an appreciation of other people and cultures.

Services for Students with Disabilities and Special Education

- ***General Responsibilities:*** The Milton Public Schools provides special education and related services for eligible students in accordance with state and federal law. We provide reasonable accommodations that permit all students to fully access the school's facilities and services.
- ***Available Services:*** Special education services may include, but are not limited to, specialized reading instruction, math remediation, speech and language therapy, and physical and occupational therapy for eligible students. Students who are found, after evaluation, to be eligible for special education services will receive an Individualized Education Program (IEP) developed by the Special Education Team, which includes parents/guardians, teachers, and specialists involved with the child.

Section 504

The Milton Public School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Section 504 of the Rehabilitation Act of 1973 covers qualified students with disabilities who attend schools receiving Federal financial assistance. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who (1) have a *physical or mental impairment that substantially limits one or more major life activities*; or (2) have a record of such an impairment; or (3) are regarded as having such an impairment.

A *physical or mental impairment* is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. This list is not exhaustive.

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. In the ADA Amendments Act of 2008, Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. Congress also provided a non-exhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. An impairment that is episodic or in remission, is also considered a disability if it would substantially limit a major life activity when active.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent/guardian disagrees with the determination made by the professional staff of the school district, the parent/guardian has the right to a hearing with an impartial hearing officer. Any questions concerning the implementation of policy and procedures may be directed to:

Danielle Wetmore, Director of Student Services
Section 504 Coordinator
Milton Public Schools
25 Gile Road, Milton, MA 02186

Guidance and Counseling:

- ***Individual Counseling:*** As needed, the guidance or adjustment counselor will work with children on an individual basis to address personal issues that impact the ability of students to be successful at school. Concerns relevant to self-esteem, behavior, family changes, or other developmental issues may be addressed. The counselor works closely with parents/guardians to meet the individual child's social/emotional needs. This counseling service is a regular education service available to all students. Eligible special education students may receive counseling as part of their IEP.

Massachusetts Department of Elementary and Secondary Education (DESE) Mandated Assessments

- **Please see the 2026-2027 Initial Statewide Testing Schedule**

Health & Wellness

Health Services:

In 2004 the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) defined health services as:

- Services provided for students to appraise, protect and promote health
- Services that are designed to ensure access or referral to primary health care services or both
- Foster appropriate use of primary health care services, prevent and control communicable disease and other health problems
- Provide emergency care for illness or injury
- Provide educational and counseling opportunities for promoting and maintaining individual, family and community health

The school nurse is committed to minimize health related barriers to learning and promote each student's maximum learning opportunities. Massachusetts State Law mandates regular health screenings at school which include vision, hearing, scoliosis, SBIRT, and Body Mass Index (BMI). Screenings do not take the place of regular primary care provider examinations. The purpose of the screening programs is to identify possible problems that may interfere with student success and make appropriate referrals for assessments and treatment. A strong communication network between school nurses, parents/guardians and primary care providers is essential.

In case of illness or emergency, parent/guardian will be notified by the school nurse or other staff member. Parents/guardians MUST provide the school with emergency contact information in case they cannot be reached. It is imperative to keep your child's "Emergency Card" up to date. In many instances time is critical for the student.

Physical Examinations:

All students entering kindergarten and all new enrollees are required to present proof of a physical exam that has been completed within one year of school entry. Documentation of a current physical exam is required again in Grades 1, 4, 7, and 11. These three-year intervals allow a regular and predictable review of each student with attention paid to potential health concerns.

Immunizations:

Immunizations are required by Massachusetts State Law for children to attend pre-kindergarten through grade 12. According to state law "no student shall be admitted or be allowed to remain in school unless they satisfy these requirements." The school nurse is required to keep an immunization and health record for each student enrolled in the district. A history of a disease specific diagnosis by a primary care provider will be accepted in

lieu of the immunization (i.e., chicken pox) for all vaccine preventable diseases except rubella. If a parent/guardian has a religious belief that is in conflict with the state law, the school nurse can provide the appropriate form for the parent/guardian to complete. This form is required to be completed annually. **Please see Policy JLCB, Immunizations of Students.**

Medication at School:
The delivery of medication at school is regulated by the Department of Public Health and has specific guidelines in place for the health and safety of the student as well as confidentiality. Any student taking medication in school on a regular basis must have a new permission form signed by the parent/guardian and the prescribing physician every year. Medication must be provided to the school nurse in a pharmacy or manufacturer labeled container. **When getting the original prescription at the pharmacy, please ask for a second container with all the prescribing information attached so medication can be left at school.**

Short-term medication (10 days or less), prescription or non-prescription will only be given if the proper permission forms are signed and dated by parent and physician if necessary. When your child needs medication at school, please act quickly to follow these policies so the school nurse may begin to dispense the medication as soon as possible. Please contact your school nurse to discuss the scheduling of medication or any health issue pertaining to your child.

The school nurse may permit self-medication of prescription medication by a student to treat asthma, cystic fibrosis, diabetes or allergic reaction provided that certain requirements are met. Please contact the school nurse for more information.

All medication forms are on the Milton Public Schools web page, www.miltonps.org and are in this handbook.

Allergies or Chronic Health Care Issue:
If your child has **ANY** type of allergy, including food allergy, or other chronic health issue, please schedule an appointment to meet with the school nurse and, if necessary, the classroom teacher to plan appropriate responses and determine if medication needs to be kept at school and if an Individual Health Care Plan or a Section 504 Plan is appropriate.

Milton Public Schools is not considered "allergen free" or "nut free." However, staff, students, and families should work together to create a safe and respectful environment for children and families with food allergies. **All snacks brought into the classroom should be nut free.** All food supplied by the Milton Public Schools' cafeterias is nut free. Gluten, Dairy, Egg and other allergies can be accommodated when accompanied with a MD note from the student's pediatrician. In addition to nut free classroom snacks, your student's teacher may reach out with additional snack restrictions based on individual classroom makeup.

