Douglas Elementary School



Parent/Student Handbook 2026-27

Main Office: 508-476-4200
https://es.douglasps.net/

Virtual tour:
https://www.youtube.com/watch?v=uoORSdAmpoE

Superintendent of Schools
Dr. Paul Vieira: 508-476-7901

Principal	***Dean of Students***	***School Secretary***
Kenneth C. Haynes	Tim Smolen, Ed.D.	Laura St. Pierre

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ATTENDANCE POLICY

School Hours:
School hours for Douglas Elementary School are 8:15 – 2:45. Students may enter the building from 8:10 on and should report to their homeroom on time. Students who have not reported to homeroom by 8:20 will be marked tardy and should report directly to the main office before going to class. Students will not be allowed to enter the building before 8:10 in order to ensure safety through proper supervision.

Absences:
Daily attendance in school is mandatory, and every effort should be made to keep absenteeism to a minimum. When a student is absent from school, the parent must call the school before 8:15 am at 508-476-4200. The office will call the homes of students who are not in school and whose parents do not call. Douglas Elementary School abides by Chapter 76, Sections 1 and 2 of MA State Laws, which allows no more than seven unexcused absences in any period of six months. Students with a high number of absences can be reported to the Clerk of Courts for habitual truancy.

When a child returns to school after an excused absence, he/she must bring a doctor's note on the first day back. The note must specify the dates of absence and the specific reason for the absence.

In the case of absence due to a contagious disease (i.e. chicken pox, conjunctivitis, head lice), the student should report to the school nurse before returning to the classroom.

Excused Absences:
- Excused absences are permitted due to death in the family (parents, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin).
- Excused absences are permitted for doctor/dentist appointment-provided the doctor concerned writes a note indicating when the student's appointment actually occurred. The doctor's note should indicate the day(s) in question and will be given to the Office upon the student's return to school.
- Excused absences are permitted for the observance of religious holidays.

Tardiness:
Students who arrive at school after 8:20 a.m. will be marked "tardy." Whenever a student arrives late to school, he/she must report to the main office and be accompanied by an adult. Because arriving late to school is disruptive to a student and the student's classroom, we encourage all students to be on time. Chronic tardiness (10 or more at the half year will be addressed by the Principal, Dean, and/or the school counselor).

Early Dismissal:
While every attempt should be made to schedule activities and appointments after 2:45 p.m., it is sometimes necessary to dismiss students early. If a student is to be dismissed during the day, a note is required. Students will not be dismissed to anyone other than a parent/guardian without a note in advance. The person picking up the child for early dismissal is expected to display an ID and meet the student at the Main Office and ensure that the child has checked out with the secretary before leaving the building.

Students will not be allowed to leave school unattended. Classroom teachers will not release a student to anyone they do not clearly identify as the parent/guardian unless they receive a note from the child or notification from the office that this is to occur. Parents who come to school to pick up their children for early dismissal should park in the parking lot to avoid blocking the traffic flow. Please do not park in the fire lane or bus lane.

Vacations:

- Regular attendance is essential. Classroom learning is an ongoing process and every effort should be made to schedule family vacations to coincide with the school calendar. The school does not condone or encourage vacations during school time. Vacations taken during school time will be counted as unexcused absences. Parents should notify the school in writing prior to any vacation. The student is responsible for any make-up work. All make-up work is to be done upon the student's return and must be completed in the allotted amount of time similar to any other absences. Most of the assignments given to students are an extension of classroom instruction. Therefore, the classroom teacher is not required to send work with a student during these vacations.

School Delay or Cancellation:
Please do not contact the police or fire stations to find out about delays and cancellations. School Delay's/Cancellations will also be communicated through the districts' communication system (Apptegy, PowerSchool, etc.)

If there is a question of a school delay/cancellation, please do not call the school or police department. Listen to one of the following radio or television stations:

WBZ TV Channel	WCVB Channel 5
Fox 25	WHDH TV 7
NECN	

School delay/cancellation information will also be posted on the school website. In the event a decision is made to release students early, students will be served lunch prior to being dismissed. If proper supervision is not available, students will be allowed to remain at school until arrangements can be made for pick-up. In most cases of inclement weather during the school day, an early dismissal will be no

sooner than 10:45 AM. When there is no school due to a cancellation the specialists (Art, Music, PE, Library) schedule continues on and that day is missed.

