

NEWBURYPORT ELEMENTARY SCHOOLS PARENT/STUDENT HANDBOOK 2016-2017



Administration

Mrs. Amy Sullivan - Principal- Bresnahan School, PreK-K

Mrs. Kristina Davis - Principal- Bresnahan School, Grades 1-3

Ms. Karina Mascia - Assistant Principal- Bresnahan School, Grades 1-3

Mrs. Tara K. Rossi - Principal- Molin School, Grades 4 & 5

Newburyport Public Schools

Newburyport, Massac

DIRECTORY

ELEMENTARY SCHOOLS:

Mrs. Kristina Davis	Principal	Bresnahan Elementary School	978-465-4431
Ms. Karina Mascia	Assistant Principal	Bresnahan Elementary School	978-465-4431
Mrs. Amy Sullivan	Principal	Bresnahan Elementary School	978-465-4435
Mrs. Tara K. Rossi	Principal	Molin Upper Elementary School	978-463-8212

NOCK MIDDLE SCHOOL

Mr. Timothy Mahan	Principal	978-465-4447
Mrs. Lisa Furlong	Assistant Principal	978-465-4447

NEWBURYPORT HIGH SCHOOL

Mr. Michael Parent	Principal	978-465-4440
Mr. Michael Testa	Associate Principal	978-465-4440
Mr. Kyle Hodson	Athletic Director	978-465-4440
Ms. Patricia Blackstock	Guidance Director	978-465-4440

DISTRICT OFFICE

Mrs. Susan Viccaro	Superintendent	978-465-4456
Mrs. Angela Bik	Assistant Superintendent of Curriculum & Instruction	978-465-4455
Mrs. Christina Gentile	Director of Pupil Services	978-465-4453

SCHOOL COMMITTEE

Mrs. Donna Holaday, Mayor	978-465-4412
Mr. Steven Cole	978-462-8805
Mr. Bruce Menin	978-499-3883
Mr. Nick DeKanter	978-462-1252
Mr. David Hochheiser	978-358-8343
Mrs. Cheryl Sweeney	978-465-0722
Mrs. Christine Miller	978-358-2302

ELEMENTARY PTO LEADERS

Jane Dutcher	CO-President	617-519-9280
Amanda Bugli	CO-President	978-884-8948
Emily Sheehan	Vice President	978-518-0954
Alicia Wallace	Secretary	978-518-2809
Afroz Khan	Treasurer	617-504-3475
Beth Humphries	CO-VP Bresnahan	978-358-8748
Solen Moriarty	CO-VP Bresnahan	781-640-0335
Katie Chase	CO-VP Molin	978-420-2050
Ellen Metsker	CO-VP Molin	978-462-1702
Lindsey Forrest	PK/K Co-Vice President	978-358-8506
Katie Vazeos	PK/K Co-Vice President	617-875-4373

SCHOOL COUNCIL

Bresnahan School

Kristina Davis	Principal	978-465-4431
Amy Sullivan	Principal	978-465-4435
Peter McClure	Community Representative	978-462-0868
Pam Jamison	Teacher	978-465-4431
Sherry Herzig	Teacher	978-465-4435
TBD	Teacher	978-465-4431
TBD	Teacher	978-465-4431
Pam Armstrong	Parent	978-358-7008
Douglas Danzey	Parent	617-823-4445
Kendra Winters	Parent	617-710-2934
TBD	Parent	
TBD	Parent	
TBD	Parent	

Molin School

Tara Rossi	Principal	978-463-8212
Sarah Hall	Parent	
Russell Marino	Parent	
Jamie Sokolowski	Teacher	978-463-8212
Jacqui Rousseau	Teacher	978-463-8212

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Newburyport Public School's Mission Statement

The mission of the Newburyport Public Schools, the port where tradition and innovation converge, is to ensure each student achieves intellectual and personal excellence and is equipped for life experiences through a system distinguished by students, staff, and community who: - practice kindness and perseverance - celebrate each unique individual - value creativity; experiential; rigorous educational opportunities; scholarly pursuits; and life-long learning - provide the nurturing environments for emotional, social, and physical growth - understand and embrace their role as global citizens.

NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of the School System's intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experience in human values for children and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspect of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible, the objectives of this statement.

This policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. 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, gender identity, religion, national origin, sexual orientation, or disability.

If anyone has a complaint, or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E. O. 11375 Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational opportunity, adopted 6/24/75, as amended 10/24/78
Board of Education Chapter 766 Regulations, adopted 10/74, as amended Through 3/28/78
McKinney-Vento Homeless Assistance Act 2001 (42 U.S.C. 11431 et seq.), Sec.721

NONDISCRIMINATION STATEMENT

The Newburyport Public Schools does not discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Newburyport Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, sex, gender identity, sexual orientation, or disability. Harassment by administrators, staff, and support personnel, students, vendors and other individuals at school, or at school-sponsored events, is unlawful and is strictly prohibited. The Newburyport Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

To file a complaint alleging discrimination by Newburyport Public Schools on the basis of race, color, national origin, sex, gender identity, disability, age, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact:

District Level: Title IX Coordinator Civil Rights Officer Newburyport Public Schools 70 Low Street Newburyport, MA 01950 978-465-4456	School Level: Personnel designated appear in each school's student and parent handbook.
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Inquiries concerning the applicability of the aforementioned federal laws and regulations to Newburyport Public Schools also may be referred to:

Office for Civil Rights

U.S. DOE

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Phone: 617-289-0111; or, 1-800-437-0833

FAX: 617-289-0150

e-mail: OCR.Boston@ed.gov

A grievant may file a complaint with OCR, generally,

1. within 180 calendar days of alleged discrimination or harassment; or,
2. within 60 calendar days of receiving notice of Newburyport Public School's final disposition on a complaint filed through Newburyport Public Schools; or,
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Elementary & Secondary Education, Bureau of Special Education Appeals; or,
4. instead of filing a complaint with Newburyport Public Schools

Inquiries relative to state law may be referred to the Massachusetts Department of Education, 75 Pleasant St., Malden, MA 02148-4906 (phone 781-338-3000, or, 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place #601, Boston, MA 02108 (telephone 617-994-6000).

NONDISCRIMINATION ON THE BASIS OF HANDICAP

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to are unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal or architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification

The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to practices, to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications

The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability and equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services

"Auxiliary Aids and Services" includes:

- (1.) Qualified interpreters, note takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments.
- (2.) Qualified readers, taped texts, audio recordings, Brailled materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments.
- (3.) Acquisition or modification of equipment or devices.
- (4.) Other similar services and actions.

Limits of Required Modification

The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that,

in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the Superintendent after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator

The district shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The district shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The Title IX coordinator will serve the function of Compliance Coordinator.

The School system receives Federal financial assistance and must comply with the above requirements. Additionally, it is generally viewed that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair.
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community.

Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of the School System to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
 Education For All Handicapped Children Act of 1975
 M.G.L. 71B:1 es seq. (Chapter 766 of the Acts of 1972)
 Title II, Americans with Disabilities Act of 1992
 Board of Education Chapter 766 Regulations, adopted 10/74, as amended
 Through 3/28/78
 McKinney-Vento Homeless Assistance Act 2001 (42 U.S.C. 11431 et seq.), Sec.721

Updated: June 2015

GENERAL INFORMATION

School Hours

Bresnahan School: PreK - Full Day: 8:30 - 3:00, Extended Learning: 8:30 - 1:00
PreK - Half Day AM: 8:30 - 11:15, PM: 12:15 - 3:00
K Half Day AM: 8:20 - 11:30
Grades K – 3: 8:20 – 2:50
Molin School: Grades 4 - 5: 8:10 - 2:40

Parent Visitation Procedures

Parents are always welcome at the Bresnahan School. We deeply value the partnership between home and school as we work together to provide the best educational programs for all students. We ask for your cooperation with these procedures in order to provide a safe and secure learning environment.

Sign-In Procedures

1. Always report to the either the Early Childhood Office (North Atkinson Street) or the Office for Grades 1-3 (High Street) when arriving at school.
2. Please sign in the visitor/volunteer log book and indicate your name, date of your visit, time of visit, reason for visit, and the location in the building that you will be visiting.
3. Please take a visitor/volunteer badge to wear. Visitor badges must be worn at all times when you are visiting the building during school hours.
4. Please tell a staff member in the office where you are going.
5. At the end of your visit, please report back to the office to sign out in the visitor log book, and return your visitor/volunteer badge.

Visiting Rules and Guidelines

There are a limited number of visitor parking spaces located in the front of the building off of High Street with access to the school via the Office for Grades 1-3. There are a higher amount of visitor parking spaces located on the side of the building off of North Atkinson Street with access to the school via the Early Childhood Office. Please note the side parking lot can only be accessed via North Atkinson Street. There is no entry via Murphy Avenue; however, you may exit the parking lot via North Atkinson Street or Murphy Avenue. Handicapped spaces are available in both parking lots for people who have a current placard or license plate. Please keep speed to a minimum. Driving, speeding or parking infractions may be reported to the police.

If you are dropping off an item for your child, please inform the school secretary and your child will be called to the office to pick it up or someone in the office will bring it to your child. Please do not bypass the office and go to the classroom to deliver it yourself. This disrupts the classroom routine and student learning.

Please always inform the school secretary of the purpose of your visit and where you are heading. Please do not sign-in and leave the office without speaking to the secretary. At times, the office can be very busy and your patience is greatly appreciated.

Newburyport Public Schools Attendance Policy

Newburyport Public Schools require a high level of participation in engaged learning. Regular class attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated.

Massachusetts Law requires compulsory attendance for all students. Chapter 76, section 1 of the Mass General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen partial day sessions in any six-month period. The school must uphold the law.

Absence and Tardy Information

Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late at the Bresnahan for grades K-3 if arriving after 8:20 and at the Molin for grades 4-5 arriving after 8:10.

An EXCUSED ABSENCE/TARDY includes:

- Documented illness or injury
- Bereavement/family funeral
- Major religious observances
- Extraordinary family circumstances (excused at the discretion of the principal)

An UNEXCUSED ABSENCE/TARDY is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

Tardy Consequences

Work and/or instruction missed may be made up at recess.

- After 8th tardy – Letter home
- After 10th tardy – Conference with the parent and student

Subsequent tardies may result in the child being referred to the Student Resource Officer.

Attendance Policy – If a student has...

- Five (5) or more consecutive days absent, parents must obtain a doctor's note and submit it to the school. Five (5) or more unexcused absences, a letter will be issued to the student's parent/guardian to schedule a meeting to develop action steps for student attendance.
- Fifteen (15) absences (in disregard of the personal attendance plan), an attendance hearing will be held with the parents, administrators, and School Resource Officer.

- Twenty (20) absences (in disregard of the personal attendance plan), a 51A (neglect) or CHINS (child in need of services) may be filed.
- Twenty-five (25) absences or more, it could result in retention.

Early Dismissal

If your child will be leaving during the school day, please send in a note to the homeroom teacher. Then, plan to pick up your child at the office where personnel will call the homeroom to notify the child and teacher.

Family Vacations

Parents and students are reminded that Massachusetts Law requires compulsory attendance for students. We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process of each course in ways that make-up work cannot reverse. Teachers are not required to give out homework assignments prior to a family vacation. Additionally, parents are asked not to schedule vacations during MCAS administration dates.

Changing Dismissal Routine

If your child's normal dismissal routine is to be altered on a particular day, please send a note to the classroom teacher describing the change and who will meet your child at school, if someone is to do so. Experience tells us that, if a child does not have a note and we cannot locate the parent, the child will be dismissed following the normal dismissal routine.

If you are calling with a dismissal change for the Molin School; the call must be received before 2:20. Emails are not acceptable at any time to alert us to change in dismissal. If you are calling with a dismissal change for the Brensahan School; the call must be received before 2:30.

Emergency Procedures for Early Dismissal of Students

In the event it becomes necessary to dismiss school early, the following actions will be implemented:

1. Staff will be notified as quickly as possible.
2. All extracurricular activities will be cancelled.
3. The Principal will utilize the system's voice messaging system to notify all parents and personnel of emergency procedures.
4. Bus students and walkers will be dismissed by the usual procedure.
5. Students of parents who have not been contacted will be housed at the school until their parents or other designated person pick them up at school or designated waiting area. A student will not be dismissed until his/her parent or other designated person has been contacted.
6. Teachers will be responsible for classroom supervision and for maintaining the accuracy of the student roster and attendance noting the whereabouts of every child released from the school.
7. Classroom teachers will be expected to remain at school until everyone of their respective students has been safely accounted for. Other staff members will be expected to assist in the process and will be released as the emergency subsides.
8. Custodians will perform duties as assigned by the Principal. In their capacity as special officers, they may be required to help manage traffic of parents picking up children and supervise the embarkation of bus students.
9. In the event of power loss and the school is unable to broadly communicate to the public on the suddenness of any contingency, the school will act in the best interest and safety of its students. Parents can reasonably assume

that their children are being held at school. Children will be released if picked up by parents or a person designated in their emergency information.

10. If the building needs to be evacuated due to fire; loss of power, heat or water; or other cause, students and staff will be moved by bus to another school building and parents will be called.

**** It is very important that emergency information be kept up to date. Please send new names and numbers for us to add as it becomes necessary.**

Bus Safety

All students who ride the school bus must be issued a school bus pass. All students must register in order to be issued a bus pass. By law, mandated transportation, which is free, must be provided to all students in grades K-6 who live two miles or more from their school. Students who are not mandated to be transported are eligible for ridership by paying a transportation fee. Transportation fees for the 2016-2017 school year are \$300.00 per student for the first 2 students in a family. Additional family members over 2 students will be at the rate of \$100.00 per student. Only full day passes are available.

Please review these School Bus rules with your children:

- Listen to the bus driver and follow his/her instructions
- Stay in your seat unless the bus driver tells you to move
- Keep your backpacks/lunch boxes on your lap
- Do not throw anything, eat on the bus, or put your hands/head out the window
- Keep your hands and feet to yourself
- Be respectful to those around you
- Use appropriate language at all times

Any student who consistently breaks these rules will receive a warning slip from the driver and may be suspended from taking the bus.

Drop-Off and Pick-Up of Students-Molin

Students can be dropped off **beginning at 7:55 am**. Please do not drop off before that time as there is no supervision. NO cars may enter the Molin driveway in front of the school during arrival and dismissal. The driveway is open for **buses only from 7:00 am to 8:20 am and 1:45 pm to 3:00 pm**. Students may be dropped off and picked up at the sidewalks in the main parking lot and at the sidewalk on the street in front of the school.

Please make plans for pick up and play dates before school. At the end of the day, it is difficult for a secretary to get a message to a teacher that a student's destination or transportation has changed. We also need to keep telephone lines clear for emergencies.

***Arrival and Dismissal - Bresnahan**

ARRIVAL

8:05 a.m.- 8:20 a.m. Kindergarten - Grades 3

Bussers

- All buses arrive at the front of the building at Door # 1 (High St. Entrance)
- Each bus is assigned a Bus Leader-a teacher who led the effort in improving bus behavior and build community among bus riders. Bus Leaders will board the bus when it arrives at school each morning. Bus Leaders will greet children, review expectations for entering the school, and check in with the bus driver.
- Students will enter the building at Door #1 by the Main Office and proceed to their classrooms. Students on the 1st and 2nd floor will use the stairwell next to the gymnasium.



Walkers

- All walkers (students literally walking to school) should walk to school via North Atkinson St. and enter the school through the front door #1.

Riders

- Students who are driven to school by a parent are **RIDERS**.
- Drop off is on the side entrance of the school accessible only by North Atkinson St.
- Please enter the driveway and proceed to the side of the building.
- Take a left at the last entrance to enter the drop-off queue.
- Once in the drop-off area (alongside the sidewalk at the side entrance of the school), pull all the way forward towards Murphy Ave so that cars can be stacked the full length of the sidewalk.
- Students dropped off in the queue should be able to independently exit from the vehicle.
- Students may only exit on the passenger side.
- Once in the queue, you must wait for a staff member standing close to the Murphy Ave. exit to signal that cars may exit.
- There are barriers preventing cars from trying to circumvent cars in front of them in the queue. Please remain in the drop-off lane at all times.
- To exit, please proceed straight to Murphy Ave. to take a RIGHT only on Low St. OR
- Take a left at the end of the queue and proceed around the back of the parking lot to exit back onto North Atkinson St. Only a RIGHT turn will be allowed onto North Atkinson St.



Riders entering the School

Students should enter the school at the designated door for their floor:

- Door 2: 1st floor students (closest to the offices.)
- Door 3: 2nd floor students (middle door)
- Door 4: 3rd floor students (closest to Murphy Ave.)

Door 4 3 rd floor	Door 3 2 nd floor	Door 2 1 st floor
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All staff members are on duty in the morning and stationed at designated areas (crosswalks, entrances, stairwells, corridors, etc.) to greet students and supervise arrival. We will also have a

transition team available to help students to their classrooms during the first few days of school. All kindergarten and first grade students should wear their name tags (passed out at Meet and Greets) for the first 5 days of school. Additionally, all kindergarten students will be escorted to the gym upon arrival for the first few weeks of school where kindergarten teachers will be waiting for them.

Preschool Arrival 8:30 a.m. or 12:15 p.m.

- All preschool and half day PM kindergarten students arriving by car must park in the main parking lot (North Atkinson side entrance).
- Please enter the parking lot at the second entrance (see pictures).
- The 1st row of parking spots will be designated as visitor spots for parents. There is no parking for visitors in the driveway area.
- Please escort your child across the crosswalk to Door #2 (Miss Sue, Miss Karen) or Door #3 (Miss Giovanna, Miss Tanasi, Ms. McLaughlin)

Door 2
Miss Sue,
Miss
Karen

Door 3
Miss Giovanna,
Miss Tanasi,



DISMISSAL

2:50 p.m. Kindergarten – Grade 3

Bussers, Boys & Girls Club, Y Afterschool Program

- Kindergarten bussers to gym, Gr. 1-3 bussers to Door # 1, B & G Club students to Door #1 lobby, Y Afterschool students to cafeteria
- Kindergarten bussers will be greeted by their bus leader who will escort them to the bus. Students will exit Door #1 to board the busses and exit from the front entrance towards High Street.

Walkers

- Dismissed by classroom to the front lobby area. Younger siblings will be paired with older siblings prior to exiting the building. Walkers will be dismissed through Door 1. Parents escorting their children home may wait for them at the front of the building under the awning or at the benches to the side of the front entrance. A staff member will check off students as they are dismissed to parents.
- Walkers can walk down the driveway towards North Atkinson St. or along the side of the school towards Murphy Ave.
- A walker is considered a student who is physically walking home from school and not being picked up by a parent. Please do not park on the abutting streets and attempt to pick up a walker. This will cause great dissention with our neighbors and abutters. If you are picking up in a vehicle, your child is considered a rider and you must drive onto school property and either enter the pick-up queue or park in a visitor parking space to dismiss your child.



Riders

- All students picked up by a car will be dismissed through the side entrances.
- Every student will be assigned a pick up door:
- Once your child is assigned a door, this will be their

<p>Door 4 All 3rd graders students and their with no younger sibling</p>	<p>Door 3 All 1st and 2nd graders with no younger sibling. Any 3rd grader whose youngest sibling is in 1st or 2nd grade.</p>	<p>Door 2 All kindergarten students and their older siblings in 1st, 2nd, & 3rd grade.</p>
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default door all year even if there dismissal may change on a given day.

- Please follow the same procedure as the morning.
- Enter from North Atkinson St., proceed up the driveway and into the queue for pick-up at the curb alongside the Side entrance.
- Display your placard with your last name which will be given To you at the Meet and Greets. Placards will be color-coded by what door your child(ren) is assigned to in order to expedite the pick-up process.
- Please pull all the way up in the queue so that we can fit as many cars as possible.
- Please roll down your window and tell a teacher who you are here to pick up.
- Teachers will call students via walkie-talkies from their pick up doors.
- Please be patient we will be taking attendance and checking off each student as they are picked up to ensure they are being dismissed to the correct person.
- Wait until a staff member closest to Murphy Ave. signals for your car to exit.
- Remember right turns only from Murphy Ave. onto Low St. and from the driveway to North Atkinson St.



enter

Dismissal for ½ day a.m. K (11:05 a.m.), 4 day a.m. PK (11:15a.m.), Extended Learning PK (1:00p.m.), and Full day PK (3:00 p.m.)

- Bussers will be dismissed at their departure time from Door #1 at the front of the building.
- Riders and Walkers will be dismissed at their departure time from the side of the building. If you are picking up your child in a vehicle, please park your car in the front row in the parking lot and walk to your assigned door to sign out your child.



To park- enter at 2nd/middle entrance to lot



Visitor Parking- 1st Row

Door 3
Miss Giovanna,
Miss Tanasi



Door 2
Miss
Sue,
Miss
Karen

School Lunch Program

Our school lunch program is managed by Chartwells Dining Services, a Division of Compass Group of North America. The school district uses the Nutrikids POS System which allows students to put money in their individual account and simply use their 4 digit pin # when going through the register line. Additional information regarding Chartwells can be found on the district website. Low-income families may be eligible for free or reduced lunch. Free and reduced lunch applications are sent home and are available in the office.

Prices for Lunch: Bresnahan = \$2.75 Molin = \$3.00 Reduced (both schools) = \$.40

Student Progress Reports and Parent Conferences

Progress reports will be issued three times a year for students in grades 1-5: December 12, March 27th and the last day of school in June. Progress reports will be issued twice a year for students in preschool and kindergarten: January 19th and the last day of school for preschool and kindergarten in June. Children receiving special education and/or Title I services will also receive a report from their service provider(s). The dates/times for parent conferences will be sent out by the individual schools. It may vary by grade level.

Field Trips

Teachers schedule field trips with the approval of the Principal. It is the School Committee's policy that the school must gain permission from parents whenever teachers are involved in out of class activities with students. Permission slips will be sent home, and must be returned before a child is allowed to go on a field trip.

Lost and Found

Students are responsible for their own property. All valuable items found are turned in to the Principal. Other items are placed in lost-and-found. All hats, coats, lunch boxes, etc. should be marked with student name to facilitate return. Periodically, all unlabeled lost articles will be discarded or donated to charity.

Volunteers

There is no better way to learn about your school and to help your school than to share your time and talent with us. You may choose, for example, to volunteer in the library, to monitor lunch and recess, chaperone a field trip, share an activity with children in a classroom, or help in a classroom. Call the schools for further information. Volunteers are required to have CORI checks based on the following statute:

CORI Checks

M.G.L. c. 71, § 38R requires all schools in Massachusetts to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students and those who may have direct and unmonitored contact with children. The CORI law requires a school or district to notify all persons for whom a CORI is requested that such information is being or may be obtained. Prospective employees and volunteers are required to complete and sign a CORI Request Form which is available through the secretary at each of our elementary schools. The Request Form is used to document that we have provided you with notice that a CORI is being conducted and to verify your identity through a government issued form of photographic identification (usually a driver's license). If you have any questions concerning the CORI process please contact the Office of the Superintendent.

PARENT TEACHER ORGANIZATION

The Newburyport Elementary School PTO is a committed, caring group of parents and teachers whose goals are to sponsor school wide social events, raise money for enrichment programs, field trips and special supplies and to promote school spirit through parent, teacher and student involvement. Signing up for and finding out about PTO sponsored events can be done through the website: www.newburyportpto.com. PTO meetings are held monthly. All parents are welcome and encouraged to participate. Contact the PTO President for more information.

SCHOOL COUNCIL

The School Council consists of the Principal, teachers, parent representatives, and a member of the community. The PTO will communicate information regarding yearly openings and will nominate candidates that express an interest. The Council is an advisory board to the principal in developing a school improvement plan, reviewing the budget, adopting educational goals and identifying educational needs of students.

HEALTH SERVICES

The job of the school nurse has changed significantly in the last decade. The schools have made a commitment to meet everyone's educational needs. The school nurse deals with a variety of health issues. The focus is on prevention, early intervention, and primary care. This ensures optimal health for all students in the Newburyport Public School system.

Newburyport Public Schools provide:

- Acute and Emergent Care
- Health Counseling
- Mandated Health Screening
- Administration and Evaluation of Medications
- Case Management for Children
- Health Education of Parents, Students, and Staff
- Administration and Monitoring of Immunizations
- Comprehensive Physical Exams are required on entrance to school and for Grades 4, 7, and 10

Parents are expected to notify the school nurse in the event of a contagious disease, so that the nurse and teacher can take the necessary steps to protect the health of other students. If your child is absent from school, you are expected to notify the school and provide a written excuse at the time of return. If your child is excused from physical education, notification in writing is mandatory, by parent or physician. Written notification is required to return to physical education. Any student who has an extended absence from school must have a medical clearance before returning to school.

If a student is injured or becomes ill during the day, the nurse or the secretary will notify the person or persons listed on the confidential health information card. If the injury or illness is severe, the child will be transported by ambulance to the hospital.

Medication Policy

- Medications may be dispensed during the day. All medications must be delivered to the health office.
- School policy requires both parental and physician consent for regularly scheduled medications. Consult with the school nurse for self-administration.
- For short term medications such as antibiotics, parental consent is recommended, but the prescription on the bottle is sufficient.
- Parents should take advantage of services offered by local pharmacies. Medications can be dispensed in two separate containers; one for home and one for school use. Over the counter medications can also be dispensed provided it is received in the original container. No medication can be administered if brought in plastic bags.
- Consent forms can be obtained from the Health Office.

Students must stay home for 24 hours if they have the following:

- A rash or skin condition not diagnosed by a physician
- A fever that causes chills, sweats or a temperature above 100 within 24 hours.
- Vomiting or diarrhea
- Inflamed eyes, yellow or green drainage from the eyes
- Head lice or nits
- Bacterial infection not treated for 24 hours with antibiotics
- **On occasion, emergencies do occur. It is important that the school be kept informed of situations and changes in a parent or guardian's residence, employment, or emergency contact numbers. Accurate phone numbers help us to facilitate successful treatment.**

Prompt return of the emergency information form along with the potassium iodide (KI) permission are required for the emergency response plan.

As part of the Newburyport Public Schools policy, cell phones are not allowed in school. If your child becomes ill they should be evaluated by the nurse. The nurse will then notify the parent of guardian of the illness.

There is no nurse available during before-school and after-school programs and organized activities (e.g. sports, clubs). If an emergency arises, staff will activate the emergency medical system and the student will be transported to the nearest hospital. Note that after-school personnel cannot deliver medical procedures or obtain or administer medications. Students with special health needs are encouraged to carry necessary items (e.g. inhalers, EpiPens) during these times. If your child requires specific assistance during an after-school event, please contact your child's school nurse for guidance.

Special Education Services

Special education services are available in the elementary schools to students with disabilities who meet state and federal regulations for such services. Before services can be provided, a student must have a team evaluation consisting of multi-source assessments to determine if he/she has a disability as defined by the Commonwealth of Massachusetts, is not making effective progress in school, that the lack of progress is related to the identified disability and that he/she requires specialized instruction and/or related services in order to access the general curriculum.

Upon completion of the evaluation, the evaluation team must answer the following questions:

1. Does the student have a disability? If so, what type of disability?
2. Is the student making effective progress in school? If not, is the lack of progress a result of the student's disability?
3. Does the student require specially designed instruction in order to make effective progress in school or does the student require related services in order to access the general curriculum?

There is a continuum of special education services available in the Newburyport Public Schools. All of the elementary schools provide specialized instruction and support in areas such as reading, math, writing, and organization, as well as related services such as speech/language, occupational therapy, physical therapy, and counseling. The school system also offers district-wide programs at individual elementary schools to service lower-incidence populations.

School districts are required to provide the student's parents an opportunity to consult with the Special Education Administrator or his/her designee regarding the evaluators who will be used by the school district to conduct the assessments comprising the team evaluation, including the initial evaluation to determine eligibility and any subsequent reevaluations. This requirement may be met by meeting with the parent prior to an evaluation or by incorporating information on this consultation opportunity in the notice sent to the parents when a district is requesting permission to conduct an evaluation. The intent of this requirement, in conjunction with the requirement to consult with the parent on the types of assessments recommended by the school district, is to allow the parent to be involved in planning the evaluation conducted by the school district, so as to maximize parental satisfaction with the school district's evaluation.

If you have any questions about special education regulations, please call the Director of Student Services at 978-465-4453.

Bresnahan and Molin School Policies

Molin Schoolwide Expectations

TREAT OTHERS THE WAY YOU WOULD WANT TO BE TREATED

KEEP EVERYONE SAFE AND HEALTHY

TAKE CARE OF OUR SCHOOL AND CLASSROOM MATERIALS

BE A RESPECTFUL LEARNER

Molin Recess/Playground Expectations:

Play safely in designated areas only.

Use equipment safely and follow game rules.

Keep your body to yourself.

Rocks, sticks, sand, and snow stay on the ground.

Use good sportsmanship and teamwork.

Wait your turn to use equipment. Bring soft handballs only to use on playground.

Solve conflicts peacefully or ask an adult for help.

Keep the playground clean.

Walk to homeroom lines when recess monitors blow the whistle.

Enter the building with a 0-1 voice level.

Indoor Recess:

Student voice levels stay at 0-2. Other classes near you are not at recess and are busy learning.

Follow the bathroom routine for your classroom.

Follow game rules and use teamwork.

Keep your body to yourself.
Be respectful to those around you.
Stay in your classroom unless you are using the bathroom.
Clean up your classroom.
Follow adult directions.

Molin Cafeteria Rules:

Enter through Molin cafeteria door.
Walking only.
Wait quietly in lunch line.
Stay in your seat while eating. You may not stand and walk table to table to talk.
Ask to use the bathroom or go to the nurse if needed. Stay in cafeteria until dismissed by adults.
Use good table manners. Be certain not to throw food or take food belonging to others.
Use a voice level of 0-2.
Leave your area clean and neat.
Empty your tray in designated area.
Speak respectfully to all adults and peers and use polite language, (thank you, excuse me).
Wait to be dismissed by the lunch monitor.

Hallways:

Students will keep body parts to themselves.
Students will stay with their class.
Students will walk.
When walking, students will have voices at level 0-1.
Listen for directions from adult.
Stay to the right.
Be friendly and kind.

Lockers:

Students will use level 0-2 voices.
Students will be quick-put items away and go directly to class.
Students will touch their lockers only.
Students will be respectful of personal space and wait their turn if lockers are too crowded.
Students will close lockers quietly after use.
Students will not put any objects in the locking device as this can break the lockers.

Bathrooms:

Ask permission, use pass, or sign out to use bathroom.
Be quick.
Students will not bring classroom materials to the bathroom.

Students will use level 0-1 voices.

Students will keep bathroom clean.

Students will wash and dry hands appropriately after using the restroom.

Students will respect the privacy of others at all times.

Students will refrain from playing, climbing, and wasting paper towels or toilet paper.

Students will report problems to the closest adult.

Bus:

Listen to the bus driver and follow his/her instructions.

Stay in your seat unless the bus driver tells you to move.

Use a 0-1 voice level.

Keep your backpacks/lunch boxes on your lap.

Do not throw anything, eat on the bus, or put your hands/head out the window.

Keep your hands and feet to yourself.

Be respectful to those around you.

Use appropriate language at all times.

Keep the bus clean.

Bresnahan Playground Rules:

General Recess Rules:

- Play Fair
- Share
- Take Turns
- Try New Things
- Help Each Other
- Be Aware of Each Other
- Include Everyone
- Hands to Self
- Show Kindness
- Walk quietly and carefully when lining up

K-3 Playground: (1-3 Playground use during recess/lunchtime)

SuperNova (Spinning Wheel):

- Sit on the bottom or lay down if someone is pushing, feet off the ground. Only 1 spinner
- Stand to try walking on it. If students are standing there is no spinner.
- All students on the supernova at a time should either all be standing or all sitting
- Up to 10 students at a time

Glacier Tower (Climbing Structure with Slide):

- Slide- Only slide down, on bottom, feet front

Kuma Climber (Climbing Structure with Monkey Bars)

- Take turns
- Be aware of each other
- Watch for each other's fingers and toes

Swings:

- Sitting only
- Swing towards the building
- Drag feet to stop the swing before getting off
- Stay outside of the frame if not using the swings

Rock' N Cross (Arch):

- Up to 5 students
- Only 1 person sitting on each seat at time

Pinta Web (Climbing Net):

- Up to 18 students
- Climb up, climb down

Spicas (Spinning Poles):

- Up to 3 students
- Push off with your foot
- Hold on tight

PreK-K Playground: (2-5 year olds)

Music Wall

- Up to 12 students
- No climbing
- Feet stay on the ground
- Make some music!

Ocean See Saw

- Up to 10 students
- Sit on your bottom
- Bounce and have fun!

Pirate Ship

- Up to 75 students
- Slide- Only slide down, on bottom, feet front
- Tunnel- crawl through only, do not climb on top
- Be aware of each other
- Watch for students in wheelchairs or using walkers
- Take turns

Bridge Boulder

- Up to 10 students
- Climb up
- Jump down
- Watch out for students around you.

Bridge Creek

- Up to 10 students
- No climbing
- Feet stay on the ground

- Use your hands to explore

Swing Set

- Up to 6 students
- Sitting only
- Swing towards the building
- Drag feet to stop the swing before getting off
- Stay outside of the frame if not using the swing

Bresnahan Cafeteria Rules:

1. Wait quietly in lunch line.
2. Eat in assigned areas only; leave your area clean and neat.
3. Use good table manners. Be certain not to throw food or take food belonging to others.
4. Empty your tray in designated area.
5. Talk quietly with your table partners.
6. Walk to your table and trash areas.
7. Eat all your food and snacks in the Cafeteria.
8. Show respect to and listen to all adults in cafeteria.
9. Wait to be dismissed by the lunch monitor.
10. Use polite language.

Newburyport District Policies

Child Abuse and Neglect Policy

Massachusetts General Laws (M.G.L.) c. 119, § 51A, requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of the NPS are mandated reporters.

Policy Governing

Fingerprint-Based Criminal History Record Information (CHRI) Checks

Made for Non-Criminal Justice Purposes

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by M.G.L. c. 71, §38R and 42 U.S.C. § 16962, in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00, *et seq.* If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting

fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment [e.g., IdentGO web site address, Provider Identification Number]

Employees (new, current, and all substitutes) are nonnegotiable, they must have the fingerprinting done per the new act. All parties below will still be CORI in accordance with the state law and school committee policy.

- **Day/In classroom volunteers**
 - *Not* require day to day or in classroom volunteers complete and submit to the new Act Relevant to Background Checks with the understanding and in accordance with the law they will continue to submit a regular (annual) CORI check.
- **Field Trip Volunteers (overnight)**
 - *Require any* volunteer/chaperones participating in an overnight school related activity (i.e. field trip, Washington D.C., etc.) to complete a Background Check in accordance with the new Act Relevant to Background Checks beginning at the start of the next school year (September 2014)
- **Field Trip Volunteers (one day)**
 - *Require* chaperones participating in field trips which would only occur during the day under a regular staff employees supervision to complete a Background Check with the understanding and in accordance with the law that they will continue to submit a regular (annual) CORI check beginning at the start of the next school year (September, 2014).
- **Subcontractors – construction/maintenance related only**
 - *Not require* subcontractors/construction or maintenance related to complete a Background Check in accordance with the new Act Relevant to Background Checks and will be addressed in policy.
- **School Committee Members**
 - *Require* all school committee members to complete a Background Check in accordance with the new Act Relevant to Background Checks beginning at the start of the next school year (September, 2014).
- **Student Teachers/Student Observers/(Pre)Practicum Students**
 - *Require* all students completing an internship, practicum, and/or observations to complete a Background Check in accordance with the new Act Relevant to Background Checks.
- **Hardship Exceptions/Waivers**
 - No waivers or hardship exceptions will be granted
- **Superintendent background check review**
 - Appoint the school committee chair to process and review with the assistance of Human Resources Executive Assistant background check. The school committee chair will make a suitability determination and sign off on the form that may be required to be submitted to the Department of Elementary and Secondary Education.

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Title 28, U.S.C, § 534, Pub. L. 92-544 and Title 28 C.F.R. 20.33(b) provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

III. Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy, have been implemented to ensure the security and confidentiality of CHRI. The CJIS Security Policy can be found here:

<http://www.mass.gov/eopss/law-enforce-and-cj/cjis/fbi-cjis-security-policy.html> Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

IV. Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes **only**:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in the Central Office Record Retention Room.

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the Newburyport Public Schools.

IV. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at Newburyport Public Schools will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

V. Determining Suitability

In determining an individual's suitability, the following factors will be considered:

- *In addition to CHRI, these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof.*

A record of the suitability determination will be retained. The following information will be included in the determination:

- a. The name and date of birth of the employee or applicant;
- b. The date on which the school employer received the national criminal history check results; and,
- c. The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

VI. Relying on Previous Suitability Determination.

Newburyport Public Schools may want to include those circumstances, consistent with 603 CMR 51.06, where the employer will rely on a suitability determination made by another school employer. Relevant factors might include: date of previous suitability determination, type of organization that conducted the previous determination (public school district, private school), state of residence of subject of suitability determination.

VII. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, Newburyport Public Schools will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances {30 days} to correct or complete the CHRI.

VIII. Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

- (1) Subject Name;
- (2) Subject Date of Birth;
- (3) Date and Time of the dissemination;
- (4) Name of the individual to whom the information was provided;
- (5) Name of the agency for which the requestor works;
- (6) Contact information for the requestor; and
- (7) The specific reason for the request.

IX. Reporting to Commissioner of Elementary and Secondary Education

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if Newburyport Public Schools dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, Newburyport Public Schools shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record check results. Newburyport Public Schools shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if Newburyport Public Schools discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to 603 CMR 7.15(8)(a), Newburyport Public Schools shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether Newburyport Public Schools retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(2) to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

POLICY AGAINST HARASSMENT

INCLUDING HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEXUAL ORIENTATION, AND GENDER IDENTITY

Newburyport Public Schools is committed to the prevention of harassment based upon sex, race, color, national origin, religion, age, disability, sexual orientation, and gender identity. It is the policy of the Newburyport Public Schools to provide a school and workplace and environment free from harassment. The Newburyport Public Schools strictly enforces a prohibition against harassment of any of its student or employees, by anyone, including any fellow student, teacher, supervisor, co-worker, vendor or other third party, as such conduct is contrary to the mission of the School District to and its commitment to ensuring equal opportunity in education and employment.

Harassment consists of unwelcome conduct, whether verbal, written, or physical, that is based on a characteristic protected by law, such as sex, race, color, national origin, religion, age, disability, sexual orientation or gender identity. The Newburyport Public Schools will not tolerate any harassing conduct that: has the purpose, or effect, of creating an intimidating, hostile or offensive academic or work environment; has the purpose, or effect, of substantially or unreasonably interfering with an individual's academic or work performance; or otherwise adversely affects an individual's academic or employment opportunities. The Newburyport Public Schools prohibits and will not tolerate harassment of employees or students occurring in the schools or work place. For the purposes of this policy, "workplace" or "school" also includes school-sponsored social events, trips, sports events, work-related travel or similar events connected with school or employment.

Staff, students or third party complaints of harassment based upon sex, race, color, national origin, religion, age disability, sexual orientation and gender identity be reported to those individuals indicated below. Upon receipt of a complaint of harassment, the Newburyport Public Schools will respond promptly by taking interim measures to protect the complainant from further harassment and by conducting a timely, thorough and impartial investigation. Where it is determined that prohibited conduct has occurred, the school District will act promptly to eliminate the conduct and will impose corrective action if appropriate, up to and including school-related discipline or termination of employment. In all actions taken, the School District will strive to provide due process rights to those persons involved, while minimizing the burden to the complainant student or teacher.

Any retaliation against an individual who has complained about harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a harassment or retaliation complaint is similarly unlawful and will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisal or

harassment. Claims of retaliation will also be investigated pursuant to this policy and procedures, and corrective action will be taken as appropriate.

The policy and procedures set forth herein shall apply to complaints pursuant to both state and federal laws, including Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; and Massachusetts General Laws Chapter 151B.

RESPONSIBILITIES

Individual: All students, teachers, administrators and other school personnel of the Newburyport Public Schools are responsible for creating an environment that is free of harassment, and for conducting themselves in a manner consistent with the spirit and intent of this policy.

Principals: Principals are responsible to ensure that this policy is conspicuously posted in appropriate student/employee work areas, on the website, school and district, and that it is printed in each school's student handbook. The posting shall include the name, mailing address, and telephone number of each school's harassment contact, as well as the name, address, and telephone number of the School District's Civil Rights Officer.

Superintendent or Designee: The Newburyport Public Schools are responsible for the dissemination of this policy and training. The School District will ensure that it will:

1. develop a method of discussing this policy with students and employees;
2. provide appropriate training to administrators and others who are assigned the responsibility to implement the procedures of this policy; and
3. see that this policy is reviewed periodically for compliance with state and federal law.

PROCEDURES: REPORT, INVESTIGATION, RESPONSE

REPORTING

Any person who believes that a student, teacher, administrator or other school personnel has engaged in conduct prohibited by this policy, whether such conduct has been directed at him/her or some other person, is encouraged to report the alleged prohibited conduct as soon as possible to the appropriate individual listed in this policy.

The reporting party or complainant is encouraged to use the Harassment Report Form available on the School District's website, or from the school principal, each School District's Central Office or Superintendent's Office. Oral reports/complaints will also be accepted. Nothing in this policy shall prevent any person from reporting alleged prohibited conduct directly to the district's Civil Rights Officer, or to the Superintendent. Further, nothing in this policy shall prevent any person from reporting alleged prohibited conduct to a different administrator than the administrator designated, or in the case of a student, to a district employee.

The School District designates the Director of Pupil Services as the Civil Rights Officer with responsibility to oversee administration of these procedures and to monitor compliance. If a complaint involves the Director of Pupil Services, the complaint shall be made or filed directly with the Superintendent. If a complaint involves the Superintendent, the report will be filed directly with the School Committee.

In each school there are two (2) designees with the responsibility for receiving and investigating oral or written reports of alleged harassment. Any employee who receives a report of alleged harassment shall promptly inform the principal, or other school administrator as indicated below.. If the complaint involves the school principal, the complaint shall be filed with the Superintendent.

The School District and school-level harassment contacts are as follows:

Civil Rights Officers: Director of Pupil Services; Superintendent of Schools (alternate)

Title IX Coordinator: Director of Pupil Services

Francis T. Bresnahan Elementary School: Principal (Grades 1-3); Principal (Grades PreK-K); Asst. Principal

Edward G. Molin Upper Elementary School: Principal; Director of Pupil Services

Rupert A. Nock Middle School: Principal; Asst. Principal

Newburyport High School: Principal; Associate Principal; Principal

INVESTIGATION

Upon receipt of a report or complaint of alleged harassment, the responsible administrator shall initiate a timely investigation of the complaint. Interim measures shall also be taken to protect the complainant from further harassment during the pendency of the investigation.

If warranted by the circumstances of the complaint, the School District's Civil Rights Officer may assist the school contact with the investigation, may assume responsibility for the investigation, or may authorize an investigation by a third party who shall report to the District's Civil Rights Officer.

The investigation may consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and others that may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether the conduct alleged constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, including but not limited to: the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged conduct occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all facts and surrounding circumstances.

Upon completion of the investigation, the harassment contact shall generate an investigation report, which will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The complainant will be informed in writing as to whether or not the allegation of harassment was substantiated. In accordance with state and federal law regarding law or records privacy, the complainant will also be informed that appropriate corrective action has been taken.

CORRECTIVE ACTION

Upon completion of an investigation and substantiation of the complaint, the School District will take appropriate corrective action. Such action may include, but is not limited to: an apology, direction to stop the offensive behavior, counseling, training, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Massachusetts and federal laws and School District policies.

In the case of substantiated harassment by an employee, the Superintendent will include a written statement of the findings, the corrective action taken, and the consequences of continued harassment, in the individual's personnel file.

In the case of substantiated harassment by a student, the principal will include a written statement, as above, in the student's discipline file.

During the entire process of reporting, investigating, and corrective action (if applicable), confidentiality will be maintained to every extent possible.

If harassing conduct constitutes a hate crime or abuse/neglect of a child, it will be reported to the appropriate state agencies/authorities as required by law.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

Nothing in this policy shall be deemed to effect a complainant's right to other remedies at law, including administrative appeals or lawsuits. Administrative agencies with jurisdiction in these matters include:

The Massachusetts Commission Against Discrimination

One Ashburton Place, Room 601

Boston, MA 02108

(617) 727-3990

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street

Malden, MA 02148

(781) 388-3300

The U.S. Department of Education, Office for Civil Rights

222 J.W. McCormack Post Office & Courthouse, 7th Floor

Boston, MA 02109-4557

(617) 223-9662

Newburyport Police Department

4 Green Street

Newburyport, MA 01950

(978) 462-4411

LEGAL REFERENCE

Title VI and VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination in Employment Act, the Americans with Disabilities Act, Chapter 622 of the Acts of 1971, G.L. c. 151B and G.L. c. 151C, G.L. 265 Section 37, G.L. 265 Section 39, G.L. 266 Section 98, G.L. 266 Section 126A, and G.L. 266 Section 126B.

McKinney-Vento Homeless Assistance Act 2001 (42 U.S.C. 11431 et seq.), Sec.721

Updated: April 2016

First Read: June 9, 2016

Second Read and Vote by School Committee: June 20, 2016

NEWBURYPORT PUBLIC SCHOOLS

**Harassment Complaint Report
Voluntary Report of Incident**

Date of Complaint Report: _____

Time of Complaint Report: _____

Method of Report: _____

Reported By: _____ **Signature:** _____

Reported To: _____ **Signature:** _____

Summary of Allegations: (please include time, date, location, witnesses and frequency, use back side of form if necessary)

What was the effect? _____

What assistance can we provide? _____

NEWBURYPORT PUBLIC SCHOOLS

Follow-up Steps to Voluntary Report Form

After a Voluntary Report Form (Har – 1) has been completed, the following steps are recommended:

- 1. Make an appointment to meet with the complainant to update him/her on what has happened and to check on the individual’s wellbeing (within 2 working days, if possible.)**

Date: _____

- 2. Explain what steps you will take next.**

Steps: _____

- 3. Inform a back-up person (the other building or district representative) about the incident in case a related event occurs while you are out of the building.**

Back-up Person:

Note: Log a brief summary of the report in a file that is turned into the assistant superintendent at the end of each month.

Your signature: _____

Name of Complainant:

Date:

NEWBURYPORT PUBLIC SCHOOLS

**Required Follow-Up
Harassment**

Date: _____

Matter has been resolved and problem has not continued.

Matter has not been resolved and problem continues.

Comments:

Your Signature: _____

Name of Complainant: _____

Form: Har - 4 POLICY AGAINST HARASSMENT

Anti-Bullying Policy

Bullying Prevention and Intervention Plan

In accordance with Massachusetts General law c. 71, § 37O, the Newburyport Public Schools developed a Bullying Prevention and Intervention Plan during the 2010 – 2011 school year, which was approved by the Department of Elementary and Secondary Education (DESE). In addition to requirements including training, professional development, identification of investigation protocol, etc., the law requires each Plan to include a statement prohibiting bullying, cyberbullying, and retaliation. The statement must be included in the Plan and included in the student handbook, and the staff handbook. The following statement is incorporated directly from M.G.L. c. 71, § 37O (b), and describes the law’s requirements for the prohibitions of bullying.

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district of schools; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create event a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

The full plan can be found on our website (www.newburyport.k12.ma.us), in the main offices in our schools, and in other areas to ensure that all students, parents, staff and community know of its existence.

Bresnahan and Molin Schools Anti-Bullying Policy

At the Newburyport Elementary Schools everyone should feel safe and have no fear that anyone will say or do something that will harm them physically, socially or emotionally. Harming someone in this way is called bullying. Bullying happens when someone is repeatedly hurting, fighting, threatening, or leaving someone out on purpose. Bullying will not be tolerated at our elementary schools.

Bullying may happen on the bus, in the school or on the playground. Examples of bullying behavior are:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Embarrassing someone on purpose.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Saying something hurtful using various forms of media such as email or text messaging
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's differences.
- Threatening or intimidating someone into a particular action.
- Spreading rumors about someone on purpose to be hurtful.
- Leaving someone out on purpose.
- Trying to get other students to exclude someone.

Staff in our school will do the following things to prevent bullying and help children feel safe at school:

- Supervise students according to building expectations.
- Watch for signs of bullying and stop it when it happens.
- Integrate bullying prevention into the culture of each school.
- Respond quickly and sensitively to bullying reports.
- Take families' and students' concerns about bullying seriously.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Bullying situations will be responded to on an individual, case-by-case basis.
- Dependent upon the level of bullying behavior, police may be notified and/or become involved.

Students in our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to stand by and let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone, especially those who are often left out.
- Report bullying to an adult.

Discipline Procedure for Bullying Behavior

Warning A staff member may re-direct or re-teach the rule with which a student is having difficulty. Depending upon the severity of the offense, the student may be referred directly to the Principal, Assistant Principal, School Counselor or School Psychologist.

Step One: Referred to Principal, Assistant Principal, School Counselor or School Psychologist First Time

An individual conference is held with student(s) involved. School expectations and rules for bullying are reviewed with student. The Incident Solutions sheet is completed and sent home to be signed by the parent and returned. Student is informed of Steps 2-3.

Interventions Step One:

- 1. Apology and making amends by repairing, cleaning, replacing
- 2. Loss of privileges

Step Two: Referred to Principal, Assistant Principal or School Counselor, Second Time

Student/Parent/Teacher/ Principal, Assistant Principal, School Counselor or School Psychologist conference required. Behavior plan is created, which is signed by parent(s) and student.

Interventions Step Two:

- 1. Loss of privileges.
- 2. Parent Notification
- 3. Make an environmental change:
 - a) move seat
 - b) adjust schedule
 - c) increase level of supervision
- 4. Develop a behavior plan

Step Three: Recurring bullying incidents

Parents will be notified. Conference with Principal, Assistant Principal, School Counselor or School Psychologist could be followed by temporary removal from group activities, in school suspension or out of school suspension. If suspension occurs a meeting is required with the Student/Parent/Teacher/ Principal, Assistant Principal, School Counselor or School Psychologist before student will be allowed to return to class.

Hierarchy of Bullying Behaviors and their Possible Interventions

Definition of Bullying: Bullying is unfair and one-sided; it involves an imbalance of power. It happens when someone is repeatedly hurting, frightening, threatening or leaving someone out on purpose. Like harassment, bullying situations take into account the perception of the victim and not just the individual or group action.

Please note that any of the interventions may be enacted. Depending upon the severity or frequency of the behavior, a Level One offense may arise to that of a Level Two intervention and a Level Two offense may arise to that of a Level Three intervention.

Level One Bullying Behaviors

Gossiping/Spreading Rumors
hiring, cleaning, replacing, writing

Embarrassing someone on purpose

Pushing/Kicking/Hitting

Spitting

Mocking, Mimicking

Level One Possible Interventions

- 1. Apology and making amends by:
 - an apology note
- 2. Loss of privileges
- 3. Parent Notification
- 4. Develop a behavior plan
- 5. Make an environmental change:
 - move seat, adjust schedule, increase

Name-calling/Put Downs

Dirty Looks

Teasing in a hurtful way

Daring someone to break a school rule

Excluding from a group

A pattern of Level 1 offenses may result in interventions for Level 2 offenses and referral for additional intervention services.

Level Two Bullying Behaviors

Threatening to take or destroy a possession

Taking or destroying a possession

Making verbal threats to harm or intimidate

Encouraging others to exclude someone

Encouraging others to spread rumors

Retaliation against someone reporting bullying

Humiliating someone publically

Teasing in a racial/sexual manner

Level Three Bullying Behaviors

Physical Violence

Threatening with a weapon

Retaliation

Racial/Sexual Harassment

level of supervision

6. Detention Issued

Level Two Possible Interventions

1. Loss of privileges

2. Making amends

School-based community service

Writing an apology note

3. Detention issued

4. Student Behavior Plan/Counseling Intervention

5. In-school suspension

6. Out-of-school suspension

Level Three Possible Interventions

1. Student Behavior Plan/Counseling Intervention

2. In-school suspension

Please note that possible interventions may be used from the list above based on the offense

Staff Bullying Referral Form

Student Name: _____ Date: _____

Teacher/Grade: _____

Problem Behavior(s) which led to referral to Assistant and/or Principal (please describe in specific, observable terms):

Please check which describes the nature of the above-outlined behavior best:

- Level 1 Behavior – has engaged in behavior at least once before and has never been given a warning/consequence
- Level 1 Behavior – has engaged in behavior at least once before and has been given a warning/consequence
(List of consequence(s) given: _____)
- Level 2 Behavior – has engaged in a pattern of Level 1 behavior repeatedly, despite having been given warning/consequence
- Level 2 Behavior – has never engaged in this behavior before/1st time offense
- Level 3 Behavior – has engaged in a pattern of level 2 behavior repeatedly, despite having been given warning/consequence
- Level 3 Behavior - has never engaged in this behavior before/1st time offense

What day/time did this behavior/incident occur? _____

During what activity/period? _____

Where did the behavior/incident occur (e.g. cafeteria, hallway)? _____

Who reported the bullying (circle one): Bullied child Bystander Observed by Staff

Bullied child/children: _____

Child/children who bullied: _____

Specific Concerns (check all that apply)

- Physical injury
- Damaged clothing
- Fear of retaliation
- Emotional needs
- Transportation needs

Bullying Report Form

Adult receiving the report: _____

Date and time: _____

Level of Offense:

Warning ___ Step 1 ___ Step 2 ___ Step 3 ___ Step 4 ___ Step 5 ___

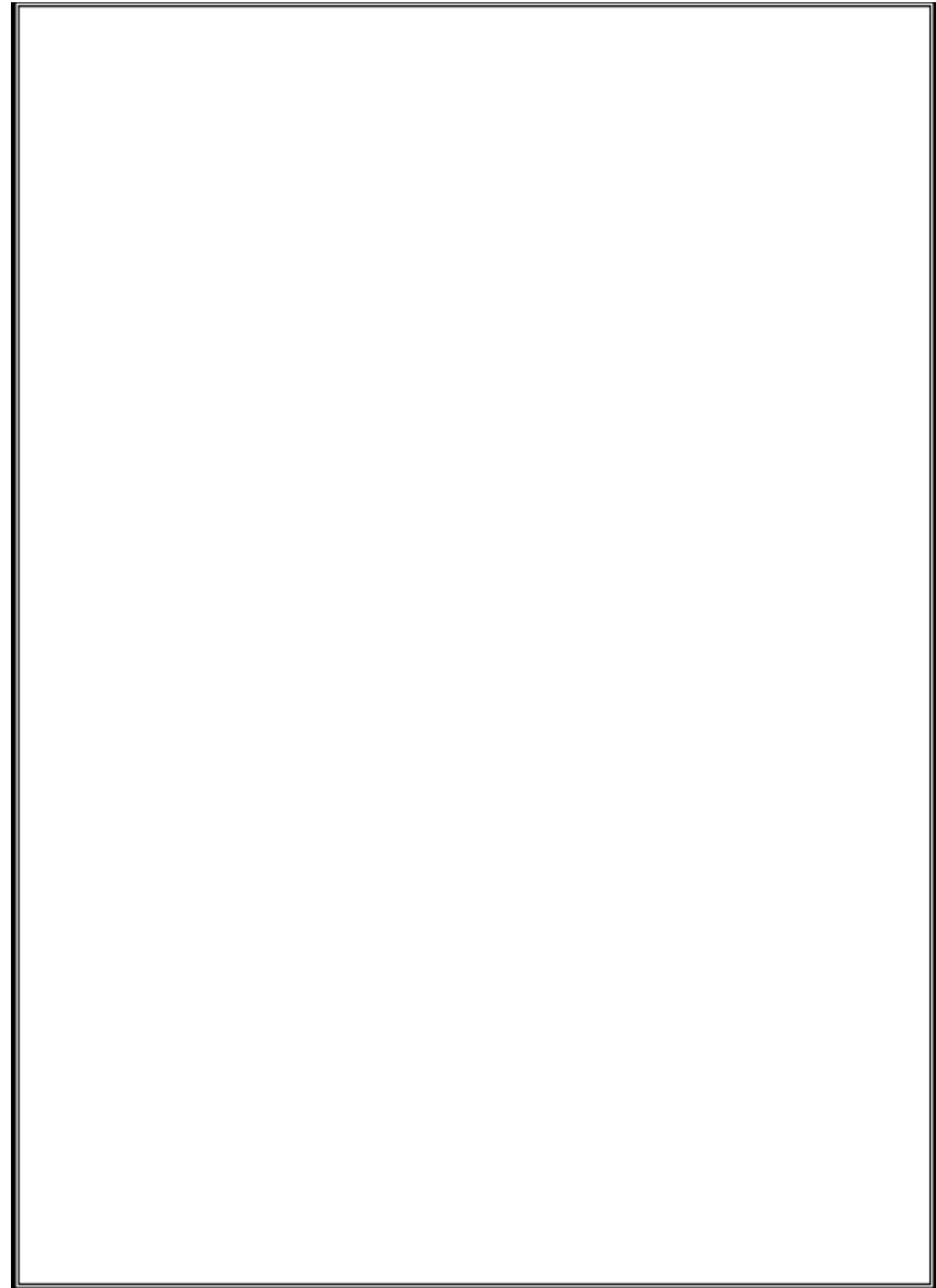
Where the bullying occurred: _____

Description of the bullying behaviors: _____

Are there immediate safety concerns? Yes No

Level of Behavior (see back) 1 _____ 2 _____ 3 _____

For



Principal/administrator use only:

Consequence and/or action taken as a result of this discipline referral

INCIDENT SOLUTIONS

Student Name _____

Date _____

Dear Parent: Please read the information in the report below and discuss this with your child. Please sign and return this paper as soon as possible:

Parent Signature _____ Date _____

1. What happened?

2. What is the problem?

3. What are some solutions?

4. Which solutions will you try first?

Policy on Student Conduct and Discipline

The Newburyport Public Schools strive to provide all students with a quality education in a safe school environment. Students are expected to conduct themselves in a manner which promotes a safe, orderly learning environment within the schools and may be subject to disciplinary action up to and including the possibility of expulsion for serious offenses if they fail to do so. In imposing disciplinary action, school staff should consider the need to maintain or restore an orderly learning environment, the overall disciplinary record of the individual student, and the need to improve the student's behavior where appropriate. Because effective discipline involves the participation of staff, parents or guardians, and students, school officials are required to contact parents or guardians of students under age 18 for offenses of this discipline policy which may result in students' suspension or expulsion.

A student whose safety or learning at school is jeopardized by other students is expected to report the matter to a professional staff member. Retaliation in any form against a person who makes a complaint is forbidden. Staff members who are aware of disruptive students should take appropriate action, including immediately reporting matters which cannot be appropriately handled in the classroom to the school administration.

Suspension

It is the policy of the School Committee that suspension is a necessary tool to maintain order and is a valuable educational device for serious offenses. Since suspension involves excluding a student from the educational program of the school, thereby depriving said student of his/her right to an education, the following procedures have been established:

Temporary Suspension: A temporary suspension is defined as a temporary exclusion of up to and including ten (10) days by a properly authorized school official of a student from a regular school program; such suspension may take place within as well as outside the school facility.

Due Process Suspension for Up to Ten (10) Days: A student facing a temporary (up to ten (10) days) suspension shall be given oral or written notice of the charge(s) against him/her with an explanation of the evidence against him/her. The student will be afforded the opportunity to present his/her version of the incident to an impartial decision maker. This presentation of the evidence to an impartial decision maker should precede the suspension, except where students whose presence in the school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Under these circumstances, the student may be immediately removed from school and the necessary notice and hearing should follow as soon as is practicable. *Goss v. Lopez*, 419U.S. 565 (1975).

Students are responsible for making up all class assignments missed during their period of suspension. Staff members shall provide the student with a reasonable opportunity to make up missed work when appropriate.

During the suspension period, students are not allowed to participate in or attend any school activities. A student who is on external suspension is not to be on school grounds or in the school building.

MASSACHUSETTS GENERAL LAWS

Expulsion

Pursuant to Massachusetts state law, Chapter 71, section 37H, students may be expelled for the following reasons:

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 or knife, may be subject to expulsion from the school or school district by the principal.

B. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

C. 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.

Any student who is charged with a violation of any of the above shall be notified in writing of an opportunity for a hearing before the principal. 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 (10) days from the date of the expulsion in which to notify the superintendent of his/her appeal.

Felony Complaint or Conviction

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal may suspend said student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student has the right to appeal this suspension to the superintendent in accordance with Massachusetts State Law, Chapter 71, section 37H 1/2.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student has the right to appeal this expulsion to the superintendent in accordance with Massachusetts State Law, Chapter 71, section 37H1/2.

Special Education Students – Discipline

The disciplining of students with disabilities eligible for special education is governed by federal and state special education laws and the regulations promulgated there under. These laws include the Individuals with Disabilities education Act, 20 U.S.C. 1401 et seq., its implementing regulations 34

C.F.R. 300 et seq.; and Massachusetts General Laws, Chapter 71B and its implementing regulations, 603 C.M.R. 28.00.

Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability. School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Educational Setting (IAES) that provides the student with a free appropriate public education

for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) calendar days if the student:

- A. Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
- B. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- C. Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a “change of placement.” A change of placement invokes certain procedural protections under the IDEA, the federal special education law.

These include, but are not limited to:

- A. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such a student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
- B. A review by the IEP Team of the relationship between the child’s disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days.

Parents/guardians and/or students, where appropriate, may request a hearing at the bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents’ Rights, available in many languages, visit www.doe.mass.edu/sped/parents or contact the Director of Special education at 978 465-4453.

Students on 504 Plans – Discipline

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of his/her disability. 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. 104 *et seq.* School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination.

Student Records: Non-Custodial Parent

Under federal and state law, a divorced or separated parent has full access to his/her child’s student records unless there is a court order, state statute, or legally binding document relating to matters such as divorce, separation or custody that specifically revokes this right. The Massachusetts legislature recently passed a statute (Mass. Gen. L. ch. 71, §34H) that is designed to standardize the process by which public schools provide copies of student records to parents who do not have physical custody of their children (“non-custodial parents”). Non-custodial parents who want copies of their children’s student records must submit a written request to the school principal as described below.

Access Procedures for Non-Custodial Parents as required by M.G.L. c. 71, § 34H, is described below:

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student 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, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(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 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 all electronic and postal address and telephone number information relating to either work or home locations of the 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 that 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.

Regulatory Authority:

603 CMR 23.00: M.G.L. c. 71, 34D, 34E

Parental Notification Relative to Sex Education Policy

I. Purpose and Scope

In accordance with Massachusetts General Laws, Chapter 71, s. 32A, the Newburyport Public Schools have adopted the following policy relating to the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

II. Application

The Newburyport Public Schools afford parents or guardians the flexibility to exempt their children from that portion of the curriculum that specifically involves human sexual education or human sexuality issues. Parents must request the exemption in writing to the school principal. No child so exempted shall be penalized by reason of such exemption.

Students who are exempted from that portion of the curriculum specifically involving human sexual education or human sexuality issues will be assigned related coursework and material to occupy the exempted curricular time. Students will be responsible for course materials and performance criteria as determined by state mandated assessments and local school district requirements.

At the beginning of the course the school will inform parents/guardians, in writing, about curriculum that primarily involves human sexual education or human sexuality issues. This notice will include the topics covered in the course as well as the course.

Newburyport Public Schools Technology Acceptable Use Policy

Introduction

The Newburyport Public Schools (NPS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, collaborate, and develop skills that will prepare them for work, life, and citizenship. Our goal is to promote educational excellence by encouraging and facilitating resource sharing, innovation, and communication. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. Internet use that is integrated into the school curriculum fosters the development of research and information skills, encourages critical and higher level thinking and provides expanded educational opportunities for both students and staff. While supporting the rights of students and staff to use all available tools, the NPS recognize that there is material on the internet that is objectionable or devoid of educational value in the context of a school setting. The NPS have taken steps to restrict access to inappropriate or controversial material. In addition to utilizing an internet content filter, NPS staff will closely supervise students' use of the internet. Although guidelines cannot totally eliminate the possibility of inadvertent or intentional access to such information, we believe that they can significantly limit such possibilities. The NPS believe that the access to valuable resources on the Internet far outweighs the concerns that the users may procure material that is not consistent with the educational goals of the NPS, and we intend to maximize the Internet's educational value.

NPS will ensure that it adheres to the most recent Children's Internet Protection Act (CIPA, <http://ifea.net/cipa.pdf>) requirements of 2001 and 2011 by:

- Implementing an Internet filter for the purpose of blocking access to visual depictions deemed obscene, child pornography, or harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes.
- Providing for educating minors (in this case 'minors' refer to school aged children up to the age of 17) about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The NPS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- NPS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

NPS may provide the privilege of Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to both school-owned technology equipment utilizing the NPS network, the NPS Internet connection, and/or private networks/Internet connections accessed from school owned devices at any time. This Acceptable Use Policy also applies to privately owned devices accessing the NPS network, the NPS Internet connection, and/or private networks/Internet connections while on school property. As new technologies emerge, NPS will seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

NPS provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the **RT PROCESS**.

Email

NPS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the

account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and as a school department, all email communications are archived for seven (7) years.

Technology Specialists who operate the system have access to all mail, including deleted messages. Messages relating to or in support of illegal activities may be reported to the authorities. All communications and information accessible via the network should be considered public property however, the use of another person's intellectual property without that individual's prior written approval or authorization is prohibited. The school district will completely and periodically delete information from the system.

Legal Implications of Electronic Mail (Email)

For the purpose of this policy email is defined as messages created and received on an electronic mail system. The email message may be text or word processing documents, spreadsheets or other data compilations transmitted through such a system. Email created or received by an employee of a government unit is a public record. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics. G.L. c. 4, sec. 7(26). Email is therefore a public record and subject to the requirements of the Public Records Law G. L. C. 66.

Email messages are subject to public access through the Public Records Law G. L. C. 66. Sec.10. A determination as to whether an email message is exempt from disclosure depends upon the content of the message. G. L.C. 4. Sec. 7(26)(a-m).

Email messages may be sought through the discovery process in litigation and may be admissible in evidence. Like all electronically created and stored records, email is subject to the rules of evidence and a judge will rule on its admissibility. Refer to the Commonwealth of Massachusetts Public Records Division SPR- Bulletin No. 1-99 dated February 16, 1999 for additional information.

Network Accounts

Do not use another individual's account or password. Do not give your password to others. Attempts to log-on to the system as another user may result in cancellation of user privileges.

Network Use Limitations

The district's computer network may not be used to disseminate commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), or any other unauthorized materials. Staff and students may not use the school system's Internet connection to download games or other entertainment software or to play non-educational games over the Internet. Additionally, you may not use the computer network to display, store or send (by email or any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful.

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to, streaming music or videos for non-educational purposes, sending chain letters, spending, playing online games, or otherwise creating unnecessary loads on network traffic associated with non-business related uses of the Internet.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits that collaboration brings to education, NPS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally- identifying information online.

Mobile Devices Policy

NPS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to the teacher or to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students in grades kindergarten through eighth, should keep personally-owned devices (including laptops, tablets, smart phones, cell phones, e-readers, iPod touch, gaming devices) turned off and put away during school hours (with the exception of assistive devices) unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Devices are to be used as part of classroom lessons upon teacher approval. Because of security concerns, when personally-owned mobile devices are used on campus, they must be used over the school network. High school students need to refer to Section 5- Policies and Procedures in the [Clipper's Compass](#). All personally-owned devices are on a use at your own risk policy. The School District is not accountable for loss, damage, theft, etc.

This Acceptable Use Policy applies to privately-owned devices accessing the NPS network, the NPS Internet connection, and private networks/Internet connections while on school property. Virus protection for PC's is required.

Users who cannot access the NPS network or who may have technical issues with their own technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not NPS devices and the district is not allocating resources to troubleshoot issues.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or attempt to download any programs to help remove the virus.

You are responsible for any misuse of your account, even if the inappropriate activity was committed by another person. Therefore, you must take steps to ensure that others do not gain unauthorized access to your account. In addition, you may not use your account to breach security of another account or attempt to gain unauthorized access to another network or server.

Your password provides access to your account. Sharing your password and account access with unauthorized users is prohibited. You should take care to prevent others from using your account by keeping your password secure since you will be held responsible for such use. Do not leave an unsupervised computer logged on to the network.

Downloading and Sharing Software

Users may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission. Users may not copy or download software without the express authorization of IT staff. This includes copying school-purchased software to your home computer. Software is protected by federal copyright law, which says that you can't make additional copies of software without the permission of the software publisher. Users should not download or attempt to download or run .exe programs over the school network without express permission from IT staff. You may be able to download other file types such as images or videos, provided they are allowed by fair use rules or permitted by author or a Creative Commons License. For the security of our network, download such files only from reputable sites, and only for educational purposes. Unauthorized copying or sharing of software (including video and music files), is illegal and may subject the copier to substantial civil and criminal penalties. The school district assumes no responsibility for copyright or licensing violations by students or staff.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Plagiarism is the use of another person's words or ideas without acknowledging the source (by omitting to cite them) and is considered theft. When you pass off ideas, content, computer programs, images, or words from the internet, as your own, it is an act of lying and cheating. Online research needs to be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent or guardian if you're using the device at home) immediately.

NPS makes an attempt to protect private information but users who submit personal information online do so at their own risk.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained. *(Reference: District Anti-Bullying Policy)*

Social Media Policy

Social Media is defined as any form of publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google and Flickr (NYC Dept. of Education).

Communication with Students and Parents

Newburyport employees who work with students and communicate with them through professional social media sites should follow these guidelines:

- a. Professional social media sites that are school based should be designed to address reasonable instructional, educational or extra-curricular program matters.
- b. Newburyport employees should treat social media space and communication like a classroom or professional workplace.
- c. Employees should exercise caution, sound judgement and common sense when using all social media.
- d. No personally identifiable student information may be posted on social media sites unless written permission has been signed by parents.
- e. No photographs or videos may be posted without the teacher's permission.
- f. Teachers will determine how best to communicate with parents via phone, email or social media.
- g. Each teacher will maintain a classroom website where general information may be found regarding instructional practice and classroom expectations. It is expected that websites will be updated throughout the year.

Vandalism

Any verified acts of vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy a physical device, the data of another user, the NPS network, or other networks that are connected to our system through the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Privacy

Staff and students are given access to computers and the Internet to assist them in furthering the educational process. **Users should have no expectation of privacy in anything they create, store, send or receive using the district's computer equipment.** In addition the district, through its designees, reserves the right to monitor, examine, evaluate and disclose all aspects of the technology resources and their use.

NPS is committed to protecting private information of staff and students contained within emails or other online transmissions.

While we cannot guarantee the privacy or confidentiality of information within electronic documents, the following procedures will help to protect the privacy and confidentiality of such information.

1. Remember when sending emails regarding students to use **ONLY** the student identification numbers and the first initial of both their first and last name eg: John Smith would be J.S.#12345.
2. Remember when sending emails regarding staff to use **ONLY** the staff member's initials and job eg: John Smith teacher would be J.S. teacher.

Confidentiality rules apply, following FERPA regulations.
(<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)

Limitation of Liability

NPS will not be responsible for damage or harm to persons, files, data, or hardware. While NPS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

NPS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension or termination of network, technology, or computer privileges;

- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;

The NPS will provide staff with Internet guidelines and training and support in the appropriate and effective use of the internet. The school system will inform parents about Internet guidelines through the use of letters, school newsletters, and handbooks. Additionally, the NPS will continually evaluate tools and software which can potentially assist staff in implementing guidelines, effectiveness, manageability, and any cost for initial purchase and upgrades will be considered.

First Reading: March 7, 2016

Voted by School Committee: June 9, 2016

Student Rights

Right to Education

The Commonwealth of Massachusetts guarantees “an adequate publicly supported education to every child resident.” This right cannot be denied “on the basis of national origin, sex, economic status, race, religion, and physical or mental handicap.” Any person pregnant or married has the same right to an education.

In Massachusetts, a child between the ages of six and 16 is required by law to attend an approved educational institution unless legally excused. All persons from 3 through 21 have the right to an education to suit their individual needs as may be determined through an evaluation process. This process is designed to provide all children unable to function in the regular educational program with an educational plan suited to their special needs. This plan is created as a result of assessments made by psychologists, social workers, physicians, teachers and other professionals.

The evaluation process guarantees due process rights for parents, individualized educational plans, careful and non-discriminatory use of testing, and educational placements in the least restrictive settings. Questions about referrals and eligibility for support services should be directed to the school principal.

Equal Educational Opportunity

Discrimination on account of sex is prohibited by the United States Constitution and federal law. In Massachusetts, the law is more comprehensive than the federal law. For example, Chapter 622 and its implementing regulations include in their coverage the prohibition of sex bias in instructional materials, an area not covered in the federal regulation. It is the policy of the Commonwealth of Massachusetts to afford all persons, regardless of race, color, sex, religion, national origin, economic status or handicap, equal rights and opportunities in the educational institutions within the State, as described by the guidelines of school policy.

Freedom of Assembly

Students have the right to assemble peacefully. The Students Rights and Responsibilities Law guarantees “the right to assemble peaceably, with the responsibility to obtain prior approval of school officials.”

There is an appropriate time and place for the expression of opinions and beliefs. Conducting or participating in demonstrations which substantially interfere with the operation of the school or classroom is prohibited. All student meetings in school buildings or on school grounds may function only as part of the formal educational process or as authorized by school authorities. Organizations that meet the above conditions are entitled to equal rights of peaceable assembly on school property.

Freedom of Religion

It is the responsibility of the school to protect the religious freedom of students. Students have the right to practice their own religious beliefs as long as they violate neither the constitutional rights of others nor the Supreme Court's prohibition on the school's extending the mantle of public sanction or support to any particular religion. Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they might explore any other subject included in the curriculum of the Newburyport Schools; therefore, the study of religion and religious holidays as an academic subject or as part of a foreign culture is appropriate.

Patriotic Ceremonies

Certain rights and privileges pertaining to patriotic ceremonies are afforded by the First Amendment. A student may decline to participate in the salute to the flag, the Pledge of Allegiance, and the singing of the National Anthem. The school may not force the student to leave the room or otherwise punish the student. Students who choose to refrain from participation have a responsibility to respect the rights and interest of others who do wish to participate in the ceremony. The student may refuse to perform the ceremony in a manner that will not disrupt the ceremony for other persons.

Freedom of Expression

The First Amendment provides, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances." Not only is Congress prohibited from infringing upon rights guaranteed by this amendment, but also state officers and employees, school directors, superintendents, principals, and teachers.

The chief purpose of the First Amendment is to encourage a free expression and exchange of ideas however unusual, unpopular, distasteful, or radical, without threat of punishment or reprisal. This free expression and exchange is vital to education in a democracy.

Therefore:

Students have the right of freedom of expression, subject only to the responsibilities to keep such expression from disrupting the educational process, and to allow other points of view to be expressed.

Students also have the right to be free from dress codes, subject only to the responsibility to observe reasonable standards of health, safety and cleanliness.

Free speech and expression include not only the actual saying of words, but also symbolic speech such as the wearing of buttons, armbands, decals, and the like. (A student's right to exercise this freedom may not be limited merely because there is a hypothetical fear of disturbance).

Freedom of press includes not only the printing and distribution of a school newspaper, but also the printing and distribution of other newspapers, magazines, pamphlets, leaflets and other literature.

Right to Privacy

Parents, students and former students are guaranteed the rights of confidentiality, inspection, amendment, and destruction of student records. Specifically:

A parent has the right to inspect the school records of his/her child;

A parent has the right to a hearing to contest records that are allegedly inaccurate, misleading, or in violation of the rights of privacy of the student;

Search of an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student;

Illegal items as defined by federal, state, or local law or a provision of this policy and which may reasonably be determined to be a threat to health, safety, or security of others may be seized by the school authorities and turned over to the police department; and

Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Confidentiality of Records

With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

Freedom from Corporal Punishment

While "reasonable" corporal punishment is permissible in certain other states, Massachusetts law clearly forbids it:

The power of the School Committee or of any teacher or other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil. The above statement, however, refers only to punishment. As the student has the right to protection from bodily harm, so do all other members of the community. Therefore, in instances where there is a need for a teacher, Principal, or other school official to defend himself or others, to divest a student of a dangerous instrument, or to prevent injury to property, reasonable force may be used. All acts and threats of physical violence are inconsistent with the maintenance of the humane institution and are prohibited.

Please return this signature page to your child's homeroom teacher.

I HAVE READ THE ENTIRE HANDBOOK FOR THE:

BRESNAHAN ELEMENTARY SCHOOL

MOLIN UPPER ELEMENTARY SCHOOL

FOR THE SCHOOL YEAR 2015 – 2016

Grade _____ Teacher _____

Parent/Guardian signature

Student Name-please print

Date _____