First Aid:
First aid delivery and assessment of injuries is part of the school nurse's role as children learn to apply safety within their own environment. When appropriate, the school nurse will contact the parent/guardian if a student is injured. An explanation of the injury and the nursing care provided will be discussed. The need for parental/guardian follow up will also be assessed with this communication. In emergency situations, the school nurse may arrange for emergency medical treatment.

Illness:
Occasionally a student is kept home from school for illness. A student with vomiting or diarrhea should be kept home from school for at least the next school day or until all symptoms have been resolved. If diarrhea or vomiting persists, consult your primary care provider. If cold or cough symptoms are associated with a fever, the child should NOT come to school. If symptoms do not readily improve, contact your primary care provider. A student may attend school if there is no fever. Your primary care provider should evaluate a sore throat in conjunction with a fever. Students treated for strep throat may return to school after 24 hours on an antibiotic.

The single most important thing anyone can do when sick is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed.
• Fever (100.0° Fahrenheit or higher), chills, or shaking chills
• Difficulty breathing or shortness of breath
• New loss of taste or smell
• Muscle aches or body aches
• Cough (not due to other known cause, such as chronic cough)
• Sore throat, when in combination with other symptoms
• Nausea, vomiting, or diarrhea when in combination with other symptoms
• Headache when in combination with other symptoms
• Fatigue, when in combination with other symptoms
• Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

Communicable Disease:
When your child has a communicable disease, please contact the school nurse for information regarding the length of time the child should remain at home and documentation of treatment to be able to return to school.

- Head Lice: Arrangements can be made with any school nurse to examine a student in an effort to assist parent/guardian in treatment and follow-up.
- Conjunctivitis (Pink Eye): Do not send your child to school until 24 hours after treatment is started. Request a note from your primary care provider to ensure your child's attendance.
- Chicken Pox: Chicken Pox is a very contagious viral infection. It begins with a mild fever and rash that presents as small "red bumps." You must keep your child home from school for seven days from the appearance of the rash and 24 hours without a fever. Please notify the school nurse.

Vision, Hearing, and Height/Weight Screening:
Vision and hearing screenings and height/weight measurements are mandated programs. Vision screening is done every year in PreS through grade 5, and in grades 7 and 10. Hearing screening is done in every grade K through grade 3 and for any student on an IEP in grades 4 and 5 as well as in grades 7 and 10. Height and weight shall be measured for students in grades 1,4,7, and 10 and that the student's Body Mass Index (BMI) score and corresponding percentile are calculated. Children who have difficulty with the initial screening are re-screened prior to a referral being made to the parent/guardian for an evaluation by the child's primary care provider or appropriate specialist.

Scoliosis:
Scoliosis is a postural defect of the spine. Left untreated scoliosis can cause neck and back pain from postural deformities. The Massachusetts screening program begins in grade 5 for all students and is ongoing every year through grade 9. Postural screenings have dramatically reduced the incidence of surgical intervention for spinal deformities. Early detection is promoted by the American Academy of Orthopedic Surgeons and the American Academy of Pediatrics.

Individual Health Care Plan:
An Individual Health Care Plan (IHCP) is developed by the school nurse in collaboration with the parent/ guardian and, if appropriate, the primary care provider. With parent/guardian approval, the plan is shared with the appropriate staff. This provides a safe learning environment for the child and educates the staff on necessary measures for the health and safety of the student. The increasingly complex health care needs of children in school have created an opportunity for all involved to eliminate barriers in the best interest of the student. Partnership of student, parent/guardian and staff enhances the child's ability to learn and participate in the school setting. In certain circumstances, students with health care needs may be referred for a Section 504 plan.

Teaching about Alcohol, Tobacco, and Drugs
In accordance with state and federal law, the Milton Public Schools shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12. The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

School PTO and School Councils

Purpose and Mission: The purpose of the PTO is to promote the welfare of the children through a united effort between parents/guardians and teachers, in order to assure the greatest possible educational advantage. Through fundraising efforts, the PTO has been able to provide additional programs and activities, which enhance the education of our children. The PTO sponsors cultural and social events for students, thereby reducing field trip expenses. All monies raised by the PTO are used exclusively for school activities.

Membership: The organization is non-commercial, non-sectarian, and non-partisan. Any parent or guardian of students in the school may join the PTO. The PTO relies on members' support, both financial and at times volunteered, to achieve its goal: the enhancement of our children's education. The PTO is an organization that is separate from the Milton Public Schools.

Correspondence: If parents/guardians are sending correspondence to the PTO via a student's backpack, the correspondence should be marked clearly to the attention of the PTO. The PTO has a mailbox in each school office.

Executive Board: The PTO Executive Board consists of a president (co-president), one vice president, recording and corresponding secretaries, a treasurer, an unlimited number of members-at-large, the school principal, and the chairpersons of the standing committees.

PTO Seasonal and Continuing Committees Overview: There are numerous seasonal and continuing committees under the auspices of the PTO. All can be co-chaired, and volunteers are always needed! The PTO encourages membership initiative in the development of new programs.

School Councils
As described in MGL Chapter 71, Section 59C, each public elementary and secondary school in the commonwealth shall have a school council. The school council shall meet regularly and shall "assist in the identification of the educational needs of the students attending the school, make recommendations to the principal for the development, implementation and assessment of the curriculum accommodation plan required pursuant to section 38Q1/2, shall assist in the review of the annual school budget and in the formulation of a school improvement plan…" The school council will consist of the school principal, teachers, parents, community members and students.