CAR TRANSPORTATION

Parent Drop-Off:
Students are to be dropped off on the school side of Davis Street avoiding the need to cross the road during extremely busy times. All parents should enter via Gleason Court and exit Davis Street via Route 16. When it is necessary to drive students to school, all students will be dropped off in front of the school and enter through the main entrance. Students are to remain in their vehicles until school personnel are present to accept them, which is at 8:10 a.m. Please know the reason for this is because there is no school supervision prior to 8:10 a.m. Parents dropping off students after 8:20 should accompany them into the building and sign them in at the main office. Parents are reminded not to park in reserved spaces or in such a manner as to block egress from these spaces.

Parent Pick-Up:
Students will be dismissed at 2:45 PM each day. To maximize the safety and security that we aim to provide for all of our students, any parent, guardian or authorized designee (Grade 5 or higher) who plans to pick up a student should pick him/her up and sign him/her out at the Elementary School West Entrance (noted by a sign and next to the music room). Please send a note to your child's teacher if your child is going to be dismissed early or be a parent pick-up. **If there is no note provided to the school, your student will be dismissed according to their regular procedure.**

WALKERS

Students are not allowed to walk or ride their bike to and from school without a parent, guardian, or other authorized designee (Grade 5 or higher).

BUS TRANSPORTATION

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws.
Additionally, the Committee will provide transportation for students as follows:
Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

- Grades 1-8: Students living more than one mile from school.
- No student in grades 1-12 will walk more than one mile to a bus stop.
- No student in Kindergarten will walk more than ½ mile to a bus stop.

Procedure for School Bus Service Change Request:
1. Parents will contact building administrators and put the request in writing.

2. Building administrator forwards the request to the bus company and if the parent cites a safety (as opposed to convenience) concern, the request will be simultaneously sent to the Douglas Police Safety Officer for review and written opinion.
3. The expectation will be that the request will be reviewed and opinions submitted to the building administrator within one week's time. The response will be reported to the parent immediately.
4. If the bus company and the Safety Officer disagree over a safety issue, the Safety Officer's direction will be followed.
5. If the parent is not satisfied with the outcome of the appeal at the building level, the parent then appeals to the Superintendent.
6. If the parent is still unhappy with the outcome of the appeal to the Superintendent, the parent may appeal to the School Committee.
LEGAL REFS: M.G.L. 40:5; 71:7A; 71:68; 71B:5
CROSS REF: EEA. Student Transportation Services
Revised: 3/16/16

Students should be aware that riding the bus is the same as being in school. Conduct on the bus should be the same as classroom conduct with the driver receiving the same respect and courtesy due a teacher. Bus students are not to be dropped off any place except on the school property during arrival in the morning. If students will not be riding home on the bus as usual they must bring a note to school specifying where they will be going and signed by parents.

Students will not be permitted to ride alternate buses for after-school social purposes (birthday parties, sleepovers, after-school visits, etc.). The address from which and to which students are transported by bus should be consistent five days a week.

Students in Grade 4 and younger are required to have adult supervision at all times at the bus stop (pick up & drop off). Students in Grade 5 may be allowed to walk to and from the bus stop unsupervised provided a parent/guardian completes the Bus Waiver Liability Form available from the DES office.

- Students in grades 2 – 5 (with the exception of number 3 below) are only allowed off the bus if a parent, guardian or authorized designee (Grade 5 or higher) is present to accept the student.

- If a parent, guardian, or authorized designee (Grade 5 or higher) is not present at the bus stop, the student will be returned to the elementary school. Parents/guardians will be contacted to pick their child up at the school.

- Students in grade 5 only are allowed off the bus without a parent, guardian, or other authorized designee (Grade 5 or higher) only if there is a Bus Waiver Form that has been signed by the parent/guardian, approved by the school Principal, and is on file at the school. Grade 5 students can only be released alone at the specified Bus Stop Address.

At the bus stop students will:

- Arrive on time, five minutes before the bus
- Behave appropriately and respect private property

On school buses students will:

- Enter the bus quietly in an orderly fashion
- Cooperate with the driver
- Sit in your assigned seat and remain seated throughout the bus ride
- No eating or drinking on the bus
- Have quiet conversations with their peers
- Keep hands, feet, and all other belongings to themselves
- Conduct themselves appropriately – no vandalism, profanity, pushing or fighting
- Students are responsible for their own belongings on the bus
- Cell phone use of any kind is not allowed on the bus, and phones must be stored away at all times in a child's backpack on silent so that it does not cause a disruption.

Safety and courtesy requires appropriate conduct while boarding and riding the bus. For the safety of everyone, each bus is equipped with a video camera that documents each bus ride. Pupils reported for misconduct will be given "Bus Conduct Reports" which may require a parent's signature. The following sequence will occur for reported bus misconduct:

- **First Offense**: Warning and visit to administration. Parents will be notified.
- **Second Offense**: Second Warning and visit to administration. Parents will be notified.
- **Third Offense**: Loss of bus privilege for up to three (3) school days. Parents are called and notified in writing by administration.
- **Fourth Offense:** Loss of bus privilege for up to five (5) school days. Parents are called and notified in writing by administration.
- **Fifth Offense**: Loss of privileges for the remainder of the school year. Parents are called and notified in writing by administration.

At School Administration's discretion, consequence sequence may be accelerated if warranted by the nature of the behavior/incident.

HEALTH OFFICE

Douglas Elementary School maintains a full-time health office under the supervision of Mrs. Melanie Brundage, BSN, RN. The health office is located adjacent to the main office. If you have any questions, concerns or need to speak with Mrs. Brundage, please contact her at 508-476-4200 or email at mbrundage@douglasps.net.

Medication Administration:
Every effort should be made to administer medications outside of school, but in cases where it is necessary, the following procedures must be followed: All medication must be transported to school by an adult and handed to the school nurse. Medications are not to be left with the secretary unless prior arrangements are made. Students are not allowed to carry medications during the school day. ***Please do NOT send your child to school with medications.***

All medication administered in school require:

- A signed physician's order which includes the following: Name, Dosage, Frequency of medication and Student's diagnosis.
- A signed permission slip from the parent/guardian.

** All medication must be in the original pharmacy labeled container that includes the student name and date of birth. Extra containers are available at your pharmacy at no extra charge.

Below is a link to the Prescribed Medication Form:

http://www.douglasps.net/common/pages/DisplayFile.aspx?itemId=299454

Nurse Dismissal:
Parents/Guardians will be notified if a student becomes ill at school. Students are expected to be dismissed in a timely manner. Please be sure to contact the school if student emergency numbers change during the school year. If a student is dismissed for illness such as fever or vomiting, they will be expected to stay home until **symptom free for 24 hours** with no fever reducing medications.

For your child's welfare and for the protection of others, we appreciate parental support and cooperation in ensuring that your child is kept home from school if he/she exhibits any of the following symptoms:

- Is not feeling well - i.e. has a headache or stomach ache
- A fever of 100 degrees within the last 24 hours
- A sore throat with swollen glands
- Other contagious symptoms, such as diarrhea, vomiting, frequent productive cough, nasal discharge, or red, draining eyes
- Undiagnosed rash or skin eruptions
- Head lice/nits

PARENT/SCHOOL PARTNERSHIP

The Importance of a Strong Home/School Partnership:
Educating young children in today's world is more complex and demanding than educating children earlier this century. Technology, advancements in the knowledge of how children learn, critical health issues, and other societal demands have placed a growing responsibility on today's public schools. Douglas Elementary School strives to develop every child's fullest potential by providing a solid core curriculum and enrichment activities that allow each child to develop his/her unique interests and skills. Our school is most effective when we build strong relationships with parents and families. Therefore, we will make every effort to keep parents informed throughout the school year. Communications in the form of school/classroom newsletters, open house, parent conferences, and social media are provided regularly. It is also helpful for parents to check their child's book bag and backpack each day for important notices.

Communicating with the Teachers:
Communication with your child's teacher is always welcomed and encouraged. If you need to reach the teacher with any questions/concerns, you may send a message to them via email, or leave a telephone message with the secretary and ask for the teacher to return your call. You may also send in a note in your child's backpack, and/or write a note in your child's agenda. Teachers should respond to any emails, phone calls, or notes within two school days. Your child's teacher will provide additional guidelines regarding the method(s) of communication that work best.

When Parents Have a Concern:
We welcome every opportunity to work with parents and caregivers to best support their child, and contacting the right person within the school to discuss questions or concerns usually resolves situations quickly and effectively. It is suggested you reach out to your child's teacher and/or the Principal when seeking assistance. It is also strongly suggested that you not air your concerns via social media due to potential confidentiality breaches. Please contact the teacher instead to discuss the situation over the phone or schedule a time to meet in person. If your concerns continue to not be resolved, then please contact the Principal and every effort will be made to rectify the situation in a timely manner.

PARENT/TEACHER ORGANIZATIONS and GROUPS

(PTO, Douglas Parent Advisory Council (SEPAC), and School Council)

PTO:
A service organization whose main function is communicating educational, social and cultural concepts that will be of mutual benefit for parents, teachers and children. The Douglas Elementary School endorses the strong collaboration provided by the PTO. It promotes a closer working relationship between home and school, and one of its functions has been to provide monetary support for enrichment programs, field trips, equipment and awards. Parents and staff are encouraged to lend their support. Each September, a slate of officers will be published and distributed to all families, as well as being posted on the school website. Please feel free to contact any of these officers in order to receive further information.

SEPAC (Special Education Parent Advisory Council):
Open to all parents and focuses on topics related to Special Education. Please consider joining. Information about the SEPAC and contact information for the SEPAC is sent home at the beginning of every school year.

School Council:
Formed at the beginning of each school year, the school Council consists of a group of staff members, parents, and community members who voluntarily serve as members of a team to work collaboratively with the Principal to foster school improvement. Nothing contained in this section shall prevent the School Committee from granting a School Council additional authority in the area of educational policy; provided, however, that School Councils shall have no authority over matters which are subject to Chapter 150E of the General Laws. Added by St. 1993, c. 71, s.53.

VISITORS AND VOLUNTEERS

In order to **protect the safety and security of our students and staff**, all school **buildings** are locked **during school hours**. All visitors and volunteers are required to enter through the main front entrance, and report to the office. Visitors must ring the front doorbell and will be admitted into the building by the office staff. Visitors should sign in at the office and wear a visitor's badge.
Special visits to your child's classroom must be coordinated with the teacher and office staff in advance.

Guidelines for Parent Volunteers:
Thank you for volunteering to work in your child's classroom! We welcome and appreciate parent volunteers, and depend upon you to help make Douglas Elementary School a special, supportive place to learn and grow. We are grateful for any time you are able to spend at our school. In order to provide the best possible atmosphere for our students, the following volunteer guidelines have been established:

1. C.O.R.I. Background Checks - M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers who may have direct and unmonitored contact with children, including chaperones. A CORI check must be obtained at least every three years during an individual's term of employment or service. This form is available from the school office. Because CORI forms may take several days to process, please allow sufficient time when planning to volunteer at a school event.

2. Safety First - Parent volunteers should enter through the main front entrance. Before coming to the classrooms, all volunteers must sign in at the office and wear a visitor's badge while in the building. This is for the safety of our children and our staff. To assure the safety of all, parents should not be alone with any student behind a closed door out of direct observation of another adult. At the conclusion of the visit, parent volunteers are to sign out at the main office prior to leaving.

3. Respect Confidentiality - The classroom environment at Douglas Elementary School is a safe and happy one. We respect each child's individual rate and style of learning. We are highly professional and respectful of the privacy of our children and their families, and we do not talk about individual students outside of the classroom. Everything observed or heard while working in the classroom must be treated as confidential; therefore, please respect the confidentiality of information you may learn while in school. Because it is of utmost importance to protect the privacy and confidentiality of our students, we ask that all volunteers acknowledge that what happens in the classroom is confidential, and should not be discussed outside of school.

4. Media Coverage - While we allow pictures to be taken at events, field trips, PTO events, etc., please remember there are often other children in the photos you take whose parents may not have signed a release. Photos taken at school or PTO events should not be shared on social media without permission from the parents of children in the photo.

5. Keeping Commitments - It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow through in a consistent manner. Your commitment is valued; the teacher will be planning for you to be there. Please be on time and provide adequate notice if you cannot keep your scheduled time. Whenever possible, please call the day before (or at least send a note the morning of your commitment) if you are not going to be able to be in the classroom at the scheduled time. The teacher is depending on you and needs adequate time to adjust the class plans.

6. Your Primary Responsibility: Helping the Teacher and the Class - Parent volunteers work under the direction of the classroom teacher who defines the volunteer's duties and expectations. Your primary responsibility in the classroom is helping and supporting the class as a whole, and providing assistance to all students identified by the teacher. Please try to keep your role as volunteer and parent separate in the classroom. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. Please do not try to solve problems for your own child while in class; that takes independence away from your child. We are striving to help our students become more independent and self-sufficient.

7. Be a Good Role Model - At Douglas Elementary School, children and adults treat each other with mutual respect at all times. Be a good role model, and demonstrate desired behavior. Encourage students to do quality work, and give their best effort.

8. Questions and Issues - Volunteers work under the direction of school staff, recognizing the instruction, supervising, grading, and disciplining of students are school staff responsibilities. Each teacher's job is to make decisions in the best interest of the whole class. If you have questions or concerns, please bring them to the teacher's attention privately at an appropriate time and consult with the teacher for guidance. Discussing issues in the middle of class or with other staff members or parents is not appropriate at any time. Clear, open, and direct communication is vital to our success.

9. Support the Classroom Teacher in Maximizing Instructional Time - When you are volunteering in a classroom where several parent volunteers are present, please keep adult conversations to a minimum. This will assist students in staying focused on the classroom lesson or activity. Also, to avoid any unnecessary classroom interruptions, if you carry a cell phone, please turn off the ring tone and hold any phone conversations outside the classroom.

10. Younger Siblings - Younger siblings should be left in the care of others while you are assisting at school.

Thank you! As a volunteer, you have the capacity to impact the success of many students. Your willingness to contribute and work in an educational partnership with us is greatly appreciated.

PARENT VISITATIONS

All classroom visitations must be arranged in advance through the teacher and the Principal. The Principal will use discretion on visitations based on the priority of a continuous academic program. This priority will serve as a standard for the types and durations of visitations that are arranged. Please avoid scheduling visits with teachers at such times as arrival, dismissal, and prime instructional times. If you would like to speak to your child's teacher, please feel free to call or email and they will respond as soon as they are able.

BOOKS, EQUIPMENT, SUPPLIES

The books, equipment and supplies which your child will use are the property of the Town of Douglas. All materials sent home need to be returned in good condition. Any books lost must be immediately reported to the teacher. This includes library books which the students sign out. Parents will be financially responsible for lost or damaged books and equipment. Parents will be notified of damaged property.

Vandalism
Any student who willfully damages or destroys school property, or the property of others on school grounds shall, through his parents or guardians be held liable for such damage or destruction.

BIRTHDAY, HOLIDAY CELEBRATIONS, TREATS

Treats:
For many elementary school children, birthday and holiday celebrations are an important part of their school experience. Unfortunately, due to the increased number of students with food allergies, birthday and holiday treats are no longer allowed in school. Additionally, no outside food can be brought in and distributed to other students during the school day and up to 30 minutes after the end of the school day.

Invitations:
Students are not allowed to pass out party invitations at school unless there is one for every child in the class. However, in the instance of a "girls" party one invitation for every girl in the class would be allowed. In the instance of a "boys" party invitations for every boy in the class would be allowed. Please notify the classroom teacher prior to distribution. The school is unable to provide mailing lists for classroom invitations.

DRESS CODE

School is a place of learning. Some manners of dress may interrupt that process. It is requested that clothing for school be appropriate and seasonally suited. Shoes without heel support (flip-flops, sandals) are not appropriate for gym class or the playground. Sneakers must be worn for gym class and for outdoor recess. Parents should dress children accordingly for outdoor recess; in snow this includes hats, mittens, jackets, ski pants and boots. Children will not be allowed to play in the snow if they do not have all of the requested items. Further, any clothing that displays negative messages that involve anything deemed unacceptable by the Principal will not be allowed. The student's parent/guardian will be called and asked to supply a change of clothing. Subsequent occurrences may be subject to disciplinary action.

Acceptable Dress/Attire
Dresses*
Skirts*
Athletic shorts/Dress shorts*
Athletic pants/Jeans/Slacks
Dress Blouses or tops
Dress shoes, dress boots, dress sandals or sneakers
(*Dresses, skirts, and shorts must be no shorter than six (6) inches above the kneecap
Dresses, blouses and tops can be sleeveless as long as the strap is at least 3" wide.)
This list is NOT all-inclusive.

Unacceptable Dress/Attire
Spaghetti, halter, and similar-style strap or dresses, blouses, or tops
Tank tops
Tops that show the midriff

Low cut blouses
Miniskirts or mini dresses (shorter than 6" above knee cap)
Backless shirts
Short-Shorts
Leggings (unless worn with a long top or skirt)
Shirts that imply or denote alcohol, smoking, sex, violence, etc.
Hats (for both boys and girls, including "fashion statement" hats)
Muscle shirts
Bandannas
Low riding pants
Pajamas
Chains, fused rings etc.
Shower sandals, flip-flops, and slippers should not be worn.
This list is NOT all-inclusive.

EMERGENCY RECORDS

The school office maintains a file of emergency forms that contain information concerning parents' phone numbers, places of employment, and whom to contact in case parents are not available. It is essential that the information on this form be kept up to date. If there is any change in phone numbers, addresses, or place of employment, the office should be notified immediately.

FIELD TRIPS

From time to time, students will be afforded the opportunity to attend school-sponsored field trips as part of their educational experience. Teachers notify parents / guardians of all details relating to a field trip and obtain parental / guardian consent beforehand. Students will not be permitted to attend any field trips without written consent from their parents / guardians. In some cases, parents / students may be required to sign a release of liability agreement before students may attend particular field trips. The teacher must ensure that the destination of the field trip is accessible for students with disabilities. Under Federal Law Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the ADA, and the Individuals with Disabilities Education Act (IDEA), as well as state laws and regulations, require school districts to provide students with disabilities equal access to programs, services, activities, and facilities. For an inclusive view of district policy for Field Trips, please go to the District Policy Manual and reference policy: IJOA & IJOA-1

Student Supervision:
Students should be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers must have a CORI check in accordance with M.G.L. c.71s.38R. CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored

contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.

All students participating must submit a signed parent/guardian permission form. Such a form shall include appropriate authorization for emergency medical care and administration of medicine.

Walking Field Trips:
Walking field trip permission forms are distributed in the opening day packets. Walking field trips include walking to the Primary School or Middle School for different activities.

All parent chaperones MUST have an approved CORI on file with the school prior to the field trip. CORIs expire after one year.

FIRE /LOCKDOWN DRILLS

Fire drills are a necessary part of the school's safety program. Whenever the fire signal sounds, all classes proceed immediately in ***SILENT orderly lines*** along the route designated for each room from the building. A number of unannounced fire drills will be conducted during the school year. The Douglas Fire Department oversees our fire safety procedures.

A lockdown drill will take place during the school year. Teachers will prepare their students for the practice lockdown. Parents will be notified in advance of the lockdown drill.

HOMEWORK

The staff at Douglas Elementary look to find the balance in allowing students to enjoy being kids while also ensuring that students learn the material. We encourage students to read each night, study spelling words and practice math facts. Periodically, additional homework may be assigned but this will be the exception to the rule. Also, students may bring work home that they did not finish during the school day. It is important that students remain caught up in their learning and we appreciate the support of our families in ensuring that this happens.

SPECIALIST CLASSES

Students will participate in art, library, music, physical education, and STEM on a rotating schedule. In order to maintain the privilege of borrowing books, students must return one book before borrowing another. Parents are financially responsible for lost library materials. Students should remember to wear sneakers on the day that they have physical education.

LUNCH PROGRAM

Students may bring bag lunches from home or order a school lunch. Make checks payable to the Douglas School Lunch Program. Students may also purchase breakfast at school. Students may select from a variety of whole grains, yogurt, string cheese, juice, fresh fruit, and milk.

In order to qualify for either free or reduced lunch, parents are required to complete an eligibility form. Free and reduced lunch forms will be disseminated the first day of school or are available through the main office or the Food Services Director. Online payments can be made by registering on myschoolbucks.com. Alternatively, payments can be sent in with your child.

DAILY RECESS

All students are given a recess break every day. During recess time, children have the opportunity to interact with their peers in a less structured setting, as well as to get physical exercise. Parents are asked to please ensure that children come to school dressed appropriately for recess, according to the existing weather conditions for the day. The following guidelines will be used to determine outdoor and indoor recess:

"Feels Like" Temperature	Location	Required Clothing
25 degrees or below	Indoor	N/A
26-35 degrees	Outdoor (significant windchill can cause indoor)	Winter coat (hats and gloves encouraged)
35-55 degrees	Outdoor	Jacket
55-89	Outdoor (significant heat index can cause indoor)	N/A
90 or above	Indoor	N/A

MEDIA COVERAGE/PUBLICATION RELEASE

Many school events and student accomplishments are publicized through both print and electronic media, including local newspapers, local cable television, and the school's website. With the implementation of technology in education, **many aspects of our school life** will provide us with the **opportunity to publish photographs and/or names of students.** We have many printed, video and/or computerized publications which showcase all aspects of school life that are made available to the public.
If you have an objection to having your child's name publicized or your child photographed or videotaped, please contact the Principal, both verbally and by written notice, during the first week of school with the child's name, grade, and homeroom. ***Unless the school receives verbal and written***

notice from a parent/guardian, it is assumed that parents/guardians have given consent for their children's names and images to be publicized through the means listed above.

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones, headphones, smart watches, Meta glasses, and similar items must be stored in the student's backpack and in silent mode throughout the school day (and while riding the bus). Families who need to contact their student during school hours should contact the school's main office and not directly call the student.

Students found in violation of the policy will receive progressive discipline:

- 1st Offense: Device left in the main office, phone call home.
- 2nd Offense: Device left in the main office. Parents/guardians pick up the device from the main office.
- 3rd Offense: Meeting with parents/guardians, student, and/or counselors to determine additional measures up to and including written plan with a ban on all electronic devices for 2 weeks.
- Further Offenses: Student will hand in the device to the main office and be assigned up to 1 day of In-School Suspension

No student will photograph or videotape a Douglas Public Schools employee or student without the knowledge and consent of the employee.

Photos or videos should never be taken in the locker rooms or bathroom areas.

Other electronic devices such as laser pointers are not allowed to be used in the school building at any time.

Students who have documented with the Nurse that their phone is used as a medical device will require proximity with their device and will be allowed possession of their device.

REPORT CARDS

Report cards are issued each trimester using standards-based grade cards. Students will be graded based on whether or not they have mastered each skill. Parents are encouraged to contact the school if they wish to meet with teachers to discuss any individual problems. An appointment should be set up at an agreed upon time between the teacher and parent. Report cards may be accessed on the PowerSchool platform. Parent conferences are held in November. Report cards are issued in November, March, and June.

Trimester Report Card Dates	
Term 1	
Progress Report	**October 9**
Term Ends	**November 18**
Grades in PowerSchool by	**November 20**
Report Card #1 Sent home 60th day	**November 25**
Term 2	
Progress Report	**January 22**
Term Ends	**March 5**
Grades in PowerSchool by	**March 8**
Report Card #2 Sent home 120th day	**March 11**
Term 3	
Progress Report	**April 30**
Term Ends	**June 4**
Grades in PowerSchool by	**June 9**
Final Report Card #3 Sent home (180th day)	**June 14**

STEP-UP DAY

At the end of the school year, students will be able to visit the classrooms and possibly meet their teacher for the following school year. First grade students from Douglas Primary School will participate in a step-up day at DES along with our 2nd, 3rd, and 4th grade students. Fifth grade students will have several transition activities to help them prepare for middle school, including their own step-up day at Douglas Middle School.

CODE OF CONDUCT

Expectations for Student Behavior:
An important goal of the Douglas Elementary School is to teach our students self-discipline and the importance of making good choices. It is the key to health and safety, productive schoolwork and consideration of the rights, property and safety of others. The Douglas Elementary School administration and staff support a Conflict Resolution model of discipline. This is a problem solving approach to conflicts that may arise during the course of the day. It is a learning opportunity for students to strategize alternative methods of dealing with confrontations.

Bathroom Use:

Students are expected to treat the school bathrooms as they would their bathrooms at home. This includes active preservation of the bathroom and its fixtures. Students who violate this by purposely flushing inappropriate items including (metal, plastic, feminine hygiene, paper towels, etc.) and/or breaking fixtures in place could subject to Level 3 consequences as indicated in the Douglas Elementary Discipline Guidelines.

Additionally, there should never be more than one (1) student in a bathroom stall. Violation of this will result in a search of all parties involved. Continuous violations of this will incur a bathroom safety plan.

Douglas Elementary School students at all times will:

- Treat fellow students, faculty, and staff in a civil, respectful and courteous manner. This includes using common courtesies such as “Please”, “Thank You” and “Excuse Me”.
- Respect and not break, damage or deface the school property – buildings, grounds, materials, and furnishings.
- Respect the personal property and school materials of others.
- Respect the rights of fellow students without fighting, teasing, or name-calling.
- Be honest in their words and deeds.
- Behave in a way that does not disrupt learning.
- Use language that is free from vulgarity and profanity.
- Walk, not run, in the hallways and conduct themselves in an orderly manner.
- Students are expected to demonstrate respect for their classmates and peers not only during the school day, but also outside of school hours and beyond the walls of the school building.

An atmosphere of learning is the goal in all classes at Douglas Elementary School and children are aware of the discipline code in their class that governs cooperation and appropriate behavior. Often a verbal warning is all that is needed to change students’ misbehavior. If misbehavior continues, the following procedure will be followed:

1. Teacher will administer logical and related consequences on an individual basis (talk with student, loss of recess, call parent, send a note home, etc.)
2. If a student does not respond to number one, the teacher may complete an office referral form resulting in the student being sent to the office. The Principal may then process the event further and decide on logical and appropriate consequences. Parents could be contacted by the Principal or the classroom teacher in regards to the steps that were followed.
3. If the student, in the opinion of the teacher and administrator, continues to refuse to cooperate the parent/s may be notified and a conference can potentially be set up to discuss a further course of action.

Parents who have concerns regarding discipline should follow this contact procedure:

- Notify the classroom teacher
- Contact administration

➢ Administration has the authority to apply disciplinary procedures as necessary.
➢ If the misconduct is severe, the Principal can waive progressive discipline.

Douglas Elementary Discipline Guidelines

Violation	Possible Consequences
• Repeated tardiness to school	• After the 7th tardy to school, a notification letter will be sent to the parent/guardian •Continued violation will result in further action from district
• Repeated unexcused absences/truancy	• MA State Law (Chapter 76, Section 2) indicates that a child's absences should not exceed more than 7 full-day sessions or 14 half-day sessions in a six-month period. • The law further requires that the principal must contact the parent/guardian of any student who has had more than 5 unexcused absences in a school year to meet in order to develop an action plan for student attendance. • If chronic unexcused absences continue, court involvement may result.
Level 1: • Being unprepared for class (no notebook/textbook, no writing utensil) • Lack of academic work completion and/or	• Communication with parent/guardian • Conference with student and teacher • Reflective writing assignment and/or plan to

failure to complete/turn in homework • Dress code violation • Cell phone misuse	remedy the problem
Level 2: •Disrupting the learning environment • Rude, inappropriate language/behavior • Inappropriate physical contact • Defiance/disrespect • Cheating/plagiarizing/forging signature • Falsely reporting an incident/lying • Violating the technology/electronic device policies, such as the Acceptable Use Policy and the iPad agreement, and/or repeated cell phone misuse • Repeated Level 1 offenses	• Communication with parent/guardian • Conference with student and teacher • Conference with parent/guardian and administrator • Lunch detention • After school detention • In-school suspension • Out-of-school suspension • Completion/signing of a Safety Plan • Restricted access to electronic devices • Student contract
Level 3: • Bullying/Harassment (MGL Ch. 71, Section 37 O) • Property misuse/damage/vandalism • Stealing/destroying property/defacing property • Tampering with fire alarm • Fighting/threatening violence/acting violently (MGL, Ch. 71, Section 37H) • Possessing a weapon (MGL Ch. 71, Section 37H) • Possessing, using, and/or being under the influence of tobacco (including electronic cigarettes/vaping/juuling), alcohol, dangerous substances, or illegal drugs (MGL Ch. 71, Section 37H)	• Retribution for damages • In-school suspension • Completion/signing of a SafetyPlan • Out-of-school suspension • Expulsion

CHANGES TO THE DISCIPLINARY PROCESS:

Relative to the discipline of students under M.G.L. c. 71, §§ 37H, 37H 1/2, 37H 3/4, and M.G.L. c. 76, § Section 21 and the implementing regulation at 603 C.M.R. § 53.00, these laws have resulted in significant amendments to the level of disciplinary due process to which students are entitled and contain very specific documentation requirements when suspending students from school, including in-school suspension.

Those amendments impose new limitations on the suspension of students, in or out-of-school on a short or long-term basis, for school rules violations within the scope of M.G.L. c. 71, § 37H3/4.

Please note that the recent changes to M.G.L. c. 71, § 37H3/4 do not impact a principal's authority to impose short-term suspensions, long-term suspensions, or expulsions of students for possession of controlled substances, possession of dangerous weapons, or assaults of school staff members [M.G.L. c. 71, § 37H offenses] nor do they restrict a principal's authority under M.G.L. c. 71, § 37H1/2 to remove a student charged with a felony/felony delinquency where the principal determines that the student's continued presence would have a substantial detrimental effect on the general welfare of the school.
On November 9, 2022, schools needed to be in compliance with a new, amended version of M. G. L. c. 71, § 37H ¾. Prior to suspending or expelling a student under M. G. L. c. 71, § 37H ¾, principals, or their designees, will be required to use alternatives to removal (e.g., mediation, restorative justice, conflict resolution, etc.), and must document the use and results of such alternatives. From the language of the statute, this new limitation appears to apply to both in-school and out-of-school suspensions under M.G.L. c. 71, § 37H ¾.

School and Educational Acronyms

ACRONYM	WHAT IT STANDS FOR…
BIP	Behavior Intervention Plan
CBM	Curriculum Based Measurement
EL	English Learner
FAPE	Free Appropriate Public Education
FERPA	Family Educational Rights and Privacy Act
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
LEA	Local Education Agency
LRE	Least Restrictive Environment
MCAS	Massachusetts Comprehensive Assessment System
PBIS	Positive Behavioral Interventions and Supports
PTO	Parent Teacher Organization
RTI	Response to Intervention
SAC	School Adjustment Counselor
SEL	Social Emotional Learning
SEPAC	Special Education Parent Advisory Council
SLD	Specific Learning Disability
SGP	Student Growth Percentile
SPED	Special Education
SRO	School Resource Officer
SST	Student Support Team