

Rockport Elementary School
Student Handbook

2016-2017



“Be Respectful, Be Responsible, Be Safe”

Todd Simendinger- Principal
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Dear Parents and Families of Rockport Elementary School,

Whether you are new to Rockport Elementary School or returning, we welcome you to a great year of learning and growing together. It's an opportunity for a fresh start, and a chance to enjoy the challenges of learning and growing together. In this document you will find important information regarding school procedures and behavioral expectations.

At Rockport Elementary School, we value the academic and behavioral expectations for all children, and hold high standards in both areas. The academic and social learning that takes place by our students each day represents building blocks for future success. We take this responsibility seriously and are committed to meeting needs of every child.

Understanding that educating our children is a team effort, we believe your participation is essential in order for each child to reach their fullest potential. We encourage you to volunteer in the classroom or library, become a member of the PTO, or volunteer at one of our various fundraisers. Your involvement in supporting open communication between staff and students, and supporting the high behavior and academic standards set by our staff is critically important.

Our first priority is maintaining a safe and healthy school environment for all students. In order to do this, we ask that you carefully read the handbook and clearly communicate the academic standards and behavior expectations with your child; for the success of all students, it is important that your child clearly understands the behavioral and academic expectations of the school.

The staff and I look forward to a great year ahead with you and your family!

Sincerely,

Todd Simendinger
Principal

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SCHOOL OFFICE HOURS

The main office is open from 8:00 a.m. - 4:00 p.m.

- Phone calls received between 8:00 a.m. - 4:00 p.m. will be directed to the voice mail of the person you are calling. If calling a classroom teacher, please be sure to leave a clear message along with a phone number where you can be reached. If there is an emergency regarding your child, please call the main office at extension .
- School is open to receive students at 8:40 a.m. and the office closes at 4:00 p.m.
- Please notify the office with any changes of address, phone numbers, or e-mail.

SCHOOL HOURS FOR STUDENTS

The student day at Rockport Elementary School is from 9:00 a.m.-3:00 p.m. Children are reminded that they should arrive at school no earlier than 8:40 a.m. unless they are attending a before school activity.

Students who arrive after 9:00 a.m. must check in at the Main Office. Children are considered late if they arrive after 9:00 a.m.

SCHOOL CANCELLATION AND DELAYS

Emergency School Dismissal and “No School” Announcements

It is the policy of the School Department to close or delay the opening of school only in the event of extreme weather or travel conditions; otherwise school will be held. If weather conditions dictate a delayed opening of school, an early release, or cancellation the Superintendent will notify parents via the automated phone system. When school is in session on inclement weather days, parents are urged to exercise personal judgment in sending their children to school. If your child will be tardy due to weather conditions please call the main office. Tardiness due to inclement weather will be waived with the approval of the Principal.

Attendance, Absences, and Tardiness

The education of our children is a responsibility shared equally by home and school. Teachers and parents work together to develop traits that are important for the educational growth of children. It is essential that our children develop proper work habits, such as punctuality and regular attendance.

- Absences for non-medical or non-emergency reasons are discouraged.
- Parents should make medical appointments or other professional appointments after school hours.
- Uninterrupted classroom instruction makes for the most effective learning environment for students. Absences for non-medical or non-emergency reasons are considered unexcused absences.
 - * Parents should contact the school between 8:00 a.m. and 8:45 a.m. if your child will be absent or late. Please leave you child’s name, grade, and teacher on the absence line.

A parent note is required when:

- If there is a deviation from the child’s normal way of returning home after school
- A child will be dismissed from school
- A child requires a temporary excuse from physical education or outdoor recess

If a child is absent, tardy, or dismissed from school for a professional appointment, a dated and signed note must be submitted to the office in order for the absence to be considered excused.

Parental notification is required if a student will be out for an extended period of time. The office will contact you to confirm your child’s absence if we do not hear from you. Please send documentation specific to the absence with your child when they return to school.

Excessive Absences

In accordance with Section 315.1 (C) of 603 CMR 28.00 “Any child who is absent without medical excuse for more than fifteen (15) days in any term will be referred by the principal to the 603 Chairperson for evaluation”. **If upon review the number of unexcused absences exceeds the maximum allowable days for a marking period, the principal is mandated to file with the Department of Children and Family Services.**

Family Vacations

The school administration discourages family or student vacations while school is in session. Absences due to vacations are considered unexcused, therefore, parents are strongly discouraged from taking their children out of school for family vacations because valuable classroom instruction can never be replaced by make-up assignments.

If parents choose to take their children out of school for vacations, they must notify the school of their intentions. Any academic work (tests, projects, assessments) will be provided to the student upon their return without penalty, and within the timeline outlined in the absence policy. Extended vacations are considered unexcused absences and as such

teachers are neither expected, nor required, to provide any academic work in advance, or provide special tutoring upon return.