MPS Elementary Behavioral Expectations, Consequences, and Related Policies

Discipline in the Milton Public Schools is aimed at teaching students to be responsible for their actions, to work cooperatively with others, and to focus on their learning. Behavior that is dangerous, illegal, disrespectful, or offensive will be addressed in a manner consistent with the Student Code of Conduct and applicable student discipline laws and regulations. Please see Milton School Committee Policy JIC, Student Discipline.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize their discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change their inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports

Consequences:
Unsafe and/or inappropriate behavior or behavior that prevents other students from learning will result in consequences, including: time-out, meeting with parents/guardians, loss of privileges, behavior contracts, restitution, in-school and out-of-school suspensions. Unsafe or inappropriate behavior on the school bus either to or from school or during field trips may result in temporary or permanent removal from the school bus, as determined by the school principal. The principal reserves the right to impose different, including more significant, consequences in appropriate situations. Please review the following carefully with your child(ren).

School- Based Rules:
1. Be respectful to all people.
2. Respect school property.
3. Work hard and do your best to learn.
4. Always walk quietly in school.
5. Follow the directions of **all** school staff.

6. All toys, electronic equipment and other valuables should be left at home.
7. Remove hats and hoods before entering the building. Follow the school dress code.

Bus Rules:

In addition to the applicable above stated rules, students who ride the bus must:

1. Be seated at all times and face forward.
2. Use quiet voices and listen to the bus driver at all times.
3. Keep their hands, feet, and all objects to themselves and inside the bus.
4. Respect the bus driver, follow their directions, and be respectful to other students.
5. Eating food and drinking drinks, with the exception of water, is prohibited on all school buses/vans in the Milton Public Schools.

CAFETERIA RULES	RECESS RULES
1. Talk quietly in the cafeteria. 2. Stay in your seat. 3. Ask permission to leave. 4. Clean up after yourself. 5. Listen for the quiet signal, and follow the directives of the staff.	1. Play safely. 2. Include others. 3. Keep your hands and feet to yourself. 4. Listen for the quiet signal, and follow the directives of the staff. 5. Line up quickly and quietly when you hear the whistle.

OTHER RULES TO REMEMBER

Please remember that all school rules apply whenever you are involved in any school-related activity whether it is during the school day, in the evening, or on the weekend. You must also remember that school rules are in effect while you are coming to and going home from school. Breaking the rules while involved in those activities may result in the same consequences as if the offense took place in school. Students may be disciplined for conduct or acts committed on school grounds, in the area around the school grounds, while engaged in or attending a school activity, or while going to or returning home from school or a school activity. Students may also be disciplined for conduct or acts committed away from school at other times if the conduct or act is related to the school, adversely affects school discipline, creates a hostile or unwelcome environment at school, or is detrimental to the general welfare of the school.

Disciplinary Due Process Procedures

ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Milton Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Milton Public Schools is limited to students who are currently enrolled in and attending Milton Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the principal or the principal's designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

SUSPENSIONS

The Milton Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 71, Section 37H, 37 H 1/2 and 37 H 3/4 and 603 CMR 53.00 et seq.

IN-SCHOOL SUSPENSION PROCEDURES:

In accordance with 603 CMR 53.10, a student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or the principal's designee.

Notice of In-School Suspension:

The principal or the principal's designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or the principal's designee determines that the student committed the disciplinary offense, the principal or the principal's designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or the principal's designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or the principal's designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

The principal or the principal's designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or the principal's designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal:

The decision of the principal or the principal's designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

EMERGENCY REMOVAL OF STUDENT

Under certain emergency circumstances, it may not be practical for the principal or the principal's designee to provide prior oral and written notice before removing a student from school. In accordance with 603 CMR 53.07, the principal or the principal's designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or the principal's/designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or the principal's designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

(a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)

(b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);

(c) Provide the student an opportunity for a hearing with the principal or the principal's designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent;

(d) Render a decision orally on the same day as the hearing, and in writing no later than the Following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

OUT-OF-SCHOOL SUSPENSION PROCEDURES UNDER MGL Ch. 71, s. 37 H 3/4:

Any principal or person acting as a decision-maker at a student hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision maker shall also implement school or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and support models and (ii) trauma sensitive learning models; provided, however, that school or district wide models shall not be considered a direct response to a specific incident.

Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or the principal's designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or the principal's designee shall afford the student additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension:

Prior to suspending a student, the principal or the principal's designee will provide the student and the parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

(a) the disciplinary offense;
(b) the basis for the charge;
(c) the potential consequences, including the potential length of the student's suspension;
(d) the opportunity for the student to have a hearing with the principal or the principal's designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
(e) the date, time, and location of the hearing;
(f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

(g) if the student may be placed on long-term suspension following the hearing with the principal:

1. the rights set forth in 603 CMR 53.08(3)(b) ; and
2. the right to appeal the principal's decision to the superintendent.

The principal or the principal's designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or the principal's designee will document reasonable efforts to include the parent. The principal or the principal's designee is presumed to have made reasonable efforts if the principal or the principal's designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

SHORT-TERM SUSPENSION PROCEDURES UNDER MGL Ch. 71, s. 37 H 3/4:

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal or the principal's designee, may, in their discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the principal or the principal's designee with the following process:

Principal Hearing - Short-term Suspension:

(a) The purpose of the hearing with the principal or the principal's designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or the principal's designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or the principal's designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or the principal's designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the principal or the principal's designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The principal or the principal's designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

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

No Right to Appeal:
The decision of the principal or the principal's designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

LONG-TERM SUSPENSION PROCEDURES UNDER MGL Ch. 71, s. 37 H 3/4:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or the principal's designee, in their discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the principal or the principal's designee with the following process:

Principal Hearing - Long-term Suspension:

(a) The purpose of the hearing with the principal or the principal's designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or the principal's designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or the principal's designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:
1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

(c) The principal or the principal's designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal or the principal's designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or the principal's designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal or the principal's designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

    i) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

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

Superintendent's Appeal Hearing:

(a) A student who is placed on long-term suspension following a hearing with the principal or designee shall have the right to appeal the principal's/designee's decision to the superintendent or designee.

(b) The student or parent shall file a notice of appeal with the superintendent/designee within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent/designee an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent/designee may deny the appeal, or may allow the appeal at his or her discretion, for good cause.

(c) The superintendent/designee shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent/designee shall grant the extension.

(d) The superintendent/designee shall make a good faith effort to include the parent in the hearing. The

superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent/designee shall send written notice to the parent of the date, time, and location of the hearing.

(e) The superintendent/designee shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent/designee shall inform all participants before the hearing that an audio recording will be made of the hearing and a copy will be provided to the student and parent upon request.

(f) The student shall have all the rights afforded the student at the principal's/designee's hearing for long-term suspension.

(g) The superintendent/designee shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent/designee determines that the student committed the disciplinary offense, the superintendent/designee may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's/designee's decision.

(h) The decision of the superintendent/designee shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the principal or the principal's designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

SUSPENSION/EXPULSION UNDER MGL Ch. 71, s.37H

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section 37H. The grounds for exclusion or expulsion, and related due process, include but are not limited to the following:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) of Section 37H shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in the principal's discretion, decide to suspend rather than expel a student who has been determined by the principal or designee to have violated either paragraph (a) or (b).

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

(e) If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.

(f) Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

(g) Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

SUSPENSION/EXPULSION UNDER MGL Ch. 71, s. 37 H 1/2

Pursuant to Massachusetts General Laws Chapter 71, section 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

(a) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

(b) The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

(c) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's

continued presence in school would have a detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

(d) The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

(e) Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

(f) Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

Dress Code

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health, safety, and general welfare of the school, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

In keeping with the preceding expectations, students are prohibited from wearing or displaying clothing which 1) has language or designs which are explicitly violent, obscene, sexually suggestive or offensive, (2) advertises alcohol or illegal materials, 3) creates a hostile environment for others at school, or 4) causes a material disruption in the school or invades the rights of others.

Clothing must not state, imply, or depict imagery that target (s) groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or other protected classes.

The district's interest in student dress is to ensure that it contributes to a safe, respectful, and inclusive learning environment. School administrators are authorized to take action in instances where students' attire does not meet the minimum standards. Enforcement of the dress code should be done in the least restrictive manner so as to reduce disruption to the student's school day, minimize the loss of instructional time, and preserve the respect and dignity of both the student and school community.

At the elementary level, students should be dressed so that they will be comfortable sitting at their desks, sitting at work tables and sitting on the floor.

Hats and hoods are not to be worn in the building at any time, unless an exception is made by the school administration.

Clothing should provide appropriate body coverage and may not reveal undergarments.

Safe footwear must be worn in the school building. Seasonal footwear is recommended (example: boots and closed shoes to be worn in the winter)

Students may not wear "heelies," shoe/roller-skate combinations. For Physical Education class, students should wear closed athletic shoes and loose clothing.

If a student's attire is deemed inappropriate, and they do not have a change of clothes, a parent/guardian could be called and asked to bring to school the appropriate attire. Exceptions to the dress code may be made by the MPS administration.

Use of Cell Phones and Other Electronic Devices:

Inappropriate/unauthorized use of cell phones and other electronic devices is a tremendous distraction from the learning process. Cell phones and other electronic devices should not be visible, heard, or on during the school day. If such devices are seen or heard, the item will be confiscated. A cell phone or electronic device that is used or is on during the school day, when not under teacher direction, will be forwarded to an administrator and a parent/guardian must meet with an administrator to retrieve the item. Cell phones may not be used to photograph or record teachers, staff or other students. Consequences for the unauthorized use or powering on of

cell phones during the school day can or will result in a detention and if continues, possible further actions by the school. If continued violation of inappropriate cell phone usage were to occur, discipline will be progressive. School administrators may inspect the content of cell phones if there is a reasonable suspicion that school rules have been violated. Cell phones may also be inspected to ensure that they were not used for purposes of sending answers to tests/quizzes, home/class work or used to send inappropriate messages. This includes text-messaging. Furthermore, the school will **NOT** be responsible for damage, lost or stolen electronic devices which are brought into the school. For the safety of our students and in order to maintain an environment conducive to learning, parents/guardians should **NOT** contact their student via cell phone or text message during school hours nor should students contact their parents via cell phone or text message during school hours. At no time should a child use their cell phone to contact a parent/guardian if they feel ill. If a child is ill, they should request permission to see the school nurse who will respond with appropriate medical attention and contact the parent/guardian if necessary. If there is some other emergency, the child should request permission to see their guidance counselor who, if deemed appropriate, will contact the parent/guardian.

Defacement of Property:
Any student who defaces school property will serve the appropriate consequence(s) as deemed warranted by school administration. In addition, as prescribed in MGL, Chapter 231, Section 85G, the student along with the student's parent/guardian will be held responsible (through action, financially, or a combination of both) for restoring the property to its original appearance.

Weapons on School Grounds:
Carrying a weapon or a mock weapon on school grounds can be punishable by suspension or expulsion from school. Appropriate consequence(s) will be administered by the principal and Superintendent of Schools and law enforcement may be notified. In addition, MGL, Chapter 269, Section 10, provides that bringing a weapon on school grounds or in a school building is a crime punishable by a fine or by imprisonment.

Physical Restraint:
All schools and programs within the Milton Public Schools are committed to maintaining an orderly, safe environment conducive to learning for all students and staff. It is the policy of Milton Public Schools that physical restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate in accordance with 603 CMR 46.00 et seq. The Milton School Committee recently approved a MPS Staff Procedural Handbook for Student Restraint.

