

# JOSEPH W. MARTIN SCHOOL



## PARENT HANDBOOK AND SCHOOL COMMITTEE POLICIES

2011-2012

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

الرجاء الإتصال بالمكتب الرئيسي في المدرسة إذا أردتم ترجمة هذه الوثيقة إلى اللغة العربية.

ຖ້າຫາກວ່າທ່ານຕ້ອງການໃຫ້ມີການແປເອກະສານນີ້ເປັນພາສາອາລາວ, ກະລຸນາໂທໂປສາຫ້ອງການໃຫຍ່ ຂອງໂຮງຮຽນ.

Danielle Klingaman, Principal  
Michelle McKeon, Assistant Principal  
Carole Canali, Secretary  
Linda Britton, Secretary  
Judith Aubin, Head Nurse – Town of North Attleborough  
Joanne MacDonald, School Nurse  
508-643-2140 – Telephone  
508-643-2186 – Fax/Absentee Line

*The North Attleborough Public School District provides Equal Educational Opportunities without regard to race, color, sex, religion, national origin, sexual orientation, and disability.*

**JOSEPH W. MARTIN SCHOOL  
NORTH ATTLEBOROUGH, MASSACHUSETTS**

**FOREWARD**

Dear Martin Parents,

Through the Parent Handbook, we extend a warm welcome to all parents and especially to those who are new to the Martin School. The Martin Staff, with your assistance and cooperation, is looking forward to another successful school year. We hope that this publication will serve as an introduction to the school, as well as to the Martin School Association. Your careful adherence to the policies and procedures listed will help insure a safe and rewarding school year for your children.

The Parent Handbook contains information that we know will be useful to you, such as, the list of school rules and regulations, district-wide policies and important medical information. We urge you, therefore, to read it carefully and keep it handy throughout the school year for reference.

**AS YOU KNOW, WE ATTEMPT TO KEEP DISTRACTION TO CLASSROOM INSTRUCTION TO A MINIMUM. TO THIS END, WE ARE REQUESTING THAT THE SCHOOL POLICY OF PARENTS AND VISITORS REPORTING TO THE OFFICE WHEN SCHOOL IS IN SESSION BE STRICTLY ADHERED TO. YOUR COOPERATION IS MOST APPRECIATED.**

Please feel free to contact the officers of the Martin School Association, Mrs. Klingaman, or Mrs. McKeon whenever the need arises. We look forward to serving you during the coming year.

Cordially,

Danielle Klingaman, Principal  
Michelle L. McKeon, Assistant Principal  
and  
Executive Board, MSA

1. School Sessions:

a. Kindergarten

Morning session: 8:50 a.m. - 11:37 a.m.

Afternoon session: 12:37 p.m. - 3:14 p.m.

b. Grade 1 - 5

Monday - Friday 8:50 a.m. - 3:14 p.m.

The school is divided into four wings.

Primary Wing – Grades 1 and 2

Middle Wing – Grades 2 and 3

Intermediate Wing – Grades 4 and 5

Kindergarten Wing – K and Grades 2 and 3

c. Curriculum Days

Curriculum days afford the professional staff the opportunity to conduct in-service workshops on current trends in education and to become involved in curriculum development and revision. There is no school on these days: **September 2, October 11, and April 3.**

d. Inclement Weather - No School Signals

When school sessions are cancelled, announcements will be made by:

1. The sound of three double blasts 2-2-2 on the Fire Station Horn.
2. Radio Stations WARA (1320), WBZ (1030), WPRO (630).
3. Television Station, WCVB, Channel 5.

**NO SCHOOL ANNOUNCEMENTS** will be carried starting at 6:00 a.m.

You, the parent, should decide whether your child should go to school on a stormy day when school is in session. The school stands ready to help every pupil make up work if the absence is incurred in good faith because of bad weather conditions.

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## **CONNECT ED COMMUNICATION SYSTEM**

All schools in North Attleborough use the Connect-Ed, school to parent communication system. This system allows school administrators to send parents important periodic and personalized messages via email or telephone. These messages allow us to advise you of emergency circumstances, along with those more typical school announcements and reminders, within just a few minutes. Connect-Ed WILL NOT be used for weather related no school announcements. In the event of an **emergency**, all telephone numbers, which you provide will be called. Please be sure all numbers are up-to-date. Other more typical school information will only be dialed to your home telephone number.

## **2. MARTIN SCHOOL RULES EVERY PARENT SHOULD KNOW**

The following procedures are precautions established to insure the safety of each child enrolled at Martin School.

### **a. Absences/Tardiness**

**BY LAW**, brief notes addressed to your child's teacher are required for every absence. On the **first day only** of any absence of your child from school, or tardiness for any reason, you are requested to notify the school by calling **508-643-2186** (answering machine) any time. (It is available 24 hours a day.) Any child on the absence list, not accounted for by a parental telephone call by 9:00 a.m., will have his/her absence verified by a telephone call from the school.

Also, please identify your child's illness i.e., fever, rash, etc. This will enable us to track certain illnesses. If your child has a contagious illness such as chicken pox or strep throat, please indicate.

If a student is **absent for more than three days**, our school nurse will call to check on the status of your child. **If your child is absent for more than five days, your child will need a doctor's note to return.**

According to Massachusetts' law, children cannot have **unexcused** absences for more than seven days within any six-month period. If a child has unexcused absences that exceed this amount, parents will be notified. (See letter in back of Handbook.)

For your child's protection, you are requested to write notes for both early dismissal and tardiness or **any change** in your child's regular schedule. Any child leaving the building due to early dismissal must be picked up at the Main Office and signed out. **Again, please do not disturb your child's class. The office will call for your child when you arrive.**

Conversely, any child who is **late** for school **must** report to and sign in at the Main Office.

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b. **Arrivals**

**The school CANNOT accept responsibility for the safety of children dropped off at school before 8:40 a.m.**

**Carpool drop off** – All students are dropped off at the Kindergarten entrance (large sign on building) and enter the school. Students will line up in the building until it is time to report to class. There will not be before school recess or supervision on the playground.

**Walkers** – Use Landry Avenue sidewalk to fenced sidewalk or Gym Yellow Zone.

**Buses** – Drop off for Grade K- 5 students will be at the side of school at primary wing sidewalk. Children will line up in the building until the 8:50 a.m. bell rings and students report to their classrooms.

c. **Bicycles/Roller Blades/Skateboards/Heelys**

With written parental permission only, students in Grades 3-5 may ride bicycles to school.

Any child allowed to ride a bicycle to school must have a parental permission note on file with the school. One note will suffice for the entire year. Each bicycle must have its own lock and must be locked in the bicycle rack at the rear of the school. For the sake of your child, please check on the condition of his/her bicycle and talk frequently about the rules of safe riding. **State law requires that all children under 13 must wear protective headgear.**

Because of traffic concerns, the number of children that attend Martin School, and safety purposes: rollerblades, scooters, skateboards and Heelys are not allowed on school property.

d. **Behavior of Students**

The students of the Martin School have a right to public education. With this right, each child carries the responsibility for the rights of the other students, the rights of teachers and of the school system.

A goal of the North Attleborough Public Schools is to provide a safe, healthy, and structured environment conducive to learning. To accomplish this goal, all members of the school community, parents, teachers, students and other adults must treat each other fairly and respectfully. Aggressive or abusive behaviors will not be tolerated. Any actions or behaviors that can be considered as harmful teasing, bullying, harassing, or threatening will result in immediate and possible serious disciplinary action that is consistent with the North Attleborough Public Schools' Disciplinary Code. On a case-by-case basis, the principal will follow the due process procedure, which includes the notification of parents. In the cases that warrant it, the North Attleborough Police will be contacted.

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Sometimes, in extreme cases, in order to protect the rights of the many, a recalcitrant child may legally be suspended from school. Such extreme measures occur rarely and will surely disappear if parents, teachers and principal discuss together small problems **before they become large.** (See District Discipline Code.)

**BULLYING PREVENTION & INTERVENTION**  
**YOUR SCHOOL IS A NO TEASING NO BULLYING SAFE ZONE FOR CHILDREN!**

All members of our learning community have the right to learn in a school environment free from disruptive behaviors, a school that reflects behavioral expectations and creates an atmosphere in which student self-esteem can flourish. A school has the right and responsibility to establish rules that clearly define the limits of acceptable behavior and to ask for assistance from parents and our entire learning community when support is needed to create a caring, supportive, and nurturing school climate.

A school has the right to establish consequences for students who make poor choices regarding their behaviors. Appropriate and meaningful consequences may include loss of privileges, detention, suspension from school, or expulsion.

***Harmful teasing and bullying*** are examples of behaviors that hurt another's feelings. Students who choose to hurt another person (child or adult) purposely violate the school discipline plan and will receive a consequence for their poor behavior choice. Regrettably, the violence we see in schools is often related to *harmful teasing and bullying*. Words that can *hurt the heart* are just as harmful as a physical hurt to the body.

Actions or behaviors considered *harmful teasing and bullying, harassing or threatening* will result in disciplinary action. Consequences may range from loss of privileges to suspension or expulsion from school. Students who become aware of any threat to another person or to the school must not withhold that information.

Threatening comments, *even made in jest or in a joking manner*, will be taken seriously.

**BUS BEHAVIOR**

Bus transportation is a privilege provided to eligible students who reside outside the walking distance in the school's attendance zone. Students will not be permitted to ride on buses other than their assigned bus for the year. ***A student's privilege to ride the bus can be withdrawn with or without parent notice if a student's behavior warrants it.*** A *Bus Misconduct Report* will be sent home to notify parents of the behavior.

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- First Misconduct Report: A written notice is sent to parents.
- Second Report: Students who choose to misbehave on the bus will receive a suspension of five days of bus privileges.
- Third Report: Students who receive a third notice will lose their bus privileges for ten days. Parents must make an appointment to speak with the principal and a representative of the bus company.
- Fourth Report: Suspension of bus privileges for the remainder of the school year including field trips.

Students may only ride the bus to which they are assigned and must get on and off only at their designated stop. If there is a change in your child's school bus dismissal you must send in a note to inform the office. We cannot accept a child's request not to take the bus or to get off the bus at a stop other than the designated stop without a note from the parent requesting permission.

We must give heightened attention to not eating or drinking on the bus for many safety reasons. With the increasing number of students with life-threatening food allergies, extra diligence is needed. Student lunches, snacks, etc., must be kept in lunchboxes or backpacks. No food may be eaten or shared while on the bus.

## **DISTRICT DISCIPLINE CODE**

### **EDUCATION REFORM ACT OF 1993**

Under state law (M.G.L. c. 71 sec. 37H) any student found in possession of a dangerous weapon or a controlled substance or who assaults a school staff person will be subject to suspension or expulsion from school.

The Education Reform Act also prohibits the use of any tobacco product within school buildings, the school facilities, or on school grounds or on school buses by any individual, including school personnel.

### **DANGEROUS WEAPONS POLICY**

Any student who is found on school premises or at school sponsored related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife shall be suspended by the Principal after appropriate hearing and may be subject to expulsion from the school or school district by the Principal (See Appendix A for the District Weapons Policy)

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## SUSPENSION

The school principal may assign a suspension out of school for certain serious infractions of school rules. All students will be afforded due process whenever excluded from regular classroom instruction or from other school activities through the suspension period. The right to due process includes the right to notice of the charges against him/her and giving the student an opportunity to respond. Parents will be notified immediately by a telephone call followed by a letter explaining the nature and length of the suspension. For suspensions exceeding ten days, more formal procedures could be required. Those procedures may include:

- a. the right to cross-examine witnesses against the student.
- b. time to prepare for a hearing.
- c. the right to present witnesses and testimony.
- d. the right to counsel.

Although the above procedures should normally precede the suspension or expulsion, in emergency situations the student may be summarily removed from the public school, with a hearing to follow as soon as possible.

A student will take the following steps upon receiving a complaint or information of possible suspendable misconduct:

- The Principal will fully investigate the matter.
- The student will be given an opportunity to fully explain his or her side of the story.
- The Principal may hold a post-investigation conference with the student and his or her parents or guardians.
- If there is evidence that the student has violated a specific published standard of student conduct then the Principal may suspend the student.
- A suspension will take effect at 8:30 a.m. on the morning of the next school day and will remain in effect for a period depending on the condition of suspension. Students cannot participate in any school activity or extracurricular activity during this time.
- If the cause for suspension is fighting or insubordination, the student may be excluded from class immediately.
- Unless otherwise authorized, a parent or guardian will be asked to attend a conference with the Principal to effect re-admittance of a student following suspension.
- The school building and grounds are out of bounds to a suspended student. If a student violates this regulation, an additional suspension will be imposed.

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### **OFFENSES, WHICH MAY INCUR SUSPENSION**

- Insubordination
- Disrespectful address
- Bullying
- Fighting
- Profanity
- Stealing
- Destruction/defacing school property
- Setting off any type of firecrackers
- Smoking
- Possessing in one's clothing or carrying on one's person any instrument that may be construed as a weapon is strictly prohibited. Among items in this category are slingshots and knives. The Principal reserves the right to impose suspension for other offenses as deemed appropriate.

### **SEVERE CLAUSES**

Certain offenses are considered sufficiently severe that authorization of re-admittance to school can be made only through the office of the Superintendent of Schools. Among these are:

- Assault and/or battery on a staff member
- Possessing a firearm
- Causing a major school disruption: Pulling a false alarm or falsely reporting the existence of an exploding device
- Possessing, distributing, or selling drugs and/or alcohol.

### **EXPULSION**

When a condition merits consideration of expulsion of a student from school, the Principal will address the matter in writing to the Superintendent, who in turn, shall take the matter to the School Committee if he or she believes such action is appropriate. In certain circumstances the principal has the authority to expel a student.

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### **CORPORAL PUNISHMENT**

Massachusetts General Laws prohibit School Committee employees from the use of corporal punishment of any pupil. The provision of the law does not preclude an employee or agent of the School Committee from using reasonable force, as is necessary, to protect pupils from injury to self or others.

### **PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES**

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan. The following requirements apply to the discipline of special education students:

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special education student and a record will be kept of such notices.
2. A suspension of longer than ten consecutive days or a series of suspensions that are shorter than ten days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will convene to determine whether the student's conduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct substantial relationship to the child's disability, or if the conduct in question was the direct results of the district's failure to implement the student's IEP or a 504 Plan.
4. If the team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education.)
5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with the policies applied to any student with disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.

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6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function: 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function: or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
7. North Attleborough Public Schools will provide written notice to the parent of all rights to the appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative program, unless the parent and district agree otherwise.

Students with disabilities, who are eligible for accommodations under Section 504 of the Rehabilitation Act of 1973, are entitled to a manifestation determination using the same criteria as applied to special education students if a 504 student is suspended out-of-school for more than ten days. If the conduct is a manifestation of the student's disability, the student may not be suspended. If the conduct is not a manifestation of the student's disability, he or she may be suspended without further educational services.

### **DISCIPLINE OF STUDENTS CHARGED WITH OR CONVICTED OF CERTAIN OFFENSES**

M.G.L.C. 72 section 37 H ½ permits school districts to suspend or expel students who are charged with felony in juvenile or adult court as follows.

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issue of a felony delinquency complaint against a student, the principal may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for the suspension prior to the discipline taking effect. The student shall also receive written notification of the right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a

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decision on the appeal within five calendar days of the hearing. Such decisions shall be the final decision of the city, town, or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in the school would have a detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the suspension. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall

have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

e. **Cafeteria**

The North Attleborough Food Service is providing each student the opportunity to deposit money into his or her own account. The money can be given to the cafeteria every morning, Monday through Friday. (Cash or checks made payable to the North Attleborough Food Service. There is a \$25 fee for checks returned to us.) The cost of an individual lunch is \$2.25, which includes the meal, dessert and milk. Milk is \$.50 for grades 1-5 and for kindergarten. Snacks and water may also be purchased for \$.60. If a child should forget their lunch or money to buy lunch, they may charge. They will be served a peanut butter and jelly or fluff sandwich or ham and cheese, dessert and milk. We ask you send in the owed money as soon as possible. Also, Free/Reduced applications can be turned in any time during the year.

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f. **Clothing**

To cut down on the accumulation in the Lost & Found box at the school office, **PLEASE** plainly mark all outside clothing with your child's name. Every few months, the Lost & Found box is emptied and all unclaimed articles are given to charity.

For your child's safety, please make sure that sneakers are available on gym days. Sneakers should be marked with your child's name.

g. **Daily Routine**

**CHILDREN MUST BE AT SCHOOL BY 8:50 A.M. – CHILDREN ARE MARKED TARDY AFTER 9:00 A.M.** Once the children have arrived at school and entered the building, ALL exterior doors will be locked. Attendance and lunch counts are taken immediately.

**Visitors wishing to enter the building during the school day must use the Main Entrance and be “buzzed in” using the school’s video monitoring system.**

Classes begin promptly at 9:00 a.m.

All visitors to the school, including **ALL PARENTS AND VOLUNTEERS, MUST** report to the office whenever they enter the building to sign in and get a visitor’s tag to wear. (Small children do not need a visitor’s tag.) It is also **extremely important that classroom instruction NOT BE INTERRUPTED.** **Therefore, visitors or parents, may not go to, or enter a classroom without the direct permission of the Principal.** All staff has been instructed to report any violation of this policy to the office. If you need to speak to a teacher, please make an appointment.

1. Notes and correspondence are collected and taken to the office.
2. Physical Education – 1 day per week for Kindergarten  
2 days per week for grades 3, 4 and 5  
3 days per week for grades 1 and 2

3. Library Skills – 1 day per week for grades 3, 4 and 5

All other classes visit the library once per week to take out books.

4. Art – 1 day per week Grades 1 through 5
5. Music – 1 day per week Grades K through 5
6. Computer Lab – 1 day per week.

There are also four computers in each classroom.

7. Recess – Grades 1-3, morning recess and right after lunch. Grades 4 and 5, right after lunch and afternoon recess.

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Recess will be held indoors during inclement weather. Your child may bring in jump ropes and balls for outdoor recess. There are four swings, hula hoops, skip-its, jump ropes and Chinese jump ropes. There are also basketball nets. Students will have a “working” snack in the classroom either before or after recess. **No food or drink is allowed outside at recess.**

i. **Dogs at School**

We ask parents not to bring dogs and/or other pets on the grounds during the school day. Thank you!

j. **Parents' Cars at School**

Parents who drive children to school in the morning **must** enter the first schoolyard entrance, and drop off students in front of the school as directed by the staff on duty. Staff members are on duty to supervise the children starting at 8:40 a.m. Please do not let children **out of the left-hand** side of the car into oncoming traffic.

Parents picking up children in the afternoon may park along the curb in the driveway along the front of the building. Live parking only is allowed in this area. **Parking in the teachers' parking lot is prohibited from 2:30 p.m. - 3:30 p.m.** Carpoolers and walkers will be dismissed first at **approximately 3:10 p.m.**, followed by the bus students. To relieve congestion, please leave the school property promptly.

To help alleviate traffic congestion at arrival and departure time, **WALKING** to school is encouraged. When children must be driven to school, carpooling is requested, to maximize safety and minimize traffic congestion in the area of the school. School buses have the right of way at all times on school property. Cars may not pass buses when their flashing lights are on. Parents are **NOT TO ENTER** the building and pull children out of dismissal lines. Please go to the office and we will call your child to the office. As you are aware, this time of day is confusing enough. If there is a need for your child to be dismissed early, you may send a note to your child's teacher and pick up your child at the office at the appropriate time. Please allow time for your child to gather his/her homework and belongings.

k. **Parents/Visitors/Volunteers**

For the safety of the children, **ALL** visitors **must** report to the office when they enter the building. If your child has forgotten anything, please bring it to the office and **we will** call your child down to pick it up. **PLEASE DO NOT DISTURB** the class or classroom teacher for any reason. **THERE ARE NO EXCEPTIONS TO THIS RULE.**

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l. **Responsibility for Textbooks and Library Books**

A student shall be required to pay to the North Attleborough Public Schools for the value of any book lost or damaged beyond ordinary wear while in his/her possession. The value of the book shall be rated as follows: the first and second year of the book's use, full cost; the third to fifth year, 75% of the cost; and thereafter, 50% of the cost.

m. **Telephone Use & Courtesy**

There are two telephone lines in the Martin School offices, which are extensively utilized. It is most important that these lines remain as free as possible. Children **will not be allowed** access to the office telephones except in the case of an emergency. They will not be allowed to use the telephone in the cases such as forgotten sneakers, books, lunch money, etc. There is a pay phone available in the building that the students will be expected to use, **WITH PERMISSION.**

Instead of calling school, please try to follow these suggestions:

1. Arrange for conferences by writing notes to teachers. If you wish a teacher to call you, send a written request with your child.
2. **DO NOT ASK THE SCHOOL OFFICE STAFF TO DELIVER PERSONAL MESSAGES TO STUDENTS EXCEPT IN A REAL EMERGENCY.**
3. Do not try to discuss a problem over the phone. Plan to come to the school to talk with the proper person.

n. **Cell Phones/Electronic Devices**

Cell phones and other electronic devices are not to be used in the building at **ANY TIME.** Students violating these rules will have the items confiscated and disciplinary consequences will be assigned. A second violation of this rule will result in the item being confiscated and returned only to the student's parent/guardian and the student will receive additional disciplinary consequences.

o. **Valuables**

Please discourage your child from bringing large sums of money or personal property of value to school, as the school cannot take responsibility for its loss. This would include electronic equipment such as cell phones, as described earlier.

p. **Notices**

To keep you fully informed regarding all aspects of the Martin School, we communicate with the parent

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community in two ways. First, we utilize the **ELECTRONIC BACKPACK (OR E-PACK)**. The E-Pack is a website dedicated to communicating with the parent community on a weekly basis. You can access the Martin Homepage by going to [www.naschools.net](http://www.naschools.net), then click on Schools, then Joseph W. Martin Jr. Elementary School on the left side. All notices, flyers, and other important documents will be posted on the Martin Memo website in a PDF format. Parents receive an email each **Wednesday** indicating that the E-Pack has been updated and is available to view.

In addition, the Martin Homepage houses a section dedicated to the Martin School Association (MSA).

A volunteer list will go home at the beginning of the school year. PLEASE consider helping out in any way that you can. There is help needed in all areas such as baking, room parents, library volunteers, computer volunteers, fundraising, enrichment, etc. This is a great way to get involved in your child's school life and to meet other parents.

**ALL VOLUNTEERS MUST FILL OUT A CORI (CRIMINAL OFFENDER RECORD INFORMATION) FORM IN ORDER TO VOLUNTEER AT THE SCHOOL. ALL NEW CORI APPLICATIONS MUST BE OBTAINED AND FILLED OUT AT THE HUMAN RESOURCES DEPARTMENT, 6 MORSE STREET, NORTH ATTLEBOROUGH. THE INFORMATION WILL BE VERIFIED BY PHOTOGRAPHIC ID (I.E., LICENSE, PASSPORT).** A copy of the CORI application is at the back of the handbook. There is also a copy of the CORI on the Martin Homepage under the MSA Tab.

q. **Birthdays**

Please be aware of the School Committee Wellness Policy, which states that birthday celebrations should be non-food events. Parents are encouraged to work with their child's teacher in finding ways to recognize students' birthdays in some other way.

3. **Progress Reports & Conferences**

The North Attleborough Public Schools has implemented an elementary, K-5, standards-based report card. Marks on the standards-based report card provide summary information on how well the student is meeting the grade level standards. These marks are based on teacher evidence of student performance against the year-end standards. The marks come from a combination of tasks that are scored using rubrics, graded classroom assessments, district assessments, teacher observations, or other criteria.

a. **Kindergarten:** Report cards are issued two times year. At least two parent-teacher conferences are held, and you are encouraged to request any additional conferences you feel may be needed.

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- b. **Grades 1 - 5** Report cards are issued three times a year.
- c. **Conferences:** Your child's teacher will arrange for a conference as needed, usually following the issuance of report cards. However, you are encouraged to arrange a conference when you are concerned about your child's progress at any time during the school year. Two Parent Conference Nights will be scheduled for parents who for any reason are unable to attend a conference during the day.

See Calendar attached.

d. **Appointment with the Principal:** Mrs. Klingaman welcomes and encourages parents to see her. Many times a small problem can be prevented from becoming a large one through open and understanding discussion.

4. **Non-custodial Parents: Access to Student Information**

Pursuant to Massachusetts General Laws, Chapter 71, Section 34H, a parent who does not have physical custody of his/her children, regardless of the award of legal custody, must apply annually to receive information about his/her child. This includes copies of progress reports and test scores, referrals for special needs assessments, and disciplinary records. Any such application must be in writing and include a **CERTIFIED** copy of the Probate & Family Court's order permitting access to such information, plus a statement, signed under the pains and penalties of perjury, that the Court's order is still in full force and effect and that no restraining order exists. Upon receipt of such an application, the school will provide notice to the custodial parent. Then, if there is no contradictory order produced by the custodial parent, the school will make the requested information available. Parents should refer to the statute before making a request for information. Copies of the law are available at the Principal's office or the public library.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
  1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  2. the parent has been denied visitation or has been ordered to supervised visitation, or
  3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

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(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified *and* first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, *such records must be marked to indicate that they shall not be used to enroll the student in another school.*

(f) Upon receipt of a court order, which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

## 5. **Student Lockers**

Effective September 2005, by order of the North Attleborough Fire Department, all students in the first/second grade wing and the second/third grade wing must use a locker to store their personal belongings during the school day.

Student lockers will be located in the corridor immediately outside your child's classroom. The elementary lockers **do not** include locking mechanisms. These will be double – tiered lockers, 12” wide, and 30” high, with 15” depth.

Please consider the above dimensions in mind when purchasing a backpack. A large backpack simply **will not fit**. All the student's belongings must fit into the locker (coat, backpack, lunch, etc.).

Please review the following regarding the use of student lockers:

- No valuable items may be stored in a student locker.
- Neither the Joseph W. Martin School, nor the North Attleborough Public Schools assumes any liability for theft or damage to any items left in a locker.
- Homeroom teachers will assign the lockers to the students.
- Each student is responsible for his/her locker's cleanliness. No pictures, stickers, etc., of any kind will be allowed inside or adhered to any surface. Students will be expected to clean the lockers periodically. Students are also responsible for any damage.
- Locker privileges may be restricted or taken away.
- Administration may conduct locker searches, as needed to ensure the safety of all students.

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## 6. Your Child's Safety

It goes without saying that the safety and well being of our students is a top priority. Please be reminded that for a child to be dismissed to anyone, other than a parent or guardian, written notification **MUST BE** sent to your child's teacher with the name of the person picking up your child.

## 7. Emergencies

In the event of an emergency or disaster situation in our area while school is in session, we want you to be aware that all North Attleborough Public Schools have made preparations to respond effectively to such situations.

With the assistance of the North Attleborough Fire Department, we have formulated plans to respond to various emergency situations. While the schools have had fire and bomb threat procedures in place for many years, we have devised school and system responses to other situations such as severe weather, hazardous materials accidents, gas leaks, intruders, etc.

We will discuss and practice such scenarios with the students. It will be accomplished in a low key, business-like, age appropriate manner without alarming the students.

Each faculty member in every school has an Emergency Procedures Guide and it has been reviewed carefully. We will make every attempt to be ready for various emergency situations, but we hope never to use any of them.

## 8. Your Child's Health

a. A medical record is kept for your child from kindergarten through high school. State law requires periodic exams (Grade 1, 4, 7 and 10). Please return health forms to your school nurse from your doctor after completion. Also, if your child develops any medical condition or has a medication change, please inform your school nurse.

All immunizations are noted on your child's health record. If your child receives an immunization, please request a copy of the information for your child's school health record. This includes annual flu vaccines.

b. The School Physician serves the school in an advisory capacity on general problems of health, and he visits the school to consult with the nurse.

c. Emergency cards - It is important that emergency cards be completed fully and accurately. Prompt return of emergency cards is imperative as they are an important part of our records.

## **ALSO, PLEASE TRY TO REMEMBER TO UPDATE YOUR EMERGENCY CARDS IF**

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**CHANGES OCCUR (I.E., JOB CHANGE, AND TELEPHONE NUMBER CHANGE) DURING THE SCHOOL YEAR.**

d. Illness at school - Without a doctor's note, the school nurse, assumes the responsibility for determining whether your child is well enough to return to school after an illness, and whether he/she should be sent home because of an illness commencing during school hours.

**PLEASE BE SENSIBLE AND DO NOT SEND YOUR CHILD TO SCHOOL IF YOU SUSPECT A FEVER, RASH OR OTHER SIGNS OF ILLNESS. ILL CHILDREN AT SCHOOL EXPOSES LARGE NUMBERS OF US TO UNNECESSARY ILLNESS.**

e. Medication at school - If your child needs medication, you **MUST COMPLETE** the parental authorization form (available at the Nurse's office or the naschools.net website). All prescription medications must have a doctor's authorization form along with the parent's form. Every school year, new forms must be completed for each child.

All medication **MUST** be in a pharmacy or manufacturer's labeled container. Please try to schedule medication around school hours, if possible. Contact your school nurse if you have any questions. Do not send medication with your child. Please send to school with an adult.

f. The school nurse may be reached at the school between the hours of 8:30 a.m. and 3:30 p.m.

g. Insurance - A plan of liability insurance is offered at a nominal fee, whereby each parent may insure his/her child against any accident while at school, going to and from school, or while engaged in a school activity. In case of a claim, the parent should notify the principal, who will supply forms to be filled out by the doctor. Health insurance forms for Mass Health may be obtained from the school nurse.

i. Visits to Nurse's Office - Please remind your child that visits to the Nurse are to be made only when **necessary**. Parents may help this situation by taking care of minor ailments, i.e., mosquito bites, hangnails, splinters, etc. at home. We are here to take care of your children, and are happy to do so, if they are truly sick. If a child is found to be abusing this privilege, Mrs. Klingaman or Mrs. MacDonald will contact you.

h. As you may know, allergies (food, insect bites, latex and drug) can be life threatening. In the classroom, we need to be aware of students with these allergies to provide a safe environment. Each allergy situation is addressed on an individual basis as allergies can vary. Food allergies are a particular concern in schools. FAAN (The Food Allergy and Anaphylaxis Network) states on their website that although an individual could be allergic to any food, such as fruits, vegetables and meats, there are eight foods that account for 90% of all food-allergic reactions. These are: milk, egg, peanut, tree nut (walnut, cashew, etc), fish, shellfish, soy and wheat. Such ingredients must be listed even if they are present in

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colors, flavors, or spice blends. Additionally, manufacturers must list the specific nut or seafood that is used (e.g., almond, walnut, cashew; or tuna salmon, shrimp, or lobster). FALCPA will not only make label-reading easier for the millions of Americans living with food allergies, it will also help all parents sending in food to school for their children. All you have to do is check the label to see if it is okay to send in. It saves time, effort, aggravation and money for everyone involved. When the nurse checks the snacks and discover a food item that is not allowed, she takes it away and gives the child an alternative snack.

## COMMUNICABLE DISEASES

Students may return to school as follows:

**Chicken Pox**-when pox marks are completely dried and there is no new pox. School nurse must see Child before returning to class.

**Fifth Disease**-looks like measles. Contact your physician or school nurse.

**German Measles, Mumps, Whooping Cough**-Little or no cases seen today. Contact your physician or school nurse.

**German Measles**-No restrictions.

**Measles**-four days from appearance of rash.

**Fever** – must be fever free for 24 hours without the use of Tylenol/Motrin, etc.

**Pediculosis** (Head Lice)-until there is no nits left in hair. Contact Mrs. MacDonald.

**Impetigo**-remains out of school until lesion is dried.

**Ringworm**-may return to school after treatment has begun-antifungal ointment. Should have a note from their doctor stating the child is being treated. Exception - if area is weepy, keep child out of school until area is dried.

**Meningitis**-until condition is cured.

**Conjunctivitis (Pink eye)**-can return to school after receiving treatment for 24 hours and when no longer weepy and be seen by the school nurse before returning to class.

**Strep throat**-can return to school after being on medication for 24 hours.

**Scarlet fever**-remains out of school until rash clears.

**Scabies**-can return to school as soon as treatment has started.

**Pinworms**-excluded for 48 hours after starting treatment.

**Mononucleosis**-remains out of school until physician clears student with any restrictions.

**Rash**-unidentified rashes remain out of school until rash is identified.

**Hepatitis A & B, Polio, Shingles**-call school nurse.

**Screening for Healthy Weight** – The State’s Body Mass Index (BMI) screening mandate (M.G.L. c, 71S. 57) requires that all schools collect height and weight measurements of students in Grades 1,4,7, and 10. These measurements will be used to calculate BMI and the results will be reported to the students’ parents or their

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guardians and to the Massachusetts Department of Public Health. BMI is a “weight for height - for age” index that can be a useful tool in early identification of possible health risk factors among children and youth.

The results of the BMI screening will be kept confidential in each student’s health record and will be mailed or directly communicate to the parents or guardians. Please contact your school nurse if you have any questions about this screening program.



### **TOBACCO USE**

THIS IS A TOBACCO FREE SCHOOL ENVIRONMENT. STATE LAW PROHIBITS THE USE OF ANY TOBACCO PRODUCT WITHIN THE SCHOOL, ON SCHOOL GROUNDS, OR ON SCHOOL BUSES BY ANY INDIVIDUAL, INCLUDING SCHOOL PERSONNEL, AND CHAPERONES ON SCHOOL FIELD TRIPS. IF YOU ESCORT YOUR CHILD TO SCHOOL AND YOU SMOKE, YOU MUST EXTINGUISH YOUR TOBACCO PRODUCT BEFORE YOU GET TO THE SCHOOL GROUNDS. PLEASE DO NOT DISCARD YOUR CIGARETTE BUTTS ON SCHOOL PROPERTY.

## **9. Enriching your Child’s School Life**

### **a. Library**

The Martin School Library is open during school hours. Each class has scheduled library periods during the week, which allows every child an opportunity to use the reference materials in the library and to choose books for leisure time reading. These books may be taken home to read, but **he/she may not take out books until the previous ones are returned.** Volunteers staff the library. The volunteers process new books, check books in and out, and read to the children. Grades 3, 4, and 5 are taught library skills by the school librarian.

### **b. Computer Lab**

The Computer Lab is open during school hours. Each class will be scheduled into the Computer Lab weekly. Computer Lab instruction is provided by classroom teachers.

### **c. Music, Art, Physical Education, Library Skills**

Students at the elementary level participate in music, art, and physical education classes weekly. Please make sure your child wears sneakers on physical education days.

10. **Special Help for your Child**

MARTIN SCHOOL HOMEWORK POLICY

**I. PURPOSE**

- a. Complements classrooms instruction, extends students’ time on learning, helps develop students’ sense of responsibility.
- b. Involves teacher, student, and parents building a partnership.

**II. PRINCIPLES OF HOMEWORK**

- a. Needs to be meaningful and offer a variety of purposes.
- b. Homework generally will be assigned Monday through Thursday. Amount of homework is determined by grade level.

- Grade 1: 10-15 minutes on average
- Grade 2: 15-30 minutes on average
- Grade 3: 20-40 minutes on average
- Grade 4: 30-45 minutes on average
- Grade 5: 45-60 minutes on average

- c. To accommodate the completion of long-term projects, the classroom teacher will make adjustments in daily assignments.
- d. Homework should enhance and extend concepts or skills, which relate to ongoing work within the classroom.
- e. With increased maturity, student homework completion should become an independent activity.
- f. Presently, many teachers have classroom websites. You can access these Teachers’ websites through the Martin School homepage.

**III. RESPONSIBILITIES OF TEACHERS, STUDENTS, AND PARENTS**

Teachers, students and parents are all critical players in homework success. The homework policy will thrive when all parties understand their roles and responsibilities.

- a. **Teachers will provide:**
  - 1. meaningful and varied homework assignments
  - 2. clearly communicated assignments
  - 3. homework appropriate to students’ skills
  - 4. timely correction of homework

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**b. Students will have:**

1. clear knowledge of homework assignments
2. sufficient preparation to succeed
3. the skills needed to complete the homework

**c. Parents will:**

1. provide homework support and structure at home
2. have clear, realistic homework expectations
3. have knowledge of the teacher's expectations
4. communicate homework concerns to the classroom teacher should they arise

Homework during absence:

When your child has an infectious illness (SEE COMMUNICABLE DISEASES), the school is not allowed to send home books or papers, and in such cases you should not request it.

If, however, your child is to be absent for a long period of time, due to illness or accident, the town will arrange to send a tutor to your home, free of charge. Please consult Mrs. Klingaman for details.

Response to Intervention

The Martin School, like numerous schools throughout the country, attempts many ways to help struggling students. Most recently, a Team of our educators have begun meeting on a regular basis to discuss strategies to help students. This Team is known as the RTI (or Response to Intervention) Team. The Team is part of a multi-step approach that helps to identify interventions, which are then delivered at increasing levels of intensity. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education; in special education or both.

**SPECIAL EDUCATION:**

All students in the North Attleborough Public Schools are provided with FAPE- a Free and Appropriate Public Education in accordance with the federal Education of All Handicapped Children law and the Commonwealth of Massachusetts Regulations Section 28. In each school building, the Massachusetts Special Education Regulations are available for review in the office of the building principal and Child Find procedures are posted in a public location. No cost evaluations to identify special education needs are provided for children from age three (3) through twenty-one (21) to determine if they have a disabling condition if they have not yet obtained a high school diploma.

An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in general education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program.

Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18).

A student has the following rights regardless of his/her age:

- A student has the right to stay in his/her program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.
- A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extra curricular, and may not be discriminated against on the basis of his/her disability.

As required by Massachusetts state law, the North Attleborough Public schools must also evaluate and provide special education and related services to all eligible parentally-placed private school students who reside in the district, regardless of whether the students attend a private school located in that district or in another district. Evaluations for private school students must be comparable to those conducted for students in public schools and notification and information about how students can access publicly funded evaluation and services is made annually to private schools, agencies and professionals located in the geographic area.

For further information regarding obtaining an evaluation or about special education services please contact:

*Julieann Hoell-Director of Special Education*  
**John Woodcock Administration Building**  
*6 Morse Street*  
*North Attleboro, MA 02760*  
*508-643-2160*

Revised: January 2011 – Language for Elementary, Middle and High School Handbooks and the North Attleboro Public Schools website: <http://www.naschools.net>.

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<p style="text-align: center;"><b>Appendix A</b> <b><u>Weapons Policy</u></b></p>
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**DANGEROUS WEAPONS POLICY**

The suspension or expulsion of a student from school for certain offenses will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H ½. The grounds for suspension or expulsion include but are not limited to the following:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroine, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

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**Note:**

A student who is found to have assaulted another student is subject to suspension by the administration and expulsion by the School Committee.

In cases involving a firearm as defined by the Gun-Free Schools Act of 1994 (1) the student, determined to have brought the weapon to school, must be expelled for a period of not less than one year. The statutory definition of 'firearm' (2) includes any weapon that will, or can readily be converted to, 'expel a projectile by means of an explosive.' The definition also includes the 'frame or receiver of such a weapon,' or any form of explosive or gas device. Included in this definition are 'starters' pistols, BB guns, pellet guns, and mace or other gas canisters.

<b>Appendix B</b> <b><u>SEXUAL HARASSMENT POLICY</u></b>
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### **DEFINITION OF SEXUAL HARASSMENT**

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature may constitute sexual harassment where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

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

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;

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- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

### **The Grievance Officer**

Mr. Edward Barrett, Assistant Principal, North Attleborough High School, (508) 643-2115 is the sexual harassment grievance officer and is vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedures set out below:

1. Any staff member or student of the school department who believes that he or she has been subject to sexual harassment will report the incident(s) to the grievance officer, school nurse, principal or other school official with whom the complainant feels most comfortable. All such complaints will be shared with the grievance officer and principal.
2. The right to confidentiality, both of the complainant and the accused, will be respected consistent with the school district's legal obligation, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
3. The principal (or grievance officer if complaint is against principal) will attempt to resolve the problem in an informal manner through the following process:
  - a. Confer with the charging party in order to obtain a clear understanding of that party's statement of the facts and may interview any witness.
  - b. Attempt to meet with the charged party in order to obtain his or her response to the complaint.
  - c. Hold as many meetings with the parties as is necessary to determine the facts.
  - d. On the basis of the principal's perception of the situation he or she may:
    - i. Attempt to resolve the matter informally through reconciliation.
    - ii. Report the incident and transfer the record to the sexual harassment grievance officer, and so notify the parties by certified mail.
  - e. Cases referred to the sexual harassment grievance officer in d (ii) above will then be investigated by the officer per the steps in section 3 above. If not resolved at that level the grievance officer will refer the case to the Superintendent of Schools and shall so notify the parties.

After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate,

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including disciplinary consequences and/or referral to law enforcement. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. If it is determined that inappropriate conduct has occurred, the Superintendent or designee will act promptly to eliminate the offending conduct.