Tardiness

Punctuality is an important work habit for students and eliminates unnecessary disruption to the classroom environment, and reduce lost instructional time. In all cases of tardiness, children must be accompanied to the office and signed in after 9:00.

EARLY DISMISSAL

Students should not be dismissed from school except in cases of illness or injury. Professional appointments should be scheduled after school hours, when possible. If a child must be dismissed during the school day, please send in a note the morning of the appointment specifying the time the student will be picked-up, the reason for the dismissal, and who will be dismissing the child. The individual picking up the child must sign the student out at the main office. The office staff may ask the adult for identification prior to dismissing the student.

Field Trips

Field trips are an extension of the curriculum and in support of the learning objectives of the school. A signed and completed permission slip is required for student participation. **Permission sent via email, fax, or phone is not permitted.** If your child requires medication on a field trip, arrangements should be made with the nurse in advance. If you do not wish your child to take a regularly scheduled medication on the day of the field trip you must provide a written note to the nurse.

If a parent chooses to exclude their child from a field trip, or a student loses the privilege of attending a field trip, the student will be provided with appropriate academic work, and is expected to attend school on the day of the field trip.

The school has established a student assistance fund to provide financial support for families in need. Please contact the main office for more details.

ROCKPORT FACULTY, STAFF, SUPERINTENDENT AND SCHOOL COMMITTEE INVOLVEMENT

Rockport Elementary School Management Council:

Under Massachusetts Education Reform legislation, each school shall establish a School Council whose purpose shall be to advise the Principal on a range of issues relating to school improvement including matters of policy, budget, staff development, discipline, safety, extra- curricular activities, etc. In addition the School Management Council shall issue a school improvement plan for review and approval each year.

Rockport Elementary School Management Council consists of parents, teachers, students and community members. Meetings are held monthly and are open to the public.

Rockport PTO K-12 holds monthly meetings in the library. These meetings are open to parents of children in grades K-12. Four class liaisons are elected by the PTO to work with

the Rockport Elementary School and meet with the Principal on a quarterly basis. Their aims are:

1. To promote school-related activities throughout the community.
2. To provide a forum for co-operative planning of events which are of mutual benefit to students, parents and teachers.
3. To facilitate communications between the school and parents so that an ongoing dialogue exists between the school and parents which includes parental concerns, and ideas.
4. To serve on high school committees as needed.

School Committee Meetings:

School Committee meetings are held the first and third Wednesday of each month at 7:00 p.m. during first semester and on the second and fourth Wednesdays of each month during the second semester. The schedule of school committee meetings is found in our School Calendar at the front of this document.

Parent/Teacher Conferences:

Parent/teacher conferences may be requested at any time during the school year. Parents may contact teachers directly to arrange appointments by email or by leaving a message for the teacher at 978-546-1220. Finally, the Principal and Assistant Principals are available to help to facilitate discussions or to solve problems as they arise.

Individual Administrative Meetings:

Meetings with the Principal or Assistant Principal may be arranged by calling the Elementary School office at 978- 546-1220.

Principal Parent Meetings:

“Coffee with the Principal” is held monthly and all are welcome to attend. Dates and locations can be found on the school calendar.

Parent Communication

The staff at Rockport Elementary School is committed to maintaining open home/school communication. Teachers often send communication home and parents are encouraged to contact their child's teacher by note, phone, e-mail or conference when they have information to share, or have questions. By maintaining the lines of communication teachers and parents work as a team, ensuring the success of each child. Communication folders are sent home every Wednesday with information regarding upcoming activities and assignments.

HOME/SCHOOL NEWS

A weekly copy of “The Buzz”, the RES newsletter, will be distributed in student communication folders every Wednesday. The newsletter includes upcoming events, news and updates, curriculum updates, and other important school related information.

RELEASE OF STUDENT DIRECTORY INFORMATION

Massachusetts Student Records Regulations permit the release of "directory" information without consent. Directory information includes data such as student's name, address, phone numbers, and email addresses. Such information is typically used in classroom newsletters, in press releases, and in sports coverage in local newspapers. We also provide names and addresses to recognized groups supporting school activities such as PTO. We do not release phone numbers without consent.

INVITATIONS

Invitations for events outside of the school day will only be distributed if all members of the class are invited. Since we cannot give out home phone numbers and addresses, each year the PTO publishes a school directory with contact information, provided to us by parents who give us permission to do so. This directory is an excellent tool to contact other families in the Elementary School.

SOLICITATION

Individuals in organizations wishing to post or distribute material must receive permission from the office of the superintendent. In general, information not pertaining to a nonprofit organization with relevance to elementary school-aged children will not be approved. Please note, individual paper flyers for students will not be approved. The principal must also approve subscriptions or collection of money or items to be exhibited for the purpose of sale.

ELECTRONIC DEVICES, TRADING CARDS, TOYS, MONEY AND OTHER VALUABLES TAKEN TO SCHOOL

When children bring money to school we ask that parents place the money in an envelope, include a note inside stating the reason for the money being sent, and include both the child's name and the teacher's name on the envelope.

We ask that children not bring large amounts of money or other valuable objects to school. We cannot assume responsibility for any damage or loss that may occur. Trading cards, electronic equipment, and other objects identified by the principal as inappropriate for school grounds will be confiscated and brought to the main office where they may be picked up by parents.

If it is necessary for a student to use a cell phone (or any other electronic devices for communication) during school hours, it must be with the permission and supervision of a teacher. **Cell phones are not to be used during the school day (including bus rides) without permission.**

SCHOOL SAFETY PROCEDURES WALKING ROUTES AND BUS ROUTES

Each year, the principal and bus company review bus routes and consider such factors as the availability of sidewalks, the speed of traffic, and the location of children's homes. (Note: Walking routes to school take into account similar factors; the police department will be called upon to help, when necessary, with the establishment of these routes.) Children are assigned to a particular bus for transportation to and from school.

Please note that children need to ride their assigned bus. In order to have a child ride a different bus, a **parent will need to send a note to school**; the principal will approve and initial the note. (If there is not enough room on a bus to accommodate a change, the parent will be called). For safety reasons, children will not be allowed to ride a bus other than the one to which they are assigned without a signed note, and will be approved only in emergency circumstances.

PICKING UP & DROPPING OFF CHILDREN PROCEDURES

There are two parking lots at the school: the main upper lot, and the gravel lot located next to the preschool playground.

- Children should be dropped off between the cones in the drop-off lane located in front of the school. Please do not drop off your child in the parking lots as it poses a safety hazard. A staff member will assist your child in exiting the car. We ask that parents remain in the car during drop-off.

- Children who are being picked up at dismissal in first through third grades will be dismissed on the East side of the building next to the gymnasium. For safety reasons, teachers are only allowed to dismiss to individuals on the approved parent dismissal list, unless a parent note is written indicating different arrangements. Grades four and five will be dismissed from the rear playground doors.

- Dogs should be kept a distance from school at drop-off and dismissal times, and always on a leash when on school grounds.

- Children are to walk their bikes and scooters from the bike rack to a safe distance away from crowds at dismissal time. Children riding bicycles are reminded to wear safety helmets.

Inclement Weather Dismissal

Inclement weather dismissal for first through third grades (Kindergarten will dismiss in the normal location during inclement weather) will take place in the gymnasium. Parents will be notified in advance, when possible, via the RES Facebook page. When indoor dismissal is in effect a multicolor light will be illuminated in the front window, and signs will be placed at each of the entrances. Parents should enter the gymnasium through the rear playground doors only (next to the playground basketball court) after 2:55. Classes will be lined-up at their designated cones and released by the teacher.

VISITORS

Since we do encourage community and parent participation in school activities, many non-staff members are present in the building on a daily basis. Visitors are asked to sign in and out at the office and take a visitor badge. Should any staff member not recognize a visitor, a polite inquiry or offer of assistance will help ascertain the legitimacy of the person's presence in our school.

BUILDING SECURITY PROCEDURES

Entering and Exiting Procedures

- **All school entrance doors will remain locked all day.** The main entrance will open at 8:30 a.m. for student arrival and will close at 9:00 a.m. when classroom instruction begins.
- **To enter the building during the day, visitors must be buzzed in the front door by office staff and sign-in at the main office.** Visitors should visit the office to sign out upon leaving the building. We appreciate your understanding these important security protocols.

BLACKBOARD CONNECT

Rockport Elementary School uses a school-wide calling system for school emergencies. In the event of an emergency, where normal radio & TV communication is not adequate, a system whereby each parent/guardian receives a phone call will be used. The system is computerized, and will call up to three (3) phone numbers provided for each student.

In order that our emergency database is as up-to-date as possible, parents are asked to notify the main office immediately with any changes to contact information.

SCHOOL SERVICES AND ACTIVITIES

RECESS PERIODS

All children have a fifteen-minute recess period and approximately a thirty-minute lunch/ recess period. During inclement weather the children may have indoor recess. The playground monitors, in consultation with the administration and staff, determine whether the children have outdoor play. Please dress your children in appropriate clothing for changes in weather conditions. We use a temperature of above ten degrees (either ambient temperature or wind chill temperature) as the criterion to determine how much time children can spend outdoors.

It is important that children are dressed appropriately for school and recess each day. This includes a warm jacket, snow pants, hats, gloves and boots in winter months; and safe and appropriate shoes and clothing for the playground in other seasons. In warmer weather sunscreen should be applied in the morning before school to protect your child from the harmful effects of the sun.

LOST AND FOUND

A lost and found area for clothing, lunch boxes, backpacks, etc., is located outside of the library. Jewelry, watches, wallets, eyeglasses, and money are turned in to the main office. Items not claimed before January 1st and the last day of school will be donated to charity.

CAFETERIA

Student lunches are _____

Reduced lunches are _____

Milk is _____

An application for free and reduced lunches must be submitted each school year. All students who were on free or reduced lunch last year will automatically be able to receive free or reduced lunch in the current year until an application is submitted or 30 school lunch days have elapsed.

LUNCH PREPAYMENT PROGRAM

Daily lunches **MAY BE PREPAID**. We strongly encourage parents to utilize our **online payment system**, *SendMoneytoSchool*, which is accessible on our school's website. This system allows parents to make payments as well as check balances of their children's accounts.

Alternatively, you can send money to the office with your child's name in an envelope. Checks must be made out to Rockport Public Schools. Checks made out differently will be returned. Please write your child's name on each check.

You may also send cash in a sealed envelope labeled with the child's name, teacher, and the amount of money being deposited.

BUS PRIVILEGES

Students are expected to ride their assigned bus. Procedures do allow:

- A child to get off at a different bus stop on his/her regular bus route with a written request from a parent on that day. **The written request should be sent to the main office for approval. The note will then be returned to the student, to be given to the bus driver.**
- A child to ride a different bus due to **extenuating** circumstances (ie: unexpected change in childcare) with a written request from a parent on that day. The written request should be sent to the main office for approval. The note will then be returned to the student, to be given to the bus driver. Any change is subject to the approval of the principal and seat availability.

Students are held to the same code of conduct standards on the bus as they are in school. Students who break the rules of conduct as they apply on our school buses may lose their bus privileges, and are subject to additional disciplinary action.

HEALTH SERVICES AND POLICIES

Health Services are provided by a full time Registered Nurse with certification from the Department of Education. The goal of the School Nurse is to enhance the educational process by modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness in the student population.

SCHOOL NURSING SERVICES

The School Nurse provides the following services:

First aid, emergency care, as well as evaluation of illness and medical needs for all students and staff;

Screening for vision, hearing, heights and weights; postural screening; periodic head checks for lice; communicable disease control;

Immunization control and reporting; maintenance of health records;

Medication administration; Individual Health Care Plans for children with health care concerns.

Collaboration with faculty and health professionals; health referrals; health education and initiatives for students and staff.

Medical Communications

- Parents are asked to inform the school nurse if a child has been sick or injured.
- If your child needs to leave school for any type of health emergency or medical appointment, a note must be obtained from the medical provider with his or her signature stating the child has received medical/dental/psychiatric services and may safely return to school.
- Upon registration and annually, parents complete a Student Medical Information Form, indicating important names, addresses, and phone numbers, to be used if there is an emergency or illness with your child. Please make sure that contact information remains current throughout the school year. The health office relies on this information to contact parents in the event of illness or emergency.
- If your child is under medical care for a condition or is currently taking medication that may affect him or her throughout the day or if your child should arrive at school with an immobilizing injury requiring a splint or cast, please contact the school nurse.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

According to Massachusetts General Law, physical examinations and immunization records are required for entry to preschool, kindergarten and for new admissions. Physical examinations and immunization updates are also required in third and sixth grade.

WELLNESS POLICY

The Rockport Public School District is committed to providing a school environment that enhances student learning and the development of lifelong wellness practices. The District, recognizing the relationship between student well being and learning, as well as the importance of a comprehensive wellness program will strive to address the following goals:

1. To provide children with access to nutritious, well-balanced and varied selections of food while in the classroom and the cafeteria.
2. To promote healthy eating patterns through classroom nutrition education coordinated with comprehensive health education programs of physical education, health and food services.
3. To provide children with access to structured, as well as activity-based physical activity during the school day.
4. To establish this school-wide policy, involving input from the Wellness/Health Committee and a variety of representatives from the school community.

ILLNESS AND ACCIDENT POLICIES

In the event a child is unable to remain in school because of illness or injury, a parent or guardian will be contacted. If the school is unable to reach the parent or guardian the emergency contact listed for that child will be called.

In a situation where immediate medical attention is necessary and the school is unable to reach a parent or guardian, the child will be transported to the hospital by ambulance. A school employee will accompany the student to the hospital in the event a parent cannot be reached, or is unable to make it to the school prior to transport. The school will continue attempting to notify the parents or guardians. It is important that emergency contact information be updated regularly with the office to avoid unnecessary delays in emergency situations.

ADMINISTRATION OF MEDICATION

- Parents or guardians of children taking daily medication during the school day must contact the school nurse for the necessary medication forms and doctor's order form. It is necessary to complete new forms at the beginning of each school year.
- All medication is to be sent in the prescription bottle and brought to the School Nurse by an adult.

Over the Counter (OTC) Permission Form.

- For short-term medication such as an antibiotic, it is not necessary to have a doctor's order. Bring the medication to the School Nurse in the prescription bottle and a request for the nurse to administer. Bring only the amount of medicine the child will take in school, not the full prescription.
- It is very important to share medical information with our nurse, particularly the administration of medication to children. Many children have specialized medication needs and it is best for parents to discuss these requirements with our nurse.

STUDENT INSTRUCTIONAL INFORMATION

HOMework

- Homework expectations will be included with the information communicated to parents at the beginning of the school year. Parents are encouraged to contact the teacher if their child is spending either much more or less time than expected on their assignments.
- On occasion, special projects might require additional time. Aside from this regular homework, children are expected to read for a certain amount of time a night.
- Generally speaking, homework should reinforce what has been learned in school and not contain material which is totally new to the student.
- Whenever possible, homework assignments should be differentiated to meet the individual needs of students.
- The school offers an after-school homework club on Tuesday through Friday for grades 3-5 if

ENTRANCE REQUIREMENTS & RECORDS

Students entering kindergarten must be five years old by August 31 preceding their entrance to kindergarten. The School Committee strongly recommends that the entrance age for new students entering Rockport Public Schools should be six by August 31 for students entering grade 1, and seven by August 31 for students entering grade 2.

Along with documentation of residency, we also require evidence of birthdate (copy of birth certificate), DPT shots, immunization against polio, measles, rubella, and mumps, Hepatitis B, Varicella, and Hib, lead screening and copy of most recent physical from the doctor's office. These are standard requirements for entrance into kindergarten. We also appreciate receiving any information concerning health problems.

Homeless Students

Rockport Elementary School will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible for under state and federal law.

KINDERGARTEN REGISTRATION

Kindergarten registration is held in March at Rockport Elementary School. Parents of children who will be five years old on or before August 31 of the school year should complete registration forms.

Copies of the following documents are needed: a copy of your child's birth certificate and a copy of your child's immunization records to date. A current physical and current eye examination from the child's doctor are also required. In addition to filling out the

registration forms, incoming kindergarten students are required to attend a kindergarten screening session.

RESIDENCY

The Massachusetts Department of Education requires that we maintain accurate and current records of a child's residency. Residency is “**where a child lives**”, as documented by recent property purchase, rental receipt, phone, utility or other similar receipts indicating the child resides within the Rockport school district.

SCHOOL CHOICE

Rockport Elementary School participates in School Choice in accordance with Massachusetts General Law. Students living in surrounding schools may apply for admission to Rockport Elementary School. Specific openings are determined annually for each grade level and enrollment is dependent upon the available openings.

HOW DO WE ENROLL OUR STUDENTS IN SCHOOL CHOICE?

Once the School Committee makes a determination as to the number of admissions the school can accept, a public announcement is placed in the local newspapers. A parent can then apply for the School Choice lottery by completing the designated form posted on the **school's web site**.

ADMISSION AND TRANSFER OF STUDENTS

All children entering Rockport Elementary School should complete registration materials located in the elementary office. Before entering, proof of immunization must be presented and reviewed by the school nurse along with proof of residency.

If you are planning to move from Rockport, please notify the Principal by phone or in writing. The school office needs to know your new address, school to be attended, and date of leaving. The Principal's secretary is in charge of sending school records to your child's new school and needs a parent's signature for permission to do so.

STUDENT RECORDS

Student records are kept in the main office. Parents and students are guaranteed the right to inspect as well as seek addition to or deletion from all records that are kept, or requested to be kept, by the school department concerning individual students. These records include the student's transcript and any other recorded information that is identified by the student's name. Pursuant to General Law c. 71, s34D and 34F, and the regulations promulgated thereunder, no third party, other than authorized school or Department of Education personnel, shall have access to information in or from a student record without the specific written consent of the eligible student or the parent/guardian.

Upon receipt of a Court order or lawfully issued subpoena, or upon receipt of a request from a Court or the Department of Youth Services for information regarding a student, the

school, prior to compliance, shall notify the eligible student or parent/guardian of the order, subpoena or request.

Except for certain limited and specifically defined individuals, i.e.: certain court officers, health officials, and authorized school personnel, no individual or agency may have access to school records of the students without the “specific informed written consent” of the student or his/her parent/guardian.

Authorized school personnel of the school to which a student is transferring may have access to the student’s record without the consent of a parent/guardian. Complete copies of the state regulations concerning parents’ and students’ rights to records may be obtained in the building Principal’s office.

ACCESS OF STUDENT RECORDS BY NONCUSTODIAL PARENTS

Massachusetts's law (Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the main office.

COPY OF STUDENT RECORDS (Chapter 71, Section 34D and 34E). "The board of education shall adopt regulations relative to the maintenance, retention, duplication, storage and periodic destruction of student records by the public elementary and secondary schools of the commonwealth. Such rules and regulations shall provide that a parent or guardian of any pupil shall be allowed to inspect academic, scholastic, or any other records concerning such pupil which are kept or are required to be kept." (p.71)

Report Cards

Report cards are distributed at the end of each trimester and provide important feedback on the academic and social progress of the student. In addition to regularly scheduled parent meetings, parents and teachers are encouraged to arrange other conferences as needed. The report card release schedule can be found on the school website.

PROMOTION AND RETENTION

If retention is being considered, the best interest and long-range welfare of the child will be the primary considerations.

The principal shall be responsible for making the final decision on promotion or retention, but will consult closely with teachers, parents, and the counseling staff before making any decision. The possibility of a recommendation for retention will be made prior to the conclusion of school year.

STUDENT PLACEMENT

We strive to create balanced, sound classes for all the children. Our faculty and staff work diligently in grouping classes for the next grade level. Balancing academic abilities, creating workable groups, and matching student and teacher support services are just some

of the considerations when grade levels meet to create rosters for the next school year. Each grade level revisits the class lists several times, and then are all reviewed by our specialist teachers, counseling staff, and administrators.

We do not accept parent requests for specific teacher placements, or placement with or away from other children. However, parents are welcome to share information regarding student-learning needs on the parent placement feedback survey. If a student conflict exists outside of school that may complicate a relationship, or create a conflict of interest, we ask that you share this information with the classroom teacher. This is information such as:

- A close personal or business relationship with a particular teacher.
- Siblings, twins, triplets or other relative who should or should not be together in the same classroom.
- Any specific court orders that prevent contact between students

Final placements will be mailed home one month prior to the start of the school year. No changes will be made in placement without the approval of the principal.

CAFETERIA AND PLAYGROUND

Rules for appropriate cafeteria behavior include:

- Only leave your seat with permission.
- Use the appropriate voice level.
- Be respectful.
- Check tables and floor for garbage before leaving; clean the tables.
- Sit and eat properly; do not throw or trade food.
- Bring only lunches into the cafeteria (toys, trading cards, etc., are not appropriate and may be taken away).

Rules for appropriate playground behavior include:

- Be kind, polite, and positive with other children and adults.
- Keep hands and feet to yourself.
- Play safely at all times. Walk on the playground. All running games should be in open areas.
- Use playground equipment appropriately.
- Stay within designated boundaries.
- Ask permission to re-enter the building.
- Return quietly to classrooms.
- Include others in games, whenever possible and appropriate.

CLASSROOM EXPECTATIONS

Members of the classroom and the teacher develop classroom rules. This is a collaborative endeavor designed to develop a responsible, caring classroom community and to teach students to be respectful members of this community. Rules, consequences, and routines may vary from classroom to classroom, but the expectations will be consistent with the stated School Code of Conduct. Teachers will share this information with parents and students at the start of the school year.

STUDENT DRESS CODE

All students are to dress appropriately for school and school functions. A student's dress, grooming, and appearance shall:

- Be safe and appropriate, and not disrupt or interfere with the educational process. Appropriate clothing is needed for outdoor recess.
- Not include the wearing of hats or headwear in our school except for medical and religious reasons.
- Not include items that are vulgar, obscene, or that denigrate others.
- Not promote or endorse alcohol, tobacco, or illegal drugs
- Not promote or encourage illegal or violent activities.

Discipline Philosophy

The staff at Rockport Elementary School believes strongly in the development of the whole child, and recognizes that as part of that developmental process our students will on occasion make choices and decisions that do not meet the behavioral expectations of the school. These are often learning moments for students that through conversation and support provide the tools necessary to improve student behavior.

In general, student discipline will be progressive with an emphasis on helping the student identify tools or strategies to change the behavior. This means that a student's first violation will usually merit a lighter consequence than subsequent violations. However, progressive discipline may not be appropriate for more serious infractions and more severe penalties for a first violation may be imposed. The staff will routinely communicate with parents to both inform and work together to prevent minor problems from becoming more serious.

CONSEQUENCES

Students who do not follow the Code of Conduct will be subject to one or more of the consequences listed below. The administrator will take into account the severity of the infraction, age of the student, and past disciplinary action specific to the infraction when determining appropriate disciplinary consequences.

- Parent phone call
- Student conference with a teacher or administrator
- Note sent home with the student
- Conference with the student and parent
- Before or after school behavioral intervention
- Time out (temporary loss of recess time or classroom privileges)
- Suspension or removal from school transportation
- In school suspension
- Out of school suspension
- Suspension/ expulsion from school for dangerous weapons, drugs or assaulting staff members in accordance with district policy and Massachusetts law.

STUDENT SEARCHES AND QUESTIONING

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. School officials are not required to contact a student's parent before questioning the student. All students will be told why they are being questioned.

School property, including student cubbies, is subject to search by school officials. Searches may be conducted of students and their belongings if the authorized school official has reasonable grounds, including (but not limited to) personal observation, or a report from a reliable source. In serious cases (such as possession of a dangerous object or substance), an anonymous report would be considered reasonable grounds. The authorized official shall be responsible for promptly recording the information related to the search as a part of the record of the investigation.

District officials are committed to cooperating with police officials to maintain a safe school environment. Before police officials are permitted to question or search any student, the authorized school official shall first notify the student's parents to give the parent the opportunity to be present during police questioning or search. If the parent cannot be contacted, the questioning or search shall not be conducted. The Principal or designee will be present during any police questioning or search of a student on school property or at a school function.

REPORTING CHILD ABUSE AND NEGLECT

Rockport Elementary School is committed to keeping students safe from harm and is obligated to report to child protective services when we have reasonable cause to suspect that a student has been abused or maltreated. The district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and neglect or custody investigations.

PROCEDURE FOR PARENTAL COMMUNICATION/APPEAL WITH SCHOOL PERSONNEL CONCERNING A DISCIPLINE PROBLEM

A parent who is concerned about the disciplinary action of their child should follow the following procedure:

1. Contact the school and *Speak with the staff member directly involved* in making the decision for corrective action. Parents may contact staff members during the regular workday.
2. If a parent contacts an administrator about a disciplinary problem, the administrator will check that the parent has first discussed the issue with the staff member involved. If the staff member has not been contacted, the administrator will inform the staff member about the call and ask the staff member to make contact with the parent.
3. If this approach does not lead to resolution of the problem, an administrator may be asked to mediate.

4. The proper channeling of concerns from parents is as follows:
 1. Teacher
 2. Principal
 3. Superintendent
 4. School Committee

Appendix: A

DISCRIMINATION AND HARASSMENT

Rockport Public Schools

Discrimination and Harassment Grievance Procedures

The Rockport Public Schools is committed to maintaining a school environment free of discrimination and harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. Harassment or discrimination by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Rockport 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.

Definitions

For the purposes of this procedure:

1. A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
2. “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
3. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that rises to the level of a hostile environment.
4. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to

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or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as

the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Retaliation Prohibited

Harassment and discrimination in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Rockport Public Schools.

Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

How to make a complaint

1. Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or designee. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.
2. District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

C. Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

D. Students and employees are encouraged to utilize the District's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to: The United States Department of Education, Office for Civil Rights, 5 Post Office Square, 8Floor, Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or to Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700, TTY: N.E.T. Relay: 1-800-439-2370, FAX: 781-338-3710.

Complaint Handling and Investigation

A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.

B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.

C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.

1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
4. The investigator will keep a written record of the investigation process.
5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
6. The investigation will be completed within fifteen (15) school days of the date of receipt of the Complaint.
7. The notification of the outcome to the complainant and the subject of the complaint shall be completed within ten (10) school days after the investigation is completed.
8. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
9. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.

10. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.

4. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to:
 1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
 2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
 3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) in accordance with the above timelines, unless the investigation is extended under the provision described above.

5. If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Superintendent or designee within seven (7) calendar days after receiving notice of the outcome of the investigation. Such appeals must be made in writing to the Superintendent, Rockport

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Public Schools, 24 Jerden's Lane, Rockport, Massachusetts 01966, Telephone: (978) 546-1234.

Civil Rights Coordinators:

For complaints alleging discrimination or harassment on the basis of disability:

Lindsey McGovern, Director of Student Services

For complaints alleging discrimination on the basis of sex, sexual orientation, gender-identity, race, color, national origin, religion or age:

Lindsey McGovern, Director of Student Services

Appendix: B

STUDENT DUE PROCESS PROCEDURES

Discipline Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

Due Process:

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long- Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and

documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Principal's Hearing:

Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension:

In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district; and
- the right to request that the hearing be recorded by the Principal, and to receive a copy of

the audio recording upon request.

Principal's Decision:

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If

the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal of a long-term suspension with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to

file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress:

Any student who is serving a short-term suspension, long-term suspension, In-School Suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

Discipline of Students with Disabilities

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- a. A suspension of longer than 10 consecutive school days or a series of short term or In-School suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public year.

d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.

e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:

- 1) The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
- 2) The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
- 3) The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
- 4) The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

RELEVANT MASSACHUSETTS LAWS

M.G.L. c. 71, § 37H

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(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 a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is

excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. c. 71, §37H1/2 - Felony Complaints and Felony Convictions:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension: provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing for his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(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 or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H3/4.

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the

suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed

including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more

than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

M.G.L. c.71, §37L

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and

representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

Appendix: D

RESTRAINT POLICIES AND PROCEDURES

The Rockport Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed in appropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Nothing in this policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. The Rockport Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

Appendix: E

ROCKPORT PUBLIC SCHOOLS AND LOCAL AND STATE POLICE DEPARTMENT RELATIONSHIPS

A close working relationship exists between the local police and Rockport High School regarding all matters relating to student safety and regarding the enforcement of all local and state laws. In instances where any law has been broken or there exists reasonable suspicion on the part of school authorities that illegal activity is taking place, the school will confer with local police to find the best remedies to address the situation.

INTERAGENCY MEMORANDUM OF UNDERSTANDING FOR SCHOOLS

The Rockport Public Schools, the Rockport Police Department and the Essex County District Attorney's Office agree to develop and coordinate their response to violence, delinquent or criminal acts by students, including weapons reporting and alcohol and other drug use, that occur on school premises, school buses, or at school-related events. (Please see full policy.)

Appendix F: Health Services

Mission Statement

The Registered Nurses of our School Health Services Department provide a safe and nurturing environment for all children to maximize learning and the pursuit of health, knowledge, and achievement in the Rockport Public Schools. Your professional school nurses are dedicated to promoting and supporting healthy children and families in our school and community.

Services

The school nurse works closely with the Massachusetts Department of Public Health, the Rockport Board of Health, the Board of Registration in Nursing and the Department of elementary and Secondary Education to provide the following comprehensive school health services for Rockport Public Schools.

- Nursing assessment and planning for medical referrals for illness
- Administering first aid for injuries acquired at school
- Providing daily care for students with medical conditions and chronic health care needs.
- Administering and evaluating prescribed and over-the counter medication.
- Providing health insurance information and community medical resources to families.
- Individual health education, including nutrition, physical activity and tobacco cessation.
- Mental health counseling, support and referrals.
- Surveillance of health records for compliance with immunization and state requirements.
- Support parents and the school to deal appropriately with health disparities

COMMUNICATION

- Parents are asked to inform the School Nurse if a child has been sick or injured.
- If your child needs to leave school for any type of health emergency or medical appointment, a note must be obtained from the medical provider with his or her signature stating the child has received medical/dental/psychiatric services and may safely return to school.
- Upon registration and annually, parents complete a Student Medical Information Form, indicating important names, addresses, and phone numbers, to be used if there is an emergency or illness with your child. Please make sure that contact information remains current throughout the school year. The health office relies on this information to contact parents in the event of illness or emergency.
- If your child is under medical care for a condition or is currently taking medication that may affect him or her throughout the day or if your child

should arrive at school with an immobilizing injury requiring a splint or cast, please contact the School Nurse.

Any medication that a student needs during the school day must be immediately brought to the school nurse. Failure to do so constitutes a violation of the school's drug possession rules. Only the Nurse will be allowed to dispense medications.

Medications need to be accompanied by a physician's prescription and be in the original bottle dispensed by the pharmacy. The administration of medication in schools is subject to the provisions of 105 C.M.R. § 210.006. New students entering Rockport High School must present a copy of their immunization records before they can be enrolled in school according to Massachusetts Public Health Laws. Please refer to the Medication Administration section for more information.

Web site:

http://www.rpk12.org/pages/ROCKPORT/Menu_Items/SERVICES/Health_Services

RES Nursing Contact:
Nurse's Office – 978-546-1223

GUIDELINES FOR SCHOOL ATTENDANCE

If a student has had any of the following symptoms during the previous 24 hours, he/she should stay home:

- Vomiting/diarrhea: student must be symptom free for 24 hours before returning to school.
- Fever 100.0 or above: student must be fever-free without analgesics for 24 hours.
- Strep Throat, Conjunctivitis, Impetigo and other contagious diseases: student must have 24 hours of medication before returning to school.
- Nits/head lice: student must have them removed before returning to school. The parent and child must check in with the nurse before going to class. We have information and resources to help you.
- Skin condition with open lesions: student should remain home until the issue is diagnosed and/or resolved.
- Cold symptoms and respiratory illness: students must be fever free for 24 hours.

Students with copious amounts of nasal drainage or persistent coughing associated with additional symptoms should stay home until fever free and symptoms improve enough to attend to academics. If cold and cough symptoms are persistent and associated with a fever the child should see a physician.

- Chickenpox: student must stay at home until all lesions are scabbed over, 7 days from the last eruption.
- Fifth disease: All cases should be referred to the school nurse.
- No proof of immunization: student should not attend school unless he or she is in possession of certified medical waivers.

Parents whose children have any of the above conditions should contact the school nurse so that we may take measures to decrease the spread of illness in the classroom and ease the student's transition back to school.

REQUIRED IMMUNIZATIONS & PHYSICAL EXAMS

All new students, and students entering grade 4, 7 & 10 are required to present evidence of current immunizations before the start of school. Documentation of a recent physical exam is required for all new students and those entering grades 4, 7 & 10. The Complete physical exam must be performed within one year prior to, or within 30 days of the date of entry to school. Please provide a copy of your child's most recent physical exam.

Pre-K and Kindergarten and New Students

(Pre-K students need to provide this info. annually)

MANDATED SCHOOL HEALTH SCREENINGS

Vision screening will be conducted annually through grade 5, and in Grades 7