Discipline of Students with Disabilities:
The discipline of students with disabilities is governed by federal and state special education law and regulations promulgated thereunder. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, *et seq*.; 34 C.F.R. § 300.519-529 *et seq*., and Massachusetts General Law c.71B.

The following is a summary of the rights and responsibilities of the Milton Public Schools and students with disabilities under these laws regarding student discipline. Complete information regarding the due process rights of students with disabilities and their parent(s) or guardian(s) may be found in the procedural safeguards notice available from Milton Public School personnel.

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for

special education services or who the school district knows or has reason to know might be eligible for such services. The school is deemed to have knowledge that a student is a student with a disability if before the

behavior that precipitated the disciplinary action occurred: (1) the student's parent/guardian expressed concern in writing to administrative personnel, or the student's teacher/counselor, that the student is in need of special education and related services; (2) the student's parent/guardian requested an evaluation of the child; or (3) the student's teacher/counselor or other school personnel, expressed specific concerns directly to the Director of Student Services or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent/guardian has not allowed an evaluation or refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subject to disciplinary measures, the evaluation must be conducted in an expedited manner.

Students who have been found to have a disability that impacts upon a major life activity, as defined under Section 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet within ten days of the decision to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, a student with an IEP shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.
2. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.
3. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order form a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

4. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

McKinney-Vento Act

The Milton Public Schools comply with federal and state laws and regulations in the identification and education of children who are in homeless situations. The intent of this policy is to provide each child and youth equal access to the same free appropriate public education, including public preschool, as provided to other children and youth. In accordance with requirements of the McKinney-Vento Act, the Superintendent has designated Danielle Wetmore as the Homeless Education Liaison. The responsibility of the Liaison includes assisting homeless students in enrollment, working to obtain records by contacting districts of previous attendance, and ensuring these students receive the educational services for which they are eligible.

Bullying Prevention Policy:

Please note the Milton Public Schools Bullying Prevention Policy can be viewed in its entirety on the Milton Public Schools website http://www.miltonps.org.

The Milton Public Schools strive to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. It is the goal of the Milton School Committee and the Milton Public Schools to promote a learning atmosphere for students free from all forms of bullying and ensure that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Milton Public Schools.

The Milton Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, gender, gender identity or expression, gender variance, gender conformity, gender transitioning, transgender status, age, homelessness or disability. The civil rights of all school community members are guaranteed by law. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors. The protection of those rights is of utmost importance and priority to our school district. Further, the Milton Public Schools will also not tolerate Retaliation (as defined below) against persons who take action consistent with this policy.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to the principal's property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

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

For the purpose of this policy, whenever the term bullying is used it is to denote both bullying and cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the District;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school

Anti-Hazing Law

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

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

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

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

Chapter 269: Section 18. Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

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

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

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

copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

F:/School Climate/Hazing/Anti-Hazing Statute.doc

Non-Discrimination Policy Including Harassment and Retaliation

The Milton School Committee and the Milton Public Schools are committed to maintaining an education and work environment for all school community members that is free from all forms of discrimination, including harassment and retaliation. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools and parties contracted to perform work for the Milton Public Schools.

The Milton Public Schools does not exclude from participation, deny the benefits of Milton Public Schools from or otherwise discriminate against, individuals on the basis of race*, color, sex, sexual orientation, gender identity, sex, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

Please refer further to the district's School Committee Policy AC, Non-Discriminaton Policy Including Harassment and Retaliation.

Allegations of discrimination, harassment, and related retaliation (except for Title IX) will be addressed through the district's School Committee Policy AC-R, Civil Rights Grievance Procedure.

Sexual Harassment/Title IX

The Milton School Committee and Milton Public Schools are committed to maintaining an education and work environment that is free from all forms of sexual harassment. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Milton Public Schools.

Definition of Sexual Harassment Under Title IX: Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families.

For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

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

The District takes allegations of sexual harassment seriously. We will respond promptly to complaints of sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

A recipient with actual knowledge of sexual harassment in an education program or activity of the recipient against a person in the United States, must respond promptly in a manner that is not deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this section, §§106.30, and 106.45, “education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Please note that while this policy sets forth our goals of promoting an environment that is free from sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Retaliation against a complainant, because they have filed a sexual harassment complaint or assisted or participated in a sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

RESPONSE TO SEXUAL HARASSMENT COMPLAINTS

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

Sexual Harassment complaints will be responded to in accordance with ACAB-R: Grievance Procedure for Complaints of Sexual Harassment under Title IX of the Education Amendments of 1972.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

In some instances, the conduct may not meet the definition of sexual harassment under Title IX but may meet the definition of harassment under state law. In these instances, the complaint will be addressed through the District's Civil Rights Policy (AC) and accompanying Civil Rights Grievance Procedures (AC-R).

This policy, or a summary thereof that contains the essential policy elements shall be distributed by the Milton Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

Danielle Wetmore, Director of Student Services, serves as the District's Title IX Coordinator

Complaints may be submitted to the Principal of each school:

Milton High School - Principal Karen Cahill, 617-696-4470
Pierce Middle School - Principal Dr. William Fish, 617-696-4568
Tucker Elementary School - Principal Celeste Hoeg, 617-696-4291
Glover Elementary School - Principal Dr. Karen McDavitt, 617-696-4289
Collicot Elementary School - Principal Holly Concannon, 617-696-4282
Cunningham Elementary School - Principal Dr. Jon Redden, 617-696-4285

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with the:

The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601, Boston, MA 02108
Phone: 617-994-6000

Office for Civil Rights (U.S. Department of Education), 5 Post Office Square, 8th Floor, Boston, MA 02109
Phone: 617-289-0111

The United States Equal Employment Opportunity Commission, John F. Kennedy Bldg., 475 Government Center, Boston, MA 02203.

Please familiarize yourself with the Milton Public Schools' nondiscrimination policies which can be found in Section A of the School Committee Manual found on the MPS website, www.miltonps.org, under the School Committee tab.

MILTON PUBLIC SCHOOLS DIGITAL USE POLICIES AND OTHER IMPORTANT POLICIES

Policy EFD, Meal Charging Policy

The Milton Public School System participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA). The State of Massachusetts is participating in Universal Free School Meals which allows every student to receive one free breakfast and one free lunch through Massachusetts state funding regardless of whether the student qualifies for the Free and Reduced program. Families who wish to apply for free or reduced meals must complete an application each year. Applications for the free and reduced eligibility can be found on the food service webpage and can be submitted at any point in the year. Eligibility does not however roll over onto the following school year. Families who previously were eligible must reapply once the new school year begins to receive the benefits again.

The District provides free meals to all students (one free meal per meal service period). However, unpaid charges for additional meals or a la carte items place a large financial burden on the school district, as Food Services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student balances.

STUDENT ACCOUNTS

Any student whose school meal account has a zero or negative balance will still be allowed to charge an additional entrée after their initial free reimbursable meal. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account.

Families will be notified weekly by the food service program if their account is negative. The food service program will work together with the school administration in a joint effort to contact students/parents to assist with collections.

Students with a negative account balance will not be allowed to purchase a la carte items until the student's account is in good standing. "Good standing" for the purchase of a la carte items is defined as an account with a positive balance.

If a student is without money on a consistent basis, the administration may investigate the situation to see if a financial hardship exists. Parents and families are encouraged to apply for free or reduced price meals for their child/ren.

Payment Options

The Milton School Food Service Program offers an online payment option as well as a payment by check. Our online website is www.myschoolbucks.com. We encourage our families to pre-pay for meals at the paid or reduced price rate to help to ensure children have consistent access to meals without accruing unpaid meal charges. This pre-payment system includes a feature to allow for parental restrictions limiting a child's spending

at the point of service. For example, the system could allow families to place specific limits on à la carte purchases. Families can contact the food service office for further information. We also accept checks at all six of our schools. We have locked mail boxes in the cafeteria and main office of each school. Checks should be made out to the Milton School Food Service Program.

Online Payment

We allow families to add money to their child's account online to make payment convenient for families, as well as to be able to check their child's account balance.

We encourage families to regularly check their account balance to track their child's spending and to help prevent households from accruing unpaid meal charges if their student is getting anything additional from the free reimbursable breakfast and lunch.

We also offer online payment platforms that include an optional feature families may use to automatically add money to their account when they reach a set dollar amount. Families using these systems may also set up a "low balance warning" to ensure they are notified promptly when a payment is needed.

Refunds

Refunds for withdrawn and/or for graduating students require a written request from a parent or guardian for a refund of any money remaining in a student's account. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the school year.

Policy IJNDB, Milton Public Schools Internet Acceptable Use Policy:

Internet access is available through the Milton Public Schools' computer network. The purpose of this is to support the educational programs by providing students and teachers with access to unique resources available through the Internet and the World Wide Web. All uses of Milton's Internet access and computer facilities must be in support of and consistent with the educational mission of the Milton Public Schools.

Access to the Internet is a privilege, not a right. Adherence to these Internet guidelines is a condition for a student's access to the Internet. Failure to abide by these guidelines may subject users to termination of their Milton Public Schools computer network accounts, including Google Apps for Education/G Suite accounts, email accounts, and accounts with other district-provided services.

All who use Milton's Internet access are expected to read and follow these guidelines. By signing the handbook receipt, parents and students are stipulating that they have read these guidelines and agree to adhere to them. All student use of the Internet is to be conducted under faculty supervision. However, faculty members are not expected to monitor a student's use at every moment. Every student is expected to take responsibility for his or her appropriate use of the Internet.

All students will be provided a miltonps.org network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by the Milton Public Schools. Any violation of the conditions and rules may result in disciplinary and/or legal action.

All miltonps.org e-mail and other Internet files and records may be accessed and examined by administrators. Administration retains the right to inspect any user's virtual hard drive, school-owned computer, Internet history, or email (whether through a town server or through Google Apps for Education/G Suite) if a suspected violation of the network technology policy or any other district policy has occurred.

Administrators will also advise law enforcement agencies of illegal activities conducted through the MPS computer network and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through the Milton Public Schools computer network. No one should assume that their use of the Milton Public Schools Internet will be private. In keeping with state and federal laws regarding public records, users should be aware that data and messages are regularly archived, even if they appear to have been deleted locally. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations.

Network users should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Content filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the risks or disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate reasons or under false pretenses. The Milton Public Schools cannot screen the Internet for all such inappropriate applications. Consequently, students must be cautious and prudent about

supplying personal information and arranging personal meetings. Students should never arrange a personal meeting with someone whom they meet online without parents' or guardians' knowledge and approval. Students should promptly inform their teacher or administrator about any online communication that the student feels is threatening, harassing, or otherwise inappropriate.

Network users are expected to abide by generally accepted rules of Internet etiquette as well as rules of school decorum. These include common courtesy and the avoidance of vulgar or offensive language. The following are unacceptable uses of Milton's Internet access, network devices, computers, tablets and other infrastructure:

1. Posting private or personal information about another person or yourself.
2. Attempting to log on through another person's email account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or spamming, i.e., sending unsolicited or annoying messages to large numbers of people.
5. Participating in communications that facilitate any form of criminal activity, such as, but not limited to, the illegal sale or use of drugs or alcohol, gang activity, sexual harassment, threats, or any other forms of intimidation.
6. Plagiarizing any material; the rules for plagiarism that are stated in this handbook are also applicable to students' use of the Internet.
7. Infringing copyrights, i.e., inappropriately reproducing or transmitting material protected by copyright.
8. Participating in any and all commercial activities that are not directly related to the educational purposes of the Milton Public Schools, unless specifically approved in advance by the school's Administration.
9. Damaging or modifying MPS computers, computer systems or computer networks.
10. Removing MPS hardware and/or software from school premises without prior written consent from the school principal or the principal's designee.
11. Using any form of proxy and/or filtering avoidance software, hardware, or website.
12. Using others' passwords and/or impersonating another user.
13. Trespassing in others' folders, work or files.
14. Gaining unauthorized access to MPS or others computer, server, or telecommunications networks.
15. Interfering with the operations of technology resources.

Consequences: Failure to adhere to these guidelines, conditions and rules of this Acceptable Use Policy will result in disciplinary and/or legal action, according to the Code of Conduct.

Disclaimers

The Milton Public Schools disclaim all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of a student's Internet use, and for the consequences of a student's Internet use. Students may, however, be disciplined and may face academic consequences as well as prosecution for violating this policy.

The Milton Public Schools make no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

Policy IJNDC, Empowered Digital Use Policy

The Milton Public Schools Empowered Digital Use Policy (EUP) is designed to promote positive use of technology by students throughout the district. In order to develop a digital footprint that reflects the values of the district and be ethical digital citizens students will:

1. **Be empowered.** Solve problems, create something awesome and share ideas.
2. **Be courteous.** Help foster a school community that is respectful and kind. Give credit where it is due.
3. **Be smart and be safe.** Use technology in ways that are appropriate and ways that you would be proud to show your family and teachers.
4. **Be careful and gentle.** Technology tools can be fragile. Help us take care of our devices and networks.

It should be noted that this Empowered Digital Use Policy is in addition to the Acceptable Use Policy & Social Networking Policy, not in place of.

POLICY IJND, ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus an administrative review of electronic files and communications. In addition, guidelines shall prohibit the utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data. All Milton Public School ("MPS" or "District") staff are required to comply with the Children's Online Privacy Protection Act (COPPA),Children's Internet Protection Act (CIPA) the Federal Educational Rights Privacy Act (FERPA) and all other applicable laws in receiving or sharing any personally identifiable student information, including but not limited to academic and demographic information. Failure to comply with this policy may result in disciplinary action.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and COPPA;
- Safety and security of minors when they are using e-mail, chat rooms, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

Empowered Digital Use

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Employees shall limit their use of personally identifiable student information, provided to them via various technology platforms, for educational and instructional purposes only. Employees shall refrain from sharing

identifiable student data with any external parties who have not signed off on a privacy agreement with the district.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.

Policy IJNDD, Social Networking Policy of the Milton Public Schools

I. Internet Acceptable Use Policy still in force

This policy is adopted in addition to and not as a substitute for the School District's Internet Acceptable Use Policy, which governs use of the school district's technology resources.

II. General Concerns

It is the policy of the Milton Public School District to maintain the professionalism and appropriateness of electronic and/or online communications between students and staff, teachers and coaches at all times. The District recognizes that there are efficient and appropriate means of communication available to staff/teachers/coaches who need to contact students. The Superintendent and the school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process and which uphold the values and policies of the Milton Public Schools.

The Milton Public Schools recognizes the proliferation of online communication and that such conversation may occur between teachers and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. It is important that teachers, staff and coaches are always able to retain the authority and ability to maintain discipline, encourage appropriate behaviors and to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the teacher's, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

III. Expectations of Staff

With these concerns in mind, the Milton Public Schools has instituted this "Social Networking Policy," and announces its expectations for staff members' use of social networks including but not limited to Facebook, Linkedin, Twitter, Instagram, Tik Tok, Snapchat, personal email accounts, cell phones/smartphone, texting , use of blogs, and other electronic or technology-based communication systems.

It is acknowledged that there may be instances where communication with personal cell phones or via personal email is warranted. These actions should only occur when necessitated by school-related matters outside of regular school hours and may not be personal in nature. In such limited circumstances, the district anticipates that teachers will make reasonable use of their cell phones/smartphones to convey time-sensitive information on scheduling issues and the like.

Examples of situations which might be appropriate to involve the provision of a personal phone number to a student and/or the collection of one or more student phone numbers are:
a) a field trip where a teacher might provide one or more students with the number in case a group of students might get separated from the main group
b) a coach who needs to contact or convey information to team captains, or send an emergency text message to the team
c) at school-sponsored events for which teachers serve as duly appointed advisors and may need to convey messages in a timely manner to students and may not have access to school-based email accounts, school-provided telephones or school-based web pages.

Except as articulated above in this section, teachers are discouraged from using home telephones, personal cell phones/smartphones or personal email accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student, such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. A teacher may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

The following is a representative list of ***guiding principles, procedures and specific prohibitions of this*** policy:

- Improper interactions with students using social media and similar internet sites, social networks, or via smartphone or other electronic communication devices.

a) All electronic contacts with students should be through the district's computer and telephone systems, except in emergency situations.

b) All contact and messages by coaches with team members shall be sent to all team members ***or to team captains***, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal. It is appropriate for teachers and/or coaches to send a group mail email alert to notify parents/guardians of club or sport cancellations or time changes using an official school email account unless an urgent situation requires the use of a personal email account ***as noted above***.

- Teachers, staff and coaches may not list current students as "friends" on networking sites.
- Staff/teachers/coaches shall not respond to social network invitations from current students.
- Teachers, staff and coaches will not give out their private cell phone or home phone numbers without prior approval of the District ***or as noted above***.
- Teachers may not access their personal email accounts ***except to access a calendar such as Google Calendar to schedule appointments with a parent or a student*** or private social networking accounts using school district computer resources.
- Posting items with sexual content.
- Posting items exhibiting or advocating use of drugs and alcohol.
- Posting examples of inappropriate behavior from other districts as behavior to avoid.

Before endeavoring to establish any social networking account, teachers should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be "private" becomes "public" due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.

You ***should also be aware*** that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to in-person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly "private."

The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. Advance approval to create a school/class social network account should be obtained from the responsible school principal.

The school principal will notify the Superintendent of any such requests. Once approval is obtained, the educator should only use his/her educational social networking account to communicate with students and/or parents and guardians on matters directly related to education. The "friends" associated with such educational social networking account should only be members of the educational community, such as administrators, teachers, students, and parents of such students. It is required that teachers will reject "Friend" requests from individuals who do not fit into any of these categories.

At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational social networking account, a teacher may not post confidential student information on the "wall,", the "information" section, or through any part of the social networking account that could be accessible by other "friends" associated with that account. If a teacher wishes to communicate privately with a student through the educational social networking account, such communication shall be conveyed only through the private email/message feature of the social networking account, so that only the student may view the message and respond to it.

Teachers are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. It should be noted that, just because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district's automatic email archiving system. We again remind teachers that information sent or received by them, even through personal email or social network accounts, that are related to their capacity as a school employee, are still subject to public records retention, exemption and disclosure requirements.

If a teacher conveys school-related messages to students and parents/guardians on his/her private account, he/she should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and safeguard its privacy, as he/she would any other document concerning that student. The teacher should forward copies of any such emails or online communications to his or her school based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or received by a public employee in his or her capacity as such is subject to retention, and perhaps disclosure under the public records law.

No matter what medium of communication a teacher selects, he/she should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend, you are his/her teacher, and you should always conduct yourself in accordance with this understanding.

This policy is not intended to infringe upon a teacher's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication complies with any applicable laws, policies or regulations. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee of the Milton Public Schools and as such restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you "speak for the school district." Therefore, all of your online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district.

In the use of any social networking site, you may not, without express permission from the superintendent of schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.

All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

The Superintendent or her/his designees will periodically conduct internet searches to see if teachers, staff or coaches have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the school principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination. Any such discipline will be conducted in accordance with collective bargaining agreements and state and federal law.

Student Medical Insurance
The Town of Milton and Milton Public Schools carries no medical insurance coverage (other than for Interscholastic Sports) and any medical cost associated with injury to any child is covered only to the extent of their Parent's medical coverage. In the case of Interscholastic Sports, the Milton Public Schools carries "full excess or secondary insurance coverage" which would supplement parental coverage for deductibles, co-pays, and/or excess costs over parental coverage up to $1 million.

Medical Insurance
The following statement regarding Medical Insurance Coverage and Release of Liability has been adopted by the School Committee of the Milton Public Schools and is included in each Student Handbook as notice that NO MEDICAL INSURANCE COVERAGE in excess of that obtained by each student's Parent/Guardian with the sole exception being excess medical coverage for Interscholastic Sports Coverage for Accident Medical Expense available through signed permission and waiver form (Milton High School Athletics Permission Form) required for each participant.

Further, that each Parent/Guardian granting permission for students to participate in the many programs, recreation activities, before school, after school, vacation, or summer programs acknowledges that NO MEDICAL INSURANCE COVERAGE is provided and also agrees to forever release the T/O Milton, Milton Public Schools and the School Committee, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in these voluntary programs ("the Releasees") from any and all claim, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to their child or property damage resulting from their child's participation in said programs.

Further, that each Parent/Guardian also promise to indemnify, defend, and hold harmless the Releasees against any and all claims and proceeding of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in said programs.

Further, that each Parent/Guardian acknowledges receipt of and has read this Consent and Release statement and understands the contents of this notification. Acknowledging that their child's participation in these programs is voluntary and that their child is free to choose not to participate in said programs. Said child's participation in any of these programs acknowledges that the Parent/Guardian has decided to allow their participation with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage their child or they may suffer in these voluntary programs.

PARENT/GUARDIAN VERIFICATIONS

As part of the verification process, parents and guardians are expected to update their student's information in the Power School Portal. This includes student demographics, phone number, address, emergency contacts, etc. Parents and guardians are also responsible for checking off their permissions for sharing student information (photo/video, directory information) and verifying that they have read and understand the policies, laws and terms included in the Handbook.

Milton Public Schools COPPA Compliance Form

Dear Parents/Guardians of School-Aged Children Under the age of 13

In order for the Milton Public School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Our District utilizes several computer software applications and web-based services, operated not by the District, but by third parties. These include Google Apps for Education, and similar educational programs. A complete list of the programs with the privacy policy for each can be found on our website.

To use some of these services, a student may be required to provide certain personal information in order to establish a user account. Specifically, the student's name, age, grade level or school affiliation, and email address may be required to create an account.

Under the federal law known as the *Children's Online Privacy Protection Act* (COPPA), commercial companies are limited in their ability to collect personal information from children under the age of 13. Accordingly, these websites must provide parental notification and obtain parental consent before collecting any such personal information. For more information on COPPA, please visit http://www.ftc.gov/privacy/coppafaqs.shtm.

In lieu of each electronic service provider giving separate notice and seeking separate consent directly from each parent/guardian, COPPA permits an educational institution to facilitate the gathering of consent forms to collect personal information from a student. This consent form allows the District to act as an agent for parents in the collection of information within the school context. No personal student information is collected for commercial purposes. The District's use of student information is solely for educational purposes.

This consent form gives your permission for your child to provide personal information (e.g. student's name, age, grade level, and email address) to various electronic service providers, in order to use specific web- or computer-based learning tools via the District's computer network. You may rescind your consent at any time following completion of this form. Furthermore, if you are unwilling to provide such consent and do not want your son or daughter to have access to these applications and services at school, in lieu of completing this form, please contact your school principal.

Student Name: _____
Parent/Guardian Name (please print) _____
Parent/Guardian Signature _____
Date: _____

All completed forms should be delivered to your homeroom teacher by Wednesday, September 9, 2026