



MARTINSON ELEMENTARY SCHOOL

HANDBOOK

2009-2010

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MARSHFIELD PUBLIC SCHOOLS

BUILDING ADMINISTRATION

Principal	Mr. Thomas M. Kilduff
Teaching Asst. Principal	Mrs. Deborah Ryan
Teaching Asst. Principal	Mrs. Karen Whitaker

CENTRAL ADMINISTRATION

Superintendent	Dr. Middleton McGoodwin	781-834-5000 x100
Assistant Superintendent of Schools	Mr. Scott L. Borstel	781-834-5000 x108
Director of Business and Finance	Mr. Tom Miller	781-834-5000 x102
Director Special Education	Mrs. Susan D. Dupuis	781-834-5000 x114
Food Services	Mrs. Irene Ekstrom	781-834-5000 x112

SCHOOL COMMITTEE MEMBERS

Chairperson:	Ms. Marti Morrison	781-837-5741 (Res)
Vice Chair:	Mrs. Nancy Currie	781-837-0405(Res)
Secretary:	Mr. Dennis Scollins	781-834-7459(Res)
Members:	Mrs. Carol Shrand	781-837-7527 (Res)

PTO BOARD 2009-2010

Presidents.....	Kara Moss
Co-Vice Presidents.....	Dana Mauro & Julie Stiles
Treasurer.....	Jen London
Co-Secretary.....	Annisa Noreke & Darby Cardillo
Enrichment Coordinators.....	Ann Farrell, Jen Cantwell
Teacher Reps.....	Miss Bailey, Mrs. Topor

SCHOOL COUNCIL MEMBERS 2009-2010

Thomas Kilduff.....	Principal, Co-Chair
Richard Murphy	Parent Representative
TBD	Parent Representative
TBD	Parent Representative
TBD	Teacher Representative
TBD	Teacher Representative
TBD	Teacher Representative
Gerri Predella.....	Community Member

MARSHFIELD PUBLIC SCHOOLS

MARSHFIELD HIGH SCHOOL
167 Forest Street
Marshfield, MA 02050

Robert Keuther
781-834-5050
FAX 781-834-5040

FURNACE BROOK MIDDLE SCHOOL
530 Furnace Street
Marshfield, MA 02050

Alfred Makein
781-834-5020
FAX 781-834-5899

DANIEL WEBSTER SCHOOL
1456 Ocean Street
Marshfield, MA 02050

Edward Mitchell
781-834-5045
FAX 781-834-5072

EAMES WAY SCHOOL
164 Eames Way
Marshfield, MA 02050

William Campia
781-834-5090
FAX 781-834-5094

GOVERNOR WINSLOW SCHOOL
60 Regis Road
Marshfield, MA 02050

Karen Hubbard
781-834-5060
FAX 781-834-5075

MARTINSON SCHOOL
257 Forest Street
Marshfield, MA 02050

Thomas Kilduff
781-834-5025
FAX 781-834-5003

SOUTH RIVER SCHOOL
Hatch Street
Marshfield, MA 02050

Linda Loiselle
781-834-5030
FAX 781-834-5071

MARSHFIELD PUBLIC SCHOOLS MISSION STATEMENT

Empower all students to reach their intellectual and personal potential as responsible citizens

CORE BELIEFS

We believe in.....

- * A safe and healthy school environment
 - * Maximizing student achievement
 - * A comprehensive academic and extra-curricular program
 - * Effort and hard work
 - * Integrity, respect, and tolerance
 - * Support of different learning styles
 - * Critical thinking and problem solving
 - * Home, school and community partnership
-**Rigor, Relevance, and Relationships**

MARTINSON ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Martinson Elementary School is to provide a quality, equitable educational opportunity for all students, to respect individual differences and abilities while promoting individual excellence, to ensure a safe and secure environment and to prepare each student with the knowledge and skills necessary to pursue lifelong learning as a productive, responsible member of the community.

**MARTINSON ELEMENTARY SCHOOL
257 FOREST STREET
MARSHFIELD, MA 02050**

Thomas M. Kilduff, Principal

September 1, 2009

Dear Parents and Guardians,

On behalf of the entire staff at Martinson Elementary School, I would like to welcome you and your child to a new school year. A special welcome is extended to those of you who are new to Marshfield and join us as members of the Martinson Elementary family.

We at Martinson Elementary School are committed to the ideal that a child's education is the product of a partnership between the school and home. We believe that a strong relationship between school and your family will result in success for your child. By regularly showing interest in your child's school work, asking questions, and praising accomplishments, you can reinforce the school's efforts on your child's behalf. Visiting school and attending as many school activities as possible also sends a message to your child that school is a priority for your family.

The purpose of this handbook is to acquaint you with the programs, procedures and services at Martinson Elementary School. I hope that this handbook will further enhance the communication between home and school.

Sincerely,

Thomas M. Kilduff

MARTINSON MONTHLY THEMES

2009 – 2010

September.....	Good Manners
October.....	Respect
November.....	Citizenship
December.....	Caring
January.....	Courage
February.....	Honesty
March.....	Tolerance
April.....	Conservation
May.....	Good Sportsmanship
June.....	Patriotism

Parent Pathways to Resolve A Problem

The Martinson Elementary School staff is concerned about your school problems. Identify the correct person to discuss your concern which is key to achieving a prompt solution. Generally the best place to start in the solution to your problem is at the source.

When your concern is about your child and his/her educational program, your first step should be to contact the teacher. If you feel the situation needs further attention, then call your building principal. The teacher and the principal, as trained professionals, are interested in the welfare of your child, and most problems can be satisfactorily solved at this level.

MARTINSON ELEMENTARY SCHOOL DIRECTORY

2009 – 2010

Mr. Thomas M. Kilduff	Principal
Mrs. Deborah Ryan	Teaching Asst. Principal
Mrs. Karen Whitaker	Teaching Asst. Principal
Mrs. Denise Stockbridge	Secretary
Mrs. Cheryl Strazdes	Secretary
Mrs. Carolyn Mudge R.N.	School Nurse
Ms Sarah Flint	Pre-K Teacher
Mrs. Jennifer Strazdes	Kindergarten Teacher
Ms Cathy House	Kindergarten Teacher
Miss Kasey Loomis	Kindergarten Teacher
Mrs. Maureen Halstead	Kindergarten Aide
Ms Diane Dougherty	Kindergarten Aide
Mrs. Tina White	Kindergarten Aide
Mrs. Ann O'Brien	1 st Grade Teacher
Ms Kelly Gallagher	1 st Grade Teacher
Mrs. Ellen Rooney	1 st Grade Teacher
Ms Erika Burns	1 st Grade Teacher
Miss Jayne Horsman	2 nd Grade Teacher
Mrs. Kathy Mattson	2 nd Grade Teacher
Ms. Kate Meehan	2 nd Grade Teacher
Mrs. Stacey Steinbergher	2 nd Grade Teacher
Ms Nancy MacLachlan	3 rd Grade Teacher
Mrs. Paula Holland	3 rd Grade Teacher
Mrs. Lynette Irons	3 rd Grade Teacher
Mrs. Kathy Connolly	4 th Grade Teacher
Mrs. Pam Clavadetscher	4 th Grade Teacher
Mrs. Sandy Morrissey	4 th Grade Teacher
Mr. David Ruggiano	4 th Grade Teacher
Mrs. Chantal Frenette	5 th Grade Teacher
Mrs. Megan Holdgate	5 th Grade Teacher
Mrs. Deborah Ryan	5 th Grade Teacher
Mrs. Karen Whitaker	5 th Grade Teacher
Mrs. Lynn Sullivan	Librarian
Mrs. Anne Kirby	Reading Specialist
Mrs. Dianne Kennedy	LC Teacher
Mrs. Anita Warren	LC Teacher
Ms Caitlyn Carey	Lang. Based Teacher Gr. 3 - 5
Ms Kate Southworth	LC Teacher
Mr. Richard Wheaton	Phys. Ed. Teacher
Mrs. Sharon Reed-Eramian	Phys. Ed. Teacher
Mrs. Elizabeth Higgins	Vocal Music Teacher
Ms Kathryn Young	Art Teacher
Mrs. Ann Berman	Art Teacher
Mrs. Pam Johnson	Strings Teacher
Ms Kathleen DiPasqua-Egan	Band Instructor

Mrs. Jill Simmons	Occupational Therapist
Mrs. Lisa Iarossi	Occupational Therapist
Mrs. Deb Donoghue	Occupational Therapist
Mrs. Kristine Stansbury	Speech Therapist
Mrs. Monica Walsh	Speech Therapist
Mrs. Celeste Nolan	Counselor/School Psyc.
Mrs. Mary Fitzgerald	Counselor
Mrs. Emily Zoltowski	Physical Therapist
Mrs. Christine Godino	ASD Specialist PK-12
Mrs. Karen Vaughan	Curriculum Technology
Mrs. Janet Hevey	Curriculum Technology
Mrs. Dianne Gustafson	Title 1 Tutor
 	Title 1 Tutor
Mrs. Joan Lunt	Title 1 Tutor
Mrs. Judith Lyons	Title 1 Tutor
Mrs. Jane Meehan	Title 1 Tutor
Mrs. Pam McGrath	Title 1 Tutor
Mrs. Leanne McCarthy	OG Tutor
Mrs. Elsie May	ISP Tutor
Ms Carolyn Deegan	Sped Aide
Mrs. Kathleen Cadigan	Sped Aide
Mrs. Susan Desmond	Sped Aide
Mrs. Leslie Johnson	Sped Aide
Mrs. Lisa Martin	Sped Aide
Mrs. Lee Masley	Sped Aide
Mrs. Sheila Lipson	Sped Aide
Mrs. Jayne Murray	Sped Aide
Mrs. Gaynor O'Brien	Sped Aide
Mrs. Robin Panarelli	Sped Aide
Mrs. Donna McKay	Sped Aide
Mrs. Ann DiTondo	Sped Aide
Mr. Frank Conton	Head Custodian
Mr. Jim Lambrecht	Custodian
Mr. Peter Phillips	Custodian
Mr. Jimmy Sampson	Custodian
Ms Linda Yourell	Kitchen Manager
Ms Valerie Deparales	Cafeteria Staff
Ms Allyson Robbins	Cafeteria Staff

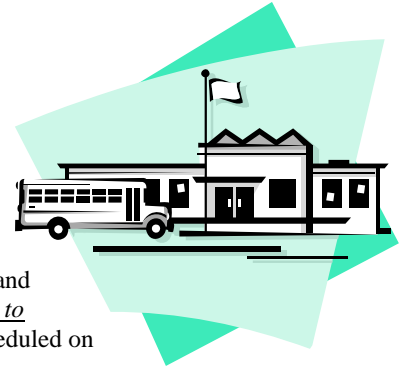
GENERAL INFORMATION & PROCEDURES

SCHOOL HOURS

School begins at 8:50 a.m. and ends at 3:30 p.m. on Monday, Tuesday, Wednesday, and Friday. On Thursdays, school begins at 8:50 a.m. and ends at 1:15 p.m. Please note that every Thursday is early release for the elementary schools for teacher planning, conferences and staff development.

Morning kindergarten classes are from 8:50 to 11:40 a.m. Monday, Tuesday, Wednesday, and Friday and from 8:40 to 1:15 p.m. on Thursdays. The afternoon classes are from 12:35 p.m. to 3:30 p.m. on Monday, Tuesday, Wednesday, and Friday. There is no P.M. kindergarten scheduled on Thursdays.

General office hours are from 8:30 a.m. to 4:00 p.m. A telephone message service is available before and after office hours. **Office staff is on duty until all students are off the buses in the afternoon.**



ARRIVING EARLY FOR SCHOOL

If a student needs to arrive early, it cannot be before **8:40 a.m.** For the safe supervision of the students, children arriving at **8:40a.m.** are to wait in the cafeteria and may not go to their classrooms until escorted by staff.

WEATHER RELATED EARLY DISMISSAL

Faculty and parents will receive a *Connect Ed* message from the Superintendent of Schools as soon as a decision has been made regarding early dismissal due to inclement weather conditions. This announcement will also be on television and radio stations. For working parents who cannot be reached at home, please instruct your child (ren) as to where they are to go in the event that you cannot be at home (i.e., neighbor's house, etc.) Announcements may be heard on the stations listed below under 'School Cancellation'.

SCHOOL CANCELLATIONS

Cancellation of school in Marshfield is based on existing circumstances (STREET CONDITIONS, UNPLOWED SCHOOL YARDS, BUILDING PROBLEMS), as well as weather forecasts at 5:00 a.m. on the day of cancellation. Cancellation of school the previous evening is based upon projected conditions for the next day. Depending on weather and road conditions, the Marshfield Public Schools may exercise the option of a delayed opening. Sidewalks may NOT be cleared in the event of a delayed opening. Should there be a 1 hour or 2 hour delay, morning kindergarten will be cancelled.

Parents are urged to use their discretion in sending their children to school in adverse weather. Parents should be prepared with contingency plans if their children are dismissed early because of snow, flooding, or other emergencies.

Faculty and parents will receive a *Connect Ed* message from the Superintendent of Schools as soon as a decision has been made to either cancel school or delay the normal beginning of the school day. This announcement will also be on television and radio stations usually by 6:00 a.m. Radio and TV stations carrying the Marshfield no school announcements are:

WATD 95.9	WBZ	Channel 4
WPLM 99.1	WCVB	Channel 5
WBUR 90.9	WFXT	Channel 6
	WRKO	Channel 7



Each year the Marshfield Police, Fire, School Offices, and local radio stations are seriously handicapped because of the many calls from individuals inquiring about the closing/delay of schools on stormy days. **Please do not** call the police station, the fire station, the radio stations, or the school offices for "no school" announcements. Listen to one of the radio/TV stations listed above for the public closings or delays.

Note: In the event of a delayed opening for one hour or more, the MORNING SESSION of Kindergarten is cancelled.

ATTENDANCE AND PUNCTUALITY

A child is considered tardy if he/she arrives after 8:55 a.m. When a child arrives after 8:55 a.m., he/she should report to the office before going to his/her classroom. This will allow the office staff to correct the classroom teacher's attendance report which will have the child listed as absent. A student arriving after 11:45 a.m. will be considered absent for that school day and not permitted in extra-curricular activities on that day. All students reporting late to school are required to be accompanied by a parent to the office. Students dismissed prior to the above times will be marked absent for that school day.

Regular attendance and punctuality are two things that help students develop a positive attitude toward school. Parents and guardians are urged to make every attempt to promote regular attendance and to see that children come to school on time. This reinforces the importance of school and will prevent the student from getting behind in his/her work. When children are forced by illness or other conditions to be absent from school, please call the school at 781-834-5025 in the morning before **9:30 a.m.** An answering machine will record calls before 8:30 a.m. A note explaining the absence should be brought to the classroom teacher by the student upon return to school. A doctor's note is required if a child is out five or more consecutive days.

(Please refer to School Committee Approved Attendance Policy #SS19)



SAFE TO SCHOOL

Martinson Elementary School has A *Safe to School Program* to ensure a child's safe arrival at school. Parents/guardians are requested to call in a child's absence each day before 9:30 a.m. If we do not receive a call, we will try to reach the parent or guardian to account for the child. (If a parent just forgets to call in the absence more than three times, he/she is dropped from the program.) We urge parents to participate in the *Safe to School Program*. Safe to School forms are sent home the

first week of school. **In all cases, telephone calls do not eliminate the requirement for a written absence note when your child returns to school.**

Safety and security is the responsibility of all staff members in the building. It is also indirectly the responsibility of parents and students.

1. All persons should enter and exit the building through the front doors of the school. All other doors will be locked to outside entrance.
2. Anyone entering the building **MUST** report to the office before going to other parts of the building. It is appropriate and indeed the responsibility of adults to ask visitors if they have been to the office.
3. All visitors are asked to sign a log in the office when entering and leaving the building and must wear a "visitors / volunteer" badge.

SCHOOL VISITORS

Any individual visiting or volunteering in the school for any reason must report to the office to sign in and receive a name tag or sticker. The tag should be returned when the visitor signs out. If it should be necessary for a visitor to speak to a student or a teacher, the office personnel will make such arrangements.

PARKING

Please park in visitor parking lot to the right of the school entrance. Do not park in the Fire Lanes.

BICYCLES

Children attending Martinson School in grades 3, 4, and 5 may ride bicycles in bad weather. A note from parents giving their child (ren) permission to ride school must be sent to school at the beginning of the school year. This note will be kept on file for the entire year. In addition, each child must be in compliance with state law requiring cyclists to wear helmets while riding bicycles.



DRESS

School is a special place and how your child dresses should reflect this. Students should come to school neat and clean, and dressed according to the weather and appropriate for elementary age students. Hats, sweatshirt hoods, or bandannas may not be worn in the building. Heelies or metal taps may not be worn in school or at school functions. Appropriate clothing should be worn to school on the days students will be having physical education. (sandals or flip flops may not be worn for Phys. Ed.).

SCHOOL DISMISSAL

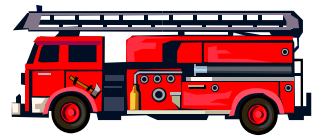
ALL CHILDREN WILL GO HOME ON THEIR ASSIGNED SCHOOL BUS UNLESS THE OFFICE RECEIVES A PARENTAL NOTE THAT INDICATES THE CHILD WILL BE PICKED UP. If children need to be picked up or are to be dismissed early from school, please send a note to the classroom teacher. This note will then be sent to the office. Parents or guardians need to come into the office or designated area to sign the child out in the dismissal book. Proper identification may be requested. The child will be called to the office when you arrive. Children may remain after school for any approved school activity (after school help, Brownies, Scouts, etc.), but must bring a note of permission from home. When applicable, current copies of court documents such as restraining orders, custody agreement, etc., need to be on file in the school office so your child is released only to the parent who has legal custody.

A student dismissed prior to 11:45 a.m. will be marked absent for that school day. Afternoon dismissals prior to 3:15 p.m. are recorded as dismissed for that day.

Important Reminder: Do not forget to send notes to the school office if your child(ren) is/are changing his/her after school schedule. If we DO NOT have written verification of the change, we will send your child home on his/her regular bus, or to the usual after school location for that day; home, to a daycare location, to a scout meeting location, etc. By following this practice, the school office can insure that each student is being sent to a "safe" location and you will know where to pick up your son/daughter.

FIRE DRILL

At regular intervals during the year, fire drills are held as part of our safety preparedness program. These drills are conducted under the supervision of the Marshfield Fire Department. Fire Drill procedures are posted in all classrooms and offices. During any evacuation drill, children are to leave the building immediately, not taking any items with them, exiting quietly as soon as the alarm is rung. NO TALKING is allowed so students may hear the directions of their teacher.



FOOD SERVICE

Marshfield Public Schools operates on a Point of Sales System which enables parents to deposit funds for lunch into their child's account. Each student receives a picture ID card that is kept at each elementary school.

During lunch students simply swipe their ID card and the amount will be subtracted from their account. This card helps the line move quicker, but a child will still receive a meal if he/she does not have a card. Food Service will look up their name in our Nutrikids) data base.

Lunches offering multiple selections are served daily at all schools. Children may purchase a lunch using cash or through the Point of Sales System (Nutrikids) that allows the parent/guardian to pre-pay for their child's lunches or ala carte items. The cost for a complete lunch is currently \$2.25; ala carte items are milk \$.50 and ice cream \$.75.

2 Ways To Pay:

There are two options for payment:

1. Pay on-line: www.mynutrikids.com or visit www.mpsd.org and click on Food Service and the Nutrikids link. There is a \$1.75 fee to pay on-line. Pay \$200.00 on-line and receive 1 lunch free.
2. Have your child bring a check into school payable to the Town of Marshfield. Please make sure your child's name is on the check for proper credit to his/her account.

Funds will be deposited directly into the respective student accounts. It is your responsibility to check balances online. For students in elementary school, we will allow an account to go into a negative balance but your child will be limited to specific menu choice until the negative balance is paid in full.

Pay monthly, quarterly, daily, or put any amount down on your child's account. To obtain information regarding your child's account balance, please call the school and ask for the cafeteria.

Forgotten or Lost Money & Negative Balances:

If your child forgets his/her lunch money, a lunch will be provided and will be charged to you. A letter will be sent home with your child for reimbursement to the Food Service Department.

- No ice cream will be served to a child that carries a negative balance.
- Negative balances that are not paid promptly will result in your child being offered only a sandwich (along with milk & fruit) during their lunch period.

Free or Reduced:

Free or reduced lunches are available to eligible children according to the Federal Guidelines. Forms can be found on www.mpsd.org, Food Service button, then click on Free and Reduced Form. Application forms can also be obtained in the front office at every school, or call 781-319-3812 and forms can be mailed to you.

Kindergarten Snack:

We offer the children nutritious snacks during their school day which include a variety of snacks with milk (skim milk/low fat chocolate). Juice substitute for milk will only be made with a doctor's note. If you decide to only purchase milk or only purchase snack, the cost remains the same for only one item.

Any child attending additional calendar days or full days and receives two snacks a day must notify the Food Service Department for correct pricing. To apply for free snack and lunch please complete the Free and Reduced School Meals Application and return your application to the Food Service Department.

NOTE: Kindergarten students who qualify for **free** lunch will receive a **free** snack. However, those qualifying for a reduced lunch do **NOT** qualify for a free or reduced snack.

LOST AND FOUND

Throughout the year, many articles of clothing are left on the school grounds or in the school. Our policy is if these items are unclaimed, they are bundled during Christmas break, February vacation, and the end of the year and donated to charity. If children do come home without their personal belongings, it is always best to call the school immediately and arrange to come in to check at **Lost and Found**. It is recommended that children's clothing and lunch bags be labeled for quick identification.

USE OF TELEPHONE

Cell phones are not permitted. Students are allowed to use the school telephone in emergencies and with the permission of the classroom teacher and office staff.

PLACEMENT OF CHILDREN IN CLASSES

We try very hard to create balanced classrooms each year. Grade level teachers, reading and learning disabilities specialists and the principal consider many factors when designing class lists. Some of the considerations are gender, academic achievement, interests and learning styles. Parents are asked **not** to request particular teachers, but may write to the principal in the spring concerning the type of learning environment in which their child works best. Each elementary school will be following the process noted below, in notifying you of your child's placement.

In April/May parents will receive a letter from the principal seeking written input regarding their child's learning style, social emotional needs, specific relationships with peers and past experiences.

- In May/June tentative class placements will be developed.
- During the beginning of August, kindergarten families will be notified, by mail, of placement and their child's Kindergarten Orientation (meet the teacher) date/time.

- On the last Monday in August, Grade 1-5 families will be notified, by mail, of placement. This mailing may include other grade/teacher specific information (i.e. materials requested, etc.)
- Note: Due to increased concern for student safety, parental concern for privacy and confidentiality, all elementary schools will be terminating the practice of posting or calling in to the office for class list information.

PTO

The MES PTO is an organization which provides enrichment for our students and staff by helping organize and coordinate social and fund-raising events to enhance our existing school programs. The PTO sponsors family events to promote a sense of community within our school. All parents and teachers are encouraged to participate in this organization. .

SCHOOL COUNCIL

Our School Council was established by the Massachusetts Education Reform Act of 1993 and serves as an “advisory group” to the principal. Members include the principal, three (3) elected faculty representatives, three (3) elected parent representatives, and one (1) community member. The Martinson School Council meets once a month on the second Monday. All meetings are open to the public.

Elections for open parent representative positions are held in September. Watch for a notice from our PTO which conducts these elections.

BIRTHDAYS

Birthday invitations should NOT be distributed during school hours. Families may wish to send in a healthy snack for the whole class to celebrate their child’s birthday. Your child’s teacher will communicate his/her procedures regarding birthdays to you.

LOCKERS

Children in grades 1 - 5 will be assigned a locker that may be shared with another student. The primary purpose is for storage of outerwear and backpacks. It is the student’s responsibility to maintain a clean locker. Please remember all lockers are school property and should be treated as such. Students may not place stickers of any kind on school lockers/property.

MARTINSON ELEMENTARY SCHOOL CODE OF BEHAVIOR

GENERAL SCHOOL CODE OF BEHAVIOR

A school is a place of learning and growing, academically, socially, and emotionally. We are dedicated to providing a safe and secure learning environment of mutual respect. To achieve this goal, all students are expected to meet the following code of behavior.



- RESPECT EACH OTHER AT ALL TIMES BY BEING KIND, CONSIDERATE AND POLITE.
- RESPECT EACH OTHER’S PROPERTY, SCHOOL PROPERTY, AND KEEP OUR SCHOOL BUILDINGS AND GROUNDS CLEAN.
- BE RESPONSIBLE FOR WHATEVER YOU DO, AND TAKE PRIDE IN YOUR WORK.
- BE GOOD LISTENERS AT ALL TIMES.
- BE QUIET IN THE HALLWAYS, AND ALWAYS WALK, DON’T RUN, IN SCHOOL.
- STUDENTS WILL RESOLVE PROBLEMS TOGETHER IN A POSITIVE MANNER.
- HONESTY IS THE BEST POLICY.

The behavior code applies to all students at all times – in the library, art and music classes, gym, and all school-sponsored activities before and after school.

BEHAVIOR GUIDELINES FOR STUDENTS

SECOND STEP

Martinson Elementary School implements the Second Step Anti-Violence Program in all of its Kindergarten and Grade 1 classrooms as a way to help create a safe and friendly learning environment. Second Step is a school-based social skills curriculum that teaches children to change the attitudes and behaviors that contribute to violence. The curriculum teaches social skills to reduce impulsive and aggressive behavior in children and increase their level of social competence. The skill areas that are taught include empathy training, problem solving and anger management.

Students Who Violate the Behavior Code:

On occasion when behavior is detrimental to another student or class, the following procedures will be followed:

- A** Discuss the specific incident with the child or children, who are involved, using the language and procedures of Second Step.
- B** Exclude the student from a specific activity.
- C** Notify parents/guardians via a note or a phone call of the specific incident under discussion.
- D** Referral to the school principal and further reinforcement with parents/guardians coming to the school for an in-school conference.

HALLWAY GUIDELINES

1. Students will walk at all times and proceed on the right side of the corridors
2. Talking in the halls must not exceed a soft whisper.
3. Students are expected to pass the door to the person behind them.
4. Students will respect each other, displays of student work, and the general school environment.
5. Students may only enter classrooms if a staff member is present.

RECESS GUIDELINES

1. Students may exit the building only when a staff member on duty is present.
2. Students will walk to the playground area.
3. Safe, respectful, and sportsmanlike play is expected.
4. Children may not leave the fenced-in area.
5. Students may only reenter the building with permission of staff member on duty.
6. Recess ends when the whistle signal is given. On the first whistle, all children stop playing and stand still. On the second whistle, children walk quickly and quietly to line. On the third whistle, children form a silent, attentive line with classmates. Reentry into the building will be directed by the recess staff.
7. Specific guidelines pertaining to the use of the playground equipment and structures will be explained by the classroom teacher.
8. For children's safety, NO adults other than staff are allowed on the playground areas during recess times.

ASSEMBLY GUIDELINES

1. Students will enter by class in an orderly fashion.
2. Students will sit in order by class with the youngest grades in the front.
3. Students will sit appropriately as respectful audience members – quiet, attentive, and supportive.
4. Students should come to attention immediately upon staff announcement.
5. Reasonable applause is expected at appropriate times, however, yelling, whistling, or negative sounds or gestures will not be allowed.
6. All students will exit in an orderly fashion following staff instructions.

LUNCH ROOM GUIDELINES

1. Students will use the bathroom and wash their hands **before** arriving at the lunch room.
2. Lunch time recreational items will be limited to reading material, which may be used when trays are out of the way.
3. Students will raise hands to signal adults when requesting permission to leave the lunch table for necessary reasons.
4. Students will refrain from talking when signaled by the lunch room staff.
5. Students will leave the lunch room tidy and exit in an orderly fashion as directed by lunch room staff.

SCHOOL BUSES



School buses are extensions of the school and are governed by similar rules of behavior. Riding a school bus is a privilege. The school authorities, the bus operators, and the police work closely to ensure safe operations of all buses. Parental cooperation is also a necessity.

State Law strictly prohibits the use of the school bus for any reason other than school transportation, except in cases of emergencies. Emergency use of the school buses may be granted by permission of the Superintendent of Schools. In his absence, the Principal of the school may make this judgment, notifying the Superintendent of Schools in writing of the incident (School Committee vote January 31, 1966). Private lessons, occasional jobs, birthday parties, club or organizational meetings, religious education, and other occasions of pupil or parent inconvenience do not constitute emergencies. Children may not switch buses for these reasons.

Objects brought on the bus must be small enough to be carried in a school or book bag, held in one's own lap, or at one's feet, and do not extend into the aisle. All other items, such as large musical instruments or curriculum projects, must be transported to and from school by the parent.

Students are not allowed to eat or drink anything while traveling to and from school. This long established practice eliminates the potential danger of children choking or being exposed to a substance to which they may be extremely allergic and which cannot be monitored by the bus driving during the route.

It is Marshfield School Policy to allow only authorized adults (school and public safety personnel) to board school buses carrying students. If you need your child once they have boarded the bus at school, please ask the assistance of one of our school staff to help locate your child. At the bus stop, if you need to communicate with your child, please convey your wish to the bus driver.

If you have any concerns or questions at any time, please do not hesitate to call the Assistant Principal in charge of buses or the Principal.

SCHOOL BUS TRANSFERS / DAY CARE POLICY

Students may be allowed, at the discretion of the building Principal and/or his designee, to transfer to another bus for emergency purposes **ONLY**. Private lessons, social visits, and other occasions of parent or pupil inconvenience do not constitute emergencies. Transfers for day care or babysitting may be allowed, provided **that** there is space available on the bus. The requested bus drop off point must be on an existing bus route within the school district and must be on a permanently defined basis; i.e., same day(s) every week, monthly, or for the year. The parent/guardian must send a letter of request to the building principal, **including the telephone number of the contact person in case of emergency**. Should space for regular riders on the bus become a problem, responsibility for student transportation will revert back to the parent/guardian in a transfer situation.

Children should understand that they must go directly home after school and report to their parent/guardian and only then may they go to a friend's home.

Students may get off their same bus at a different bus stop if they bring a note to school that day. The note must be given to the classroom teacher.

RETURN OF STUDENTS TO SCHOOL

Please note, if a bus driver delivering a Kindergarten or Grade 1 student to his/her home becomes aware of the apparent absence of the parent/guardian or other responsible adult, it is a school policy to return the student to their respective school until such time the child can be released to a parent/guardian. If a student in Kindergarten through grade 5 misses their regularly scheduled bus stop during the afternoon route, this same procedure will be followed after the bus driver calls the dispatcher to notify the school of the student's return. If an adult, other than the parent, will be receiving the child off the bus, the bus driver needs to be notified **in writing**.

BUS CONDUCT PROCEDURES

Rules are observed on the school bus so children do not cause an accident or get hurt. We expect children to be courteous to the drivers who have such a great responsibility with your children. Bus drivers (and, at times, school personnel) are required to file written reports on students who engage in disruptive or disrespectful behavior while riding to or from school on a Marshfield school bus. The following are some procedures that would follow:

- A bus report, made out by the bus driver in duplicate, would go to the assistant principal, or be generated by the assistant principal in charge of buses. The assistant principal (or the principal) would speak to the student or students involved explaining the danger of the conduct or incident and the appropriate behavior in the circumstance. The child is given a consequence depending on the severity of the offense.
- The parent is notified by a phone call regarding the incident.
- One copy of the bus report, signed by the assistant principal or the principal, is sent home. One copy of the report is given to the bus driver and one is kept on file in the school office.
- If there is a second offense, the child is again spoken to; the principal is informed of the incident; and the parent is again called. The bus slip is sent home with a second check. The child is again given a reasonable consequence if necessary. At this time, the child and parent are informed that if a third offense were to occur, the child may be suspended from the bus for a length of time.
- If there is a third offense, a bus slip is sent home with three checks. The principal consults with the parent and a bus suspension most likely will occur, depending on the circumstance.
- In all bus incidents, whenever there is any question concerning an incident or misbehavior, the case is carefully investigated so that each child is fairly treated and the facts of the situation are substantiated. The child's teacher is notified in all incidents.
- If at any time, an offense is extreme (such as opening the emergency door or causing serious damage to the bus) then a bus suspension will be immediate.
- Confidentiality is practiced in all dealings with bus situations.



If you have any concerns or questions at any time, please do not hesitate to call the Assistant Principal in charge of buses or the Principal.

COMMUNICATION BETWEEN HOME AND SCHOOL



NEWSLETTERS

The Principal sends home a weekly newsletter, spotlighting upcoming events, important school issues and school-wide events, as well as updates from our school organization and general Marshfield community. Periodically during the school year, homeroom teachers send home letters and notes regarding classroom information.



WEBSITE

Our district and school website can be reached through www.mpsd.org. Click *schools* then *Martinson Elementary School*. Our school website provides enhanced communication between school and home.

PROBLEMS AND CONCERNS REGARDING SCHOOL

Whenever there is a concern about your child's education or an incident in the classroom or at recess, please contact your child's teacher. If you feel the situation needs further attention, the school principal should then be contacted. The principal and staff will resolve any problem as professionally and satisfactorily as possible, for your child's welfare is our highest priority.

ACADEMIC PROGRAMS

GENERAL CURRICULUM

The Martinson School follows the different subject curricular of the Marshfield Public Schools written to reflect the standards for education as set by the Massachusetts Curriculum Frameworks. Within this, we have a strong focus on reading, writing and math across all content areas. Our intent is to teach and encourage children, not just to learn to read and write, but to become enthusiastic readers and writers. We stress the importance of thinking and problem solving in all areas. We want children to be proficient and comfortable in the understanding of numeration as well as in computation. We teach children to work with each other in pairs and in groups both respectfully and productively. We teach children to take pride in putting forth their best effort in all areas. We set high standards for work habits and educational excellence.

KINDERGARTEN

Children residing in the Town of Marshfield may be admitted to kindergarten only if they are five (5) years of age on or before August 31st of that school year. There is no process in place to challenge this policy.

Parent Orientation - An orientation for parents is held in the spring to provide information about the kindergarten curriculum. Parents are invited to visit the kindergarten classrooms.

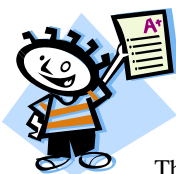
Registration - Kindergarten registration is held on the first Wednesday in March. The registration date is posted in the *Marshfield Mariner* and the *Marshfield Reporter* usually the month before. Specific documentation is required and only parents/guardians need attend.

Screening – At kindergarten registration, you will sign up for a screening appointment in the Spring. The screening process is to identify a child who may have special needs. It is not a readiness screening. The children are screened in the area of vision/hearing, fine motor/gross motor, speech and language, cognition, visual motor and visual memory.

Annual preschool (3 and 4 year olds) screening for special needs is provided by the Marshfield Public Schools. To contact the Early Childhood Office, please call 781-834-5048.

Student Orientation – Parents/guardians will attend, by appointment, on one of the two days before school begins for Kindergarten. (Friday of that week will be the first day of school for A.M. and P.M. sessions.) Students will see their classroom, meet fellow students, their teacher(s), and see their school bus.

PROGRESS REPORTS AND CONFERENCES



Progress reports are issued in November, February, April, and the last day of school in June. These reports give a brief account of your child's progress. (See school calendar on page 9). At the Kindergarten level, there will be two progress reports during the year. These will be discussed with the parents at scheduled conference times.

There are three scheduled conference dates and one Open House each year. Other conferences may be arranged as needed by sending a note to the teacher or by calling the school.

ART PROGRAM

The Art Program presents experiences designed to develop and enhance perceptual and observational skills, thinking, imagination and creative problem solving. We connect and integrate art into grade level curricula and use art to further explore enrichment activities using age-appropriate activities and materials. Through these experiences, during one 50-minute period each week, the students learn about creating, looking and living with art in their world. The program focuses on expression and the process of making art so that the children can confidently give form to their own ideas, dreams and perceptions, in their own special ways.



(Kindergarten Art classes meet for ½ year – a.m. session only)

MUSIC PROGRAM

All Martinson School students attend music class of 40 minutes each week. In addition, there is a string instrumental program for students in grades 3, 4, 5. Band students in grades 4 and 5 meet one day each week for small group lessons designed to teach the basic skills of the chosen instrument. The band and strings ensemble practice weekly and perform at least twice yearly. Grade 5 students who have had one year of band lessons begin morning band rehearsals in the fall. These band rehearsals meet outside of the school day to prevent absence from class. Transportation is the responsibility of the parent/guardian. These rehearsals provide an important opportunity for band students to meet as a group and work on ensemble music for the Winter and Spring concerts. All fifth grade students are involved in the 5th Grade Chorus.

Kindergarten music classes meet ½ year – a.m. session only.

LIBRARY PROGRAM

All students attend a 30-minute library class each week. During this time, students are able to check out and return books, share a variety of literature, learn library skills, or do research (print and technology) on subjects being studied in class. Students may not check out new books until all other books have been returned. In many instances, the library staff will allow students to return library books the next morning so they can check out a new title (at the discretion of the classroom teacher and always before library classes begin). Students are encouraged to use the library whenever library classes are not in progress to do research and additional reading.

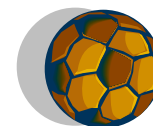


All students have the opportunity to borrow a book from the library on a weekly basis. Students are expected to return or renew their books on the day of the library class. If a library book is damaged or lost while on loan, the student/family will be expected to replace the book or make a satisfactory financial arrangement with the librarian.

PHYSICAL EDUCATION

All children participate in 30-minute Physical Education once a week in Kindergarten and twice a week in grades 1-5. At all grade levels, the focus of each class is geared toward maximum participation with an emphasis on the values of self-respect and respect for others and their efforts.

The curriculum itself flows developmentally from Kindergarten through fifth grade. The emphasis at the primary level, K-2, is one of movement, exploration and fundamental skill development. The concepts of safety, self-pacing and sharing space are continually reinforced.



The transitional year of third grade builds upon the child's gross motor and basic skill development. This begins to prepare them for the individual and team sport activities in the fourth and fifth grades. Physical fitness, rhythmical activities and gymnastics are fundamental to both the primary and upper elementary grades.

All children must be properly prepared for physical education classes with sneakers and comfortable clothing suitable for active play. (Due to health reasons, a parent/guardian note for exclusion is required.)

READING / LITERACY SUPPORT

Our Reading Specialists supplements the reading program for students who have some needs beyond the regular program. Our reading specialist serves as a resource for classroom teachers. Services can be provided through in-class, group, and individual instruction as well as interfacing with "at risk" readers. Our goal is for children to develop effective reading strategies to they can read challenging texts independently. Other school district reading support programs include Title I and Project Read.

MCAS TESTING

Students in grades three, four and five will participate in the Massachusetts Comprehensive Assessment System (MCAS) during the spring of each school year. The MCAS schedule for 2008 is outlined below:

Grade 3	ELA Reading Comprehension	March 30	-	April 14
Grade 4	ELA Reading Comprehension Long Composition	April 1 March 31	-	April 14
Grade 5	ELA Reading Comprehension	March 30	-	April 14
Grade 3	Math	May 11	-	May 28
Grade 4	Math	May 11	-	May 28
Grade 5	Math	May 11	-	May 28
	Science/Technology	May 12	-	May 28
	History & Social Studies	May 13	-	May 28

GENERAL EDUCATION SERVICES AND PROGRAMS

Student Teacher Assistance Team (S.T.A.T.)

The Martinson S.T.A.T. is composed of teachers, specialists and the principal, provides us with a team approach to solving specific problems that inhibit pupil progress. The S.T.A.T. meets MA state regulations, which requires each school to have a regular education instructional intervention process. Through brainstorming with a classroom teacher, the S.T.A.T. assists in: resolving student problems at this level, providing general education interventions or makes referrals for assessment(s) to determine eligibility for special education.

Curriculum Accommodation Plan:

A student may receive screening/observation from one of our therapists. This could result in a student participating in regular education small group support services for academics (reading, math, etc.) speech, fine motor skills, etc. In this instance, a Curriculum Accommodation Plan (CAP) would be written for the child and implemented by the classroom teacher. The CAP documents the accommodations and/or modifications a child may need in order to be as successful as possible in the classroom.

504 General Education Accommodation Plan:

Section 504 is a civil rights law that protects the rights of individuals with disabilities. A student may be eligible for a 504 General (Regular) Education Accommodation Plan if he/she has a physical or mental impairment that substantially limits one or more major life activities.

English Language Learners:

Districts with low-incidence populations of ELL (districts in which most students are English proficient) must provide sheltered English instruction for their English learners. This will be done by tutors or paraprofessionals who are proficient in the English learners' primary language(s) working in the classroom for all or part of each day. District may provide pull-out instruction; however, an English language learner must be able to participate effectively in the general classroom during those times when the subject is not engaged in pull-out instruction. Parents will be asked to complete a survey upon enrollment and any student found eligible will receive services.

Home Tutoring:

In the event of surgery, accident, or prolonged illness, home instruction provided by Marshfield Public Schools may be available for major subjects. Inquiries may be addressed to the principal or guidance counselor. A medical statement signed by a physician is required for this service. The assigned tutor will coordinate all assignments and materials with the classroom teacher. Home tutoring is a temporary measure with the expectation that the home-bound student works on his/her own studying the materials provided.

SPECIAL EDUCATION SERVICES AND PROGRAMS

Marshfield Public Schools provides a wide range of services for children with learning difficulties.

If regular education strategies do not adequately address the problem, referral of a student for an evaluation may be made by the building-based student teacher assistance team or parent. As a result of screening, analysis of standardized test results, and teacher and parent input, special services may be recommended as part of an individualized educational plan.

Individual Educational Program (IEP):

Students who continue to experience difficulty in the classroom will be assessed (team evaluation) and, if found eligible, an Individual Educational Program (IEP) will be developed with services provided in areas of identified need. For those students determined to be eligible for special education based on a disability or lack of effective progress in regular education, a variety of services are available. These include, but are not limited to the following:

Learning Disability Specialist — This program is designed to provide instructional support for students who, through identification and assessment, have been determined to have a specific learning disability. These services are provided primarily in the student's general education classroom in an inclusive model. When the nature of the disability warrants, these services may be provided outside the classroom. Weekly consultations with general education teachers are provided to assist students in making effective progress.

School Adjustment Counselor--- This service is provided for children who need help working through social or emotional difficulties and in developing appropriate or improved social skills to help with the individual child's learning or adjustment within the classroom/school setting. In addition, the SAC works closely with the principal on social difficulties, conflict resolution issues, bus issues, and other areas where peer conflicts could arise.

Speech / Language Therapy---This program includes children whose communication disorders may be a primary handicapping condition or occur in conjunction with other handicapping conditions. When a student's communication skills hinder effective classroom progress, a student may be identified as requiring specialized speech and language instruction. Services can range from screenings, evaluation, consultation or short-term therapy as outlined in a 504 Regular Education Accommodation Plan or an Individual Education Program. Areas serviced in the school setting include articulation and phonological disorders, language disorders and hearing/auditory disorders.

Occupational & Physical Therapy----These services are provided to children who have a moderate to severe disability in fine and/or gross motor, visual motor, sensory integrative or perceptual development. Students are seen individually, in small groups, or, they may be serviced within their general education classroom, where consultation and co-teaching of appropriate skills are taught and reinforced; as outlined in a 504 Regular Education Accommodation Plan or in Individualized Educational Program (IEP) or general education short-term seamless services.

School Psychologist --- The School Psychologist is available to consult with staff on issues of child development, educational psychology, testing and determining eligibility for special education services by assisting in identifying student disability.

HEALTH INFORMATION

SCHOOL CLINIC / NURSE



There is a registered nurse on duty during the school day. Observation of physical health, testing of vision and hearing postural screening, and health counseling are part of the school nurses' duties. The school nurse also administers first aid. First aid is defined as immediate temporary care given in the case of injury or sudden illness. Care beyond first aid may not be given by the school and is the responsibility of the parents. In the event of serious emergency, if parents cannot be immediately contacted, 911 will be called and the child will be transported to a local hospital. In instances when a parent/guardian is not at home during school hours, it is essential for the parent/guardian to designate a relative or friend to be contacted in an emergency. Parents or parent designees are responsible for the transportation of a student, who has been injured or who becomes suddenly ill.



In cases of extended absences from school due to injury or illness, a note from a parent is required for the classroom teacher upon the student's return to school. A doctor's note is required before a student can resume participation in gym or recess after a severe injury or extended illness.

MEDICATION ADMINISTRATION POLICY

Specific policy following state laws on the administration of medication for students required during school hours is as follows:

- All medication kept in school must be supplied in the original or duplicate container and contain the name and telephone number of the pharmacy from which the drug was purchased, the student's name, name of the prescribing physician and the dosage of the drug to be given. (All medications must be renewed as needed and at the beginning of each academic year.)
- Parents/guardians and physicians must sign the appropriate administration permission forms and return such forms to the school nurse.
- Over the counter medicines also need physician's signed instructions.
- Medication must NOT be sent to school with students. A parent or responsible adult needs to deliver the medication to the school nurse.

In the event of a field trip, the school nurse will delegate and train an appropriate person to administer the medication.

(A complete copy of School Committee Policy ME03 and ME04 may be obtained from the school office)

HEALTH PROBLEMS

At the beginning of each school year, or as necessary, it is the parent's responsibility to make the nurse aware of any health problems, chronic or temporary, which may impact on the child's performance in school. The school nurse is available to help in any way possible and the parents should feel free to consult her at any time during the day.

COMMUNICABLE DISEASE CONTROL:

Communicable disease control is an important function of the school nurse. A Doctor's Free From Contagion Certificate should be presented on the pupil's return to school after: Chicken Pox, Impetigo or Ringworm, Conjunctivitis or Pink Eye, Scarlet Fever, Strep Throat, or Pediculosis (head lice).

The following are some of the isolation requirements of the school department and the board of health:

- **CHICKEN POX** is contagious from two days before the rash starts until all the blisters have crusted over. Under state regulations, people with chicken pox must stay out of school and work until all their blisters have dried and crusted. Effective September 1, 1999, children entering Kindergarten and grade seven must provide physician documentation of either having had chicken pox disease or vaccination against it.

- **IMPETIGO OR RINGWORM** is an annoying sore usually found around the face and extremities. A child with impetigo may attend school if he/she has seen a doctor and has completed the first 24-48 hours of antibiotic therapy. If the child is not under the care of a doctor and there is no treatment, the child must remain at home until the lesions are gone.
- **CONJUNCTIVITIS OR PINK EYE** is an inflammation characterized by drainage, redness, and itching of the eyes. A child with conjunctivitis should be seen by a doctor and remain home at least through the first 24-48 hours. Prevention methods should be taken by parents to prevent the spread of disease to other members of the family.
- **HEAD LICE** can be a problem in school. The best way to treat this potential problem is through awareness and prevention. Children are checked periodically for head lice by the school nurse. Parents should be on the alert at home and should notify the school immediately if they find or suspect head lice. In this way the school will be able to keep the spread of head lice under control.



The Massachusetts Department of Public Health (DPH) requires that children be immunized at specific intervals during their school years. Please consult your physician regarding your child's immunization or contact our school nurse to assist you with question.

MARSHFIELD PUBLIC SCHOOL POLICIES

NON-DISCRIMINATION

Marshfield Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability in its admission or access to, or treatment or employment in its programs or activities. The Marshfield School Committee is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. It is the policy of the Marshfield School Committee to oppose and prohibit, without qualification, unlawful discrimination and harassment based on race, color, religion, national origin, marital status, sex, sexual orientation or disability. Any unlawful discrimination or harassment of any member or guest of the Marshfield school community is a violation of this policy. Marshfield Public Schools will act to investigate all complaints and may discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

ATTENDANCE

In compliance with Massachusetts General Laws and to stress the importance of exemplary student attendance to academic success, the Marshfield School committee has determined that all Marshfield students are expected to attend school 180 days including 900 hours per school year at the elementary level in order to meet promotion. The following policy explains the rules that shall govern attendance monitoring and compliance. This portion pertains to the elementary level only.

(A complete copy of School Committee Policy SS19 may be obtained from the school office)

ATTENDANCE AND CREDIT

Daily attendance is essential to a student's academic progress and achievement. Daily attendance is the responsibility of the student and the parent, together with the best efforts of teachers and administrators. Parents are encouraged to schedule routine doctor and dentist visits after school hours, and plan vacations during school breaks. Concerns over excessive absences will be referred to our School Attendance Officer for appropriate action.

Students are expected to attend school unless a legitimate reason is provided by parent or guardian, or physician. Ten (10) or more absences in a school year are considered excessive. A letter will be sent to inform parents that the ten days has been reached. Should poor attendance continue, a second notice will be sent asking parents to contact the Nurse or School Adjustment Counselor to work on resolving the situation.

It is important to note that the 10 excessive days absence policy is not to be interpreted as permission to be absent from school for ten (10) days. Absence should be only for a serious or medical reason.

ABSENCES DUE TO FAMILY TRIP DURING SCHOOL TIME

Teachers are not responsible for providing work in advance for students who miss school due to vacations during school time. Teachers will maintain a collection of assignments done in class during the child's absence and provide a reasonable period of time for the work to be made up.

DISMISSALS

Student dismissals raise safety concerns for the school and disrupt the academic work of the class. Dismissals will be confined to medical, legal, extraordinary (i.e. special recognitions, celebrations, funeral services, etc), or emergency matters. A student dismissed prior to 11:45 a.m. will be marked absent for that school day. Afternoon dismissals prior to 3:15 p.m. are recorded as dismissed for that day.

MAKE UP WORK

All students are responsible for making up missed work in order to receive a grade. With respect to extended absences, the student's parent should submit a letter to the school principal in advance and the principal will notify the teacher. A student absent from school because of a family trip will be expected to have all work completed soon after his/her return to school. Teachers are not responsible for providing work in advance for students who miss school due to vacations taken during school time. Teachers will maintain a collection of assignments done in class during the child's absence and will provide a reasonable period of time for the work to be made up.

CONDUCT, DISCIPLINE, DRUGS/VIOLENCE/ SMOKING, AND DISCIPLINE

Each student is expected to attend school daily unless there are medical or legal reasons for the absences. Students must bring a note to school from home with the dates and the reasons for their absence upon their return to school. Students may have two days' time in which to make up work due to absences. Any student who is absent from school a total of twenty (20) or more days during the school year without a doctor's note, will not receive credit for that year's work. Students who are tardy or dismissed must also provide a note signed by the parent/guardian. Students recovering from a prolonged illness may receive home instruction upon the school's receipt of a "Physician's Statement for Temporary Home or Hospital Education."

Order and discipline shall be required in all schools and classrooms. Whenever the conduct of any student violates the rules of the school or is a detriment to the morale, welfare or proper education of all students then the Principal shall invoke such methods of discipline as he/she deems just and proper within the limits set by the Committee and under the laws of the Commonwealth. Additional provisions will be made for those students who have been found by an evaluation team to have special needs and whose program is described in an Individual Education Plan (IEP).

In order to ensure that our district uniformly administers consequences for illegal drug and alcohol use and violence, our elementary principals will meet annually to review and revise all conduct codes in student handbooks. Disciplinary actions taken for drug, alcohol, or violence issues should always emphasize fairness and developmentally appropriate consequences which may include suspension from school or other necessary actions. Principals will always work closely with parents when such issues arise to ensure that students who violate school policy around drugs and violence are dealt with in a fair, consistent, and remedial manner.

As established by the MA Education Reform Act of 1993, ALL public school buildings and grounds are smoke-free. NO SMOKING in or around school is permitted.

Students are expected to behave properly on the bus. Appropriate discipline for breaking bus rules may include:

- Assigned seat on the bus.
- Informing parents of misbehavior on the bus.
- Suspension of bus privileges.

A student's mode of dress or appearance must not be disruptive to the teaching/learning process, be unclean or violate the health and safety regulations of the Commonwealth of Massachusetts.

(A complete copy of School Committee Policy SS05 may be obtained from the school office.)

CORI (Criminal Offender Record Information)

It shall be the policy of the Marshfield Public Schools to obtain all available criminal offender record information (C.O.R.I.) from the Criminal History Systems Board of prospective and existing employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer.

(A complete copy of School Committee Policy AD14 may be obtained from the school office.)

EQUAL OPPORTUNITY

Title IX of the Federal Laws and Chapter 622 of MA General Law requires that MPS guarantees all students from linguistic, racial and ethnic minorities; males; females; sexual orientation, religion; national origin; homeless; and students with disabilities have access equal to that of students in the general education program and the full range of any occupational/vocational education programs offered in the district. This policy of non-discrimination extends to and includes admission to programs and activities in accordance with Title IX of the Educational Amendments of 1972 and Section 504. The school provides equal opportunities for all students to participate in intramural and interscholastic sports. Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of sex, race, color, religion, national origin, sexual orientation, disability, or homelessness.

Any equity questions relating to students and programs should be directed to Scott Borstel, Assistant Superintendent of Schools, Title IX Coordinator, 504 and Chapter 622 Coordinator (781-834-5000 x 101) or Susan Dupuis, Director of Special Education/Pupil Personnel Services, (781-834-5000x115). If you have any questions or concerns regarding Title IX or Chapter 622 and how they affect you and/or your children, feel free to contact the administrators noted above.

(A complete copy of School Committee Policy AD05 may be obtained from the school office.)

ELECTRONIC DEVICES

Radios, walkman, tape recorders, electronic games, hand-held fans/spritzers, beepers, cell phones, laser pointers or similar devices are **NOT** allowed in school and will be confiscated and returned to parents.

FIELD TRIPS

Throughout the year, students will be involved in a number of field trips. The trips are an important part of a child's school experience and every attempt is made to have each child participate. Parents will be notified in writing when a field trip is scheduled. Costs may vary and are paid for by each family. Funds are available for any child needing assistance. Please notify the teacher or Principal if these circumstances apply to you. Students will 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. All participating students must submit a signed parent/guardian form at the beginning of each school year. Such form shall include appropriate authorization for emergency medical care and administration of medication.

(A complete copy of School Committee Policy SS17 may be obtained from the school office.)

FILM SELECTION

In accordance with the educational goals of the Marshfield Public Schools, the following criteria must be met in the selection of films or film clips for academic use: Individual student learning modes, teaching styles, curricular needs, faculty and student needs and student maturity all must be carefully considered when choosing a film. Films must contribute and be relevant to the objectives in the instructional program; represent artistic, literary and intellectual qualities; reflect the problems, aspirations and ideals of society; be appropriate to the level of the user (G rated), and represent a balance of differing viewpoints on controversial subjects. All films must be previewed in their entirety by the teacher using them in class. All films, if not being shown in their entirety, should be edited to meet the needs of the unit being taught and to meet the guidelines of the policy.

(A complete copy of School Committee Policy CU08 may be obtained from the school office.)

FOOD ALLERGIES (Peanut, Peanut Products & Shellfish)

All staff understand that an allergy to peanut, peanut products, tree nuts and/or shellfish is a potentially life-threatening condition. It is critical that an immediate and appropriate response be made. A conference with a parent/guardian and the school nurse will be held to develop a student's individual health care plan (IHP) as well as medication administration plan. "Peanut-free" zones are established in cafeterias by the designation of certain tables. "Peanut-free" zones are also established in primary grades where snack programs exist. The school's snack program is monitored by the Director of Food Services and no items are available which contain peanuts

or peanut products. Additional measures for a student with a peanut or peanut product allergy must be incorporated into the general anaphylaxis protocol, policy and procedure. At all times each student is an integral part of the classroom community and parents/guardians of classmates are requested to be sensitive to this issue and its impact on the types of food that should be sent to school from home.

(A complete copy of School Committee Policy ME11 may be obtained from the school office or school nurse.)

WELLNESS

The Marshfield Public School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance.

The Marshfield Public School District will:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors

- The entire school environment shall be aligned with healthy school goals for good nutrition and regular physical activity
- The Marshfield Public School District shall have a comprehensive curriculum approach to nutrition beginning in Pre-Kindergarten through 12th grade. All PK-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized

2. Support and promote proper dietary / nutritional habits / opportunities contributing to students' health status and academic performance

- All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie
- The full meal school lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs
- The School Food Service Program provider will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales
- The Food Service Director will work closely with the Nutrition & Physical Activity Advisory Council
- The use of food items as part of a student incentive program is strongly discouraged. Should teachers feel compelled to utilize food items as an incentive, they are required to adhere to the District Nutrition Standards

3. Provide opportunities for students to engage in physical activity

- A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should include regular instructional physical education which is sequential, comprehensive and standards-based, as well as co-curricular activities, and recess - as developmentally appropriate

4. Establish and maintain a district-wide Nutrition & Physical Activity Council to:

- Develop procedures to implement this policy
- Evaluate policy implementation and propose revisions if necessary
- Serve as a resource to school sites
- Seek grant funding sources

5. Provide information regarding nutritional practices and standards

- Nutrition information will be provided to parents beginning at the elementary level
- Nutrition and physical activity information will be provided to all school staff at the elementary, middle and high school levels.

Nutrition Standards: The Marshfield Public School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide both calories and a significant amount of nutrient needed by the body to maintain good health.

(A complete copy of the School Committee Policy SS21 may be obtained from the school office.)

HARASSMENT

The policy of the MPS is to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment. This policy affirms federal and state law prohibiting sexual harassment.

Complaints of sexual harassment will be promptly and carefully investigated. Retaliations that occur as a result of filing sexual harassment claims will not be tolerated.

The identity of the complaint and the alleged offender, as well as information relating to any investigation of complaint, will be kept confidential and revealed only to those necessarily involved in a thorough investigation of the allegations of sexual harassment.

(A complete copy of School Committee Policy SA05 may be obtained from the school office.)

BULLYING

I. GOALS

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

The Marshfield Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. All reports of bullying will be promptly investigated by the Marshfield Public Schools.

Bullying is defined as a verbal, physical, written, or electronic action, or incident or other direct or indirect behavior that is cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power. The Marshfield Public Schools response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Marshfield Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

II. RATIONALE

The Marshfield Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. The Marshfield Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Marshfield Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

III. APPLICATION

This policy applies to all sites and activities under the supervision and control of the Marshfield Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct.

IV. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its reoccurrence. The District is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed in each school handbook.

(A complete copy of the School Committee’s Bullying Policy SS22 may be obtained from the school office.)

HAZING

Hazing is prohibited at any school sponsored activity or event. Pursuant to MA General Law, Chapter 536 of the Acts of 1985, it is now a crime to participate in or organize hazing, or for a person at the scene of such a crime to fail to report the incident.

((A complete copy of the School Committee’s Attendance, Conduct, Discipline and Dress of Pupils, Policy SS05, may be obtained from the school office.)

HOMEWORK

Homework is considered to be an integral part of the instructional program. Assignments shall be in accordance with guidelines and procedures approved by the School Committee.

General: Homework will be given to teach the responsibility of completing an assignment; to reinforce skills learned in the various subject matter areas; and to enrich the school program. Homework may be a one-night assignment or a long-term assignment such as a social studies project or a book review. Parents are urged to understand what the child is assigned and to have the student verbalize and explain what s/he is doing.

Specific:

1. Homework should be given to reinforce specific skills or concepts.
2. Homework should be given to stimulate the creative and investigative needs of a student.
3. Homework should be explained carefully by the teacher, often accompanied by written directions with an example, if possible, so that the student understands exactly what is to be accomplished.
4. The returning of homework in a timely fashion and in a correct manner is a major goal of the policy. Contact with the home or the issuance of progress reports would be appropriate action for repeated failure to turn in assignments.
5. The student is responsible for completing the homework carefully and legibly. Parents should check for legibility and to be sure that the assignment has been followed. Depending on the nature of the assignment, the teacher is responsible for returning it within a reasonable time period.

Length of Assignments: As the students progress through the MPS System, it will be expected that they will complete homework assignments according to age-appropriate standards and levels of ability. The MPS System expects students to extend their in-school learning experiences through a variety of home assignments. These homework activities progress from informal assignments in Kindergarten to more formal assignments as the students move through the grades. Students may have assignments nightly, weekly, or as long-term integrated projects. Under the aforementioned limitations and guidelines, the daily allocations of time for homework assignments are as follows:

<u>GRADE</u>	<u>AVERAGE TIME REQUIRED</u>	<u>ADDITIONAL TIME FOR READING*</u>
K	Occasional	You are encouraged to read to your children daily
1	10 minutes	30 minutes
2	20 minutes	30 minutes
3	30 minutes	30 minutes
4	40 minutes	30 minutes
5	50 minutes	30 minutes

*MPS School Committee Policy

At grades K-2, homework assignments will be flexible. Grades 3-5 will be assigned homework Monday through Thursday. Long-term projects may necessitate work that extends into some weekends. It is the obligation of the parent to provide an appropriate setting, environment and time for his/her child to meet his/her homework responsibilities. An appropriate setting or environment includes a quiet space, no television or radio or interfering activities, etc.

Homework should be a top priority in the planning of after-school activities. If the child reaches a point of frustration, s/he should stop the homework for the night. We expect a note from the parent in this type of situation.

KINDERGARTEN (occasionally)

Homework is not given on a regular basis, but parents are strongly encouraged to READ to their children daily and to reinforce any concepts on which they are working. Occasionally, family projects are requested. Absentees are asked to do missed class work for homework.

GRADE ONE (10 minutes)

Take-home books (pre-read in school) are sent home weekly with students to be shared with the family. A weekly theme-related paper-pencil activity is also sent home to be shared with the family. Parents are encouraged to READ nightly with/to their first graders.

GRADE TWO (20 minutes)

Assignments will vary in nature among math, language arts (reading or spelling), social studies, and science. There will also be occasional “at home” family projects assigned. If there is no assigned homework for a given evening, children are expected to READ and/or have a parent or other sibling read to them.

GRADE THREE (30 minutes)

Each child is expected to read at least 30 minutes each night. Fifteen-minute assignments will be given in one or two other subject areas. Some variation in assignments is to be expected on occasion. Additionally, book reports, social studies and/or science projects will also be assigned at certain times throughout the year.

GRADE FOUR (40 minutes)

Assignments will be given in different subject areas nightly and should require at least 40 minutes. If a child finishes his/her homework early, s/he is expected to READ for the remaining portion of the 40-minute time period.

GRADE FIVE (50 minutes)

Assignments will total 50 minutes minimum in social studies, math, science, and language arts. Special projects each month may carry over through weekends or vacations.

Students with Special Needs:

Homework for special needs students should be commensurate with their strengths and needs as defined within the goals of their individual educational plans.

(A complete copy of School Committee Policy SS08 may be obtained from the school office.)

CHILD INTERNET PROTECTION ACT (CIPA)

“Marshfield Public Schools is required to monitor all students’ in-school use of email, chat rooms, hacking, and other electronic communications such as instant messaging. This monitoring will occur as part of the normal classroom routine. Any and all violations of this policy by a student shall be subject to school discipline up to and including expulsion. Any unauthorized activity or unauthorized disclosure, use or dissemination or personal information by a student or others will be dealt with through the appropriate disciplinary procedures as outlined in this handbook. Repeated proven infractions may result in discipline up to and including suspension or expulsion.

Marshfield Public Schools will use appropriate “CIPA” complaint filters and firewalls through our current Internet service provider and will make its best effort to maintain and update a list of blocked websites.

All student users are prohibited from attempting to override the filtering system and/or firewall. Such action will result in the loss of the privilege to use the Internet and may result in further disciplinary action up to and including suspension or expulsion.

The use of chat rooms by students is strictly prohibited unless authorized by a building principal. All students are prohibited from using email unless under the guidance of teachers and with parental permission. All permitted emails will be monitored by a teacher in charge.

(A complete copy of School Committee Policy CU02 may be obtained from the school office.)

NON-CUSTODIAL PARENT NOTIFICATION

If you are a non-custodial parent and would like access to your child's records, including report cards, test data, and progress reports, Massachusetts General Laws c.71, section 34H governs access to student records to parents who do not have physical custody of that student. Generally, the law requires that a non-custodial parent must submit a written request and other documentation to the school principal each year. Additional information regarding this state law may be obtained from the Department of Education at: www.doe.mass.edu/mailings/090199/sturecordmemo.html

SECURITY AND VIDEO SURVEILLANCE

The School Committee recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed and maintained at each school building. Parents/guardians are hereby notified that video surveillance may occur at their child's school or on any transportation vehicle.

(A complete copy of School Committee Policy SA08 may be obtained from the school office.)

SEX EDUCATION: PARENT NOTIFICATION

At the beginning of each year, the Superintendent of Schools/Principal will notify each family, in writing, of the curriculum that primarily involves human sexual education or human sexuality issues. If the planned curriculum changes during the school year, to the extent practicable, parents will be notified of this fact in a timely manner before implementation.

Parents may exempt their child from this curriculum by writing a letter to the principal. The student may be given an alternative assignment. Parents may also inspect and review materials at the school for this curriculum by setting up an appointment with their child's teacher.

STUDENT RECORDS

The Marshfield Public Schools regard all student records as confidential and require that records be treated with appropriate considerations, privacy, and due process when student information is utilized and disseminated. Our schools maintain information about pupils under the supervision of the professional staff in order to carry on the educational program.

Parents may request to view their child's school file. A staff member will be available within two consecutive weekdays of the request and will be present for the inspection of the files. Parents have the right to challenge the material or accuracy in the student file. Administrators will then help the parent secure a hearing on the matter. Staff members in the Marshfield Public Schools have access to the student files on a "need to know" basis. Health records are kept under the direct supervision of the school nurse.

(A complete copy of School Committee Policy SS10 may be obtained from the school office.)

STUDENT BUS TRANSPORTATION

Transportation Coordinator (Frank Conton 781-834-5042)

Each student is entitled to ride the bus from the designated stop nearest his home to the school and from school to the designated stop nearest his home in accordance with established state law mileage limitations. Any variation from this policy needs the approval of the building principal with backup documentation from the parent/guardian at least five school days prior to the requested date. The school office will inform the classroom

teacher and the bus driver of the approved bus stop change. **Private lessons, social visits, occasional jobs, and other occasions related to parent/pupil inconvenience are not allowed as reasons for change.** Transfers for day care purposes may be allowed if there is space available on the bus. Should space become an issue, the school will notify the parents/guardians, in writing, two weeks prior to reverting to the original drop off point and transportation will revert to the parents/guardians. **The requested drop off point must be on an existing bus route within the student's school district and must be on a permanently defined basis (i.e.-same day(s) every week, month, for the year).** **Multi drop-off locations during the course of a week are not allowed unless approved by the Transportation Coordinator.**

Riding the school bus is a privilege. This privilege can be taken away from any student who is not courteous, who endangers the health or safety of any student, disturbs a school assembly, or violates any school handbook policy. Any decision revoking the privileges of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student, and the parent(s)/guardian of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student's parents must meet with the school principal or designee. SPED/504 students require a re-convening of the Team before permanently changing the mode of special transportation.

The use of the school bus for any other reason is strictly prohibited by state law, except in cases of emergencies. Emergency use of the school buses may be granted by permission of the Superintendent of Schools; in his/her absence, the principal of the school may make this judgment, notifying the Superintendent of Schools in writing of the incident as soon as possible.

In those instances when parents or guardians of students in a school building request assignments to school buses or other bus stops other than the students' regularly scheduled bus, the principal will first check the official bus list for the school, making sure that not more than the rated capacity of students are assigned to ride on any school bus. The Transportation Coordinator shall review the request and render a decision. The school office will inform the classroom teacher and the bus driver of the approved permanent bus stop change. This decision may be appealed to the Assistant Superintendent of Business and Finance or, ultimately, to the Superintendent.

Objects brought on the bus must be small enough to be carried in a school or book bag or held in one's own lap or at one's feet provided it does not extend into the aisle. All other items, such as large musical instruments or curriculum projects, must be transported to and from school by the parent.

Return to School of Students, Grades K-5

Kindergarten and First Grade Students will be returned to school if they miss their designated stop in either the morning or afternoon. Also, if there are no other older students at that bus stop or no parent to receive them, they will be returned to school until such time as the youngster(s) can be released to a parent or guardian. The bus driver will radio their dispatcher indicating the circumstances asking the dispatcher to call the school involved so that the returning student will be anticipated. At no time shall the driver leave a Kindergarten student unattended. Kindergarten bus monitors may be provided, depending upon availability of annual funding, on mid-day runs only.

Under those circumstances when any Kindergarten through Grade Five Student(s) of the MPS misses his/her regularly scheduled bus stop in the afternoon, the driver will return the youngster(s) to the school after calling ahead to their dispatcher so the school can be notified of the student's return.

Use of Video Cameras on School Buses

The school buses used in Marshfield have the capability to videotape riders when, in the judgment of the building principals, independently or in collaboration with the Superintendent of Schools and/or his/her designee and transportation officials, student or school bus safety and/or security is in question. All such video tapes are the property of the MPS and may be used for internal safety or educational purposes or to provide police with evidence of possible criminal act.

Food on Buses

Students are never allowed to eat or drink anything while traveling on our buses or vans while traveling to and from school. This long established practice eliminates the potential danger of children choking or being exposed to a substance to which they may be extremely allergic and which cannot be monitored by the bus driver during the route. On occasion, students may be allowed by coaches or chaperones, to consume food on buses during extended travel events for athletic events and field trips. It is the responsibility of students to keep the bus clean and for the chaperone or coach to check the bus prior to student departure for the day.

Disciplinary Procedure: Responsibilities of Bus Driver

All drivers should utilize good judgment, experience, and maturity in handling of students. Drivers should use common sense and never exceed the bounds of good taste in redirecting a student and certainly never strike a

child or use profane language. If the driver cannot correct the situation to provide a safe environment, he/she must take the following action(s):

1. Return to school, if possible.
2. Pull the bus over to a safe location and immediately radio the dispatcher for police and school administrator assistance. No one will be allowed off or on the bus.
3. Do not put a pupil off the bus or deny transportation to any student(s).
4. Maintain a written record of the incident including the date, student(s) name, address, school, nature of the offense, date the report is submitted to the building principal, and the Transportation Coordinator.

Drivers should always report immediately whatever corrective action is taken on the bus to the building principal and to the Transportation Coordinator.

(A complete ten page copy of the School Committee's Transportation Policy SS13 may be obtained through the school office.)

TELECOMMUNICATIONS (INTERNET) USE

The MPS strongly believe in the educational value of electronic services and recognize the potential to support curriculum and create lifelong learners who know how to find information in our rapidly changing world. The MPS will take reasonable and due care to protect our elementary school students from any misuse and abuses as a result of their experience with an information service including filtering software and monitoring all use. Please discuss the following usage guidelines with your child. A form will be sent home at the beginning of the school year for your child and you to sign. As a user of this service, your child will be expected to abide by the generally accepted rules of network etiquette ("netiquette"). Guidelines for students are:

INFORMATION: While we will take reasonable and due care to supervise student searches on the Internet, the school district makes no guarantees of any kind about the accuracy or appropriateness of the information found on-line. Parents are responsible for evaluating your sources.

VANDALISM: Do not damage any school computer system. In addition, never move, delete, or modify any applications or files that are not yours.

SOFTWARE: Do not load programs onto any computer without the permission of the teacher.

COPYRIGHT: Do not use other people's information or ideas as your own. Always give credit to the original creators of the information you find on-line.

We will introduce e-mail use only as a teacher-directed activity where it is relevant to the curriculum. These additional guidelines regard the student's use of and behavior on the Internet in cooperative learning project work and in the supervised use of the e-mail when that service is in place:

- BE POLITE.
- USE APPROPRIATE, RESPECTFUL LANGUAGE.
- VALUE YOUR PRIVACY.

As with all policies, the school officials may determine other behavior to be inappropriate. We reserve the right to change this policy without notice as the need arises.

(A complete copy of School Committee Policy CU07 may be obtained from the school office.)

VOLUNTEERS

Volunteers are integral to the success of the MPS. We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the staff and students of the MPS.

The sole purpose of this policy is to assist volunteers in the performance of their support for MPS. Nothing in this policy shall be deemed to create a contract between the school volunteer and the MPS or Town of Marshfield. Nor shall this policy in any way affect the Schools' or Town's ability or right to terminate its association with any volunteer for any reason with or without cause.

All volunteers are required to sign in at the main office and receive a badge indicating that they are a volunteer/visitor. The badge is to be dropped off at the office upon departure and signing out.

A "school volunteer" functions without compensation, remuneration or other consideration, and shall serve under the immediate supervision and direction of the professional staff of the district to which he/she is assigned.

Volunteers serve without benefits of any type accorded to employees of the district. A Volunteer need not be a parent of an enrolled student.

An individual who wishes to volunteer shall apply in writing and be approved by the principal or assistant principal prior to serving at the school. All volunteers must complete, sign, and date a MPS Volunteer Program Registration Form and CORI authorization form before being placed in a school or beginning service as a volunteer. NO school volunteer may be placed in a school until the schools have received the CORI. Principals will ensure that an orientation session be provided annually.

School volunteers are not covered by workers' compensation insurance and neither the schools nor the Town provide insurance for volunteers that cover health, accident, personal injury or property loss.

(A complete copy of School Committee Policy CU02 may be obtained from the school office.)

BUILDING TRANSFER POLICY

PURPOSE: The purpose of this policy is to provide guidance for parents/guardians who may wish to transfer their child (ren) from one elementary school to another elementary school within the Town of Marshfield. The Marshfield School Committee expects students, with rare exception, to attend the school they are assigned as a result of their residence.

PROCEDURE: Parents wishing to transfer their child (ren) from one elementary school to another within the Town of Marshfield must make such request in writing and submit this request to the Superintendent of Schools. The written request must contain detailed reason as to why such transfer is necessary and in the best interest of the child (ren).

The decision to approve or deny a building transfer request is within the discretion of the Superintendent of Schools. The decision will be made by the Superintendent of Schools within one business week followed by a confirmation letter.

CHANGE OF RESIDENCE OCCURRING DURING THE SCHOOL YEAR: One situation in which requests for transfers most frequently occur is when a within-Town change of residence occurs. A request to either remain in the previous school district or move to the new one in such circumstances is generally granted, but is within the discretion of the Superintendent of Schools. Requests made under this paragraph must be accompanied by an executed Purchase and Sales Agreement or a signed lease for verification. When deemed appropriate, the Superintendent or designee will take steps necessary to verify the new residence. A land only purchase is not sufficient to grant approval for children to attend school in a different school district.

TRANSPORTATION: The parents/guardians, or their representative, will be responsible for meeting the child's transportation needs if the building transfer request is approved.

(A complete copy of School Committee Policy SS03 may be obtained from the school office.)

STUDENT RESIDENCY POLICY

In compliance with Massachusetts General Laws, every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, natural origin, or sexual orientation. The purpose of this policy is to provide guidance for parents regarding which Marshfield school their child (ren) will attend. A Marshfield resident eligible for school admission will be enrolled in the public school assigned by the Marshfield School Committee.

For purposes of this policy the phrase "actual residence" or "actually resides" is to be defined as the physical location of the house where the pupil lives with the intent to remain.

Pupils who are homeless as defined by the No Child Left Behind Act are entitled to attend the Marshfield Public Schools without charge.

PROCEDURES GOVERNING THE DETERMINATION OF STUDENT RESIDENCY

Where a question exists regarding residence, building principals will refer persons to the Superintendent's office where the appropriate forms may be obtained. Such persons shall complete and submit the proper forms (see below) to the Superintendent's office. Thereafter, copies will be distributed to the appropriate personnel.

1. A pupil who has an actual residence other than that of his custodial parent(s) or legal guardian(s) may be enrolled in the Marshfield Public Schools upon submission of residence facts as established by sworn affidavit of the custodial parent(s) or of the legal guardian(s), and the Marshfield resident with whom s/he Student Residency Policy, resides. The Superintendent shall decide any doubtful questions arising hereunder. Pupils of majority age must complete the appropriate form and furnish evidence of date of birth.

2. Pupils whose parents have purchased/leased/rented a home in the Town of Marshfield with the intention of establishing and subsequent actual establishment of residence during the school year (but who have not located in the Town) within a period of three (3) months shall be enrolled in the Marshfield Public Schools upon submission of residence facts established by sworn affidavit.

3. In cases of question regarding the actual residence of a pupil (where residence within the Town is in doubt), the custodial parent(s)/legal guardian(s) shall submit residence facts established by sworn affidavit of the legal parent(s)/guardian(s), and where appropriate, the Marshfield resident with whom s/he resides.

(A complete copy of School Committee Policy SS11 may be obtained from the school office.)

DISTRICT – WIDE PROCEDURES FOR ENERGY CONSERVATION

Objectives:

- To eliminate energy waste
- To ensure the comfort for students, staff and guests during regular school hours
- To ensure acceptable indoor air quality
- To ensure the best use of public funds while implementing this policy
- To provide leadership in developing among our students, staff and public a realistic energy ethic and an awareness of energy needs and costs

Responsibilities:

- Every person is expected to be an “energy saver.”
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria.
- The evening custodian will be responsible for verification of the nighttime shutdown before leaving.
- The principal is responsible for monitoring the total energy usage of his/her school building.

GENERAL

- All unnecessary lighting in unoccupied areas will be turned off. Teachers should turn off all lighting when leaving an empty classroom. Utilize natural lighting where appropriate
- All outside lighting shall be **off** during daylight hours.
- Gym lights will be turned **off** unless the gym is being utilized.
- All lights will be turned **off** when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working
- Classroom refrigerators and other non-instructional electrical appliances are no longer permitted.
- Classroom doors will remain closed at all times to conserve heat during the winter months.
- All office machines (copy machines, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times. Fax machines should remain on.
- All computers should be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- The MPSD Technology Department will program all computers for the “energy saver” mode.
- Periodic reports will be made available to illustrate the financial benefit from this energy conservation.

FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

Title VI of the Civil Rights Act of 1964

Coordinator: Dr. Middleton K. McGoodwin

781-834-5000

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in program or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972

Coordinator: Dr. Middleton K. McGoodwin

781-834-5000

Coordinator: Mr. Robert E. Keuther, Jr.

781-834-5050

Students Coordinator: Ms. Cheryl A. O'Brien

781-834-5050

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A)

Section 504 of the Rehabilitation Act of 1973

Coordinator: Mr. Scott L. Borstel

781-834-5000

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature of severity of the person's handicap. (34 CF104.33)

Americans with Disabilities Act of 1990

Coordinator: Mr. Scott L. Borstel

781-834-5000

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34 CFR 35.107(a))

EQUAL EDUCATIONAL OPPORTUNITIES LAWS

Equal Educational Opportunities Act of 1974

Coordinator: Mr. Scott L. Borstel

781-834-5000

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203 (f))

Mass. General Laws CH.76, S5 (also known as Chapter 622)

Coordinator: Mr. Scott L. Borstel

781-834-5000

This state law provides that "[n]o person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation."

Title I of the Elementary and Secondary Education Act of 1965

Coordinators: Mr. Edward J. Mitchell

781-834-5045

Mr. Thomas M. Kilduff

781-834-5025

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

SPECIAL EDUCATION

Chapter 688 (transition planning)

Coordinator: Mrs. Susan D. Dupuis

781-834-5000

School districts file a Chapter 688 referral for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time to determine the student's eligibility for adult services and for agencies to include the anticipated cost of services for the student in its budget request that it submits to the state legislature each year.

McKinney-Vento Act

Coordinator: Mrs. Ruth Fry

781-834-5025

School districts must ensure that homeless children and youth are identified by school personnel and have full and equal opportunity to succeed in district schools. Student has the right to continue their education in the student's school of origin or enroll in the district public school where the homeless student is living.

English Language Learners

Coordinator: Mrs. Marilyn A. Costello

781-834-5025

School districts have an obligation to provide staff to evaluate, provide services, and coordinate with other agencies. ELL students take MCAS and also tested at required grade levels MEPA and MELA-O. The Education Program is in -"sheltered English immersion" programs, pull out instruction and professional development for staff.

Identification – ELL survey given as part of the initial intake package with registering students. The survey asks what is the language spoken at home & the child's first language as part of registration process.

The Principal and staff look forward to a year of close communication between home and school to ensure that your children have a successful educational experience

**IMPORTANT INFORMATION: PLEASE RETURN
TO YOUR CHILD'S HOMEROOM TEACHER
SIGNATURES REQUIRED**

Handbook

We are signing this to indicate that we have read the *Martinson Elementary School* Student/Parent Handbook for the 2008-2009 school year.

Student's Name

Parent/Guardian Signature

Date



Elementary Telecommunications User Agreement

I/We understand and agree to follow the rules of the Elementary Telecommunications (Internet) Use, page 34. I/We understand that the use of this electronic service is a privilege and inappropriate use will result in a loss of that privilege and/or disciplinary action.

Student Name & Signature

Parent/Guardian Signature

Date

Photo/Video Consent Form

During the school year the occasion may arise for your child to be either photographed or videotaped for local television (Channel 28) or local newspapers.

_____ **I hereby consent** and authorize the school to use and reproduce photographs/videos taken of my child and to circulate same for advertising and/or publicity purposes.

_____ **I do not consent** to the above mentioned use of my child's photograph.



Blanket Field Trip Permission Slip

I give permission for my child to participate in field trips planned for his/her class. I understand that I will be notified concerning specific details before each upcoming trip. If I do not want my child to participate in a particular outing, I will notify the teacher in writing before that trip.



Parent/Guardian Signature

Date

SAFE TO SCHOOL PROGRAM

Martinson Elementary School participates in the Safe to School Program. If your child is going to be absent from school, please call the office. If the office has not heard from a parent/guardian, the staff will call the numbers provided below. This program is **voluntary** but serves as a benefit to parents to notify them if their child has not arrived safely at school. Any family participating in this Safe to School Program is responsible for calling the office if their child is absent.

_____ **I wish to participate in the Safe to School Program**

_____ **I do not wish to participate in the Safe to School Program**

NUMBERS TO BE CALLED:

Name

Phone #

Name

Phone #

Teacher

NOTES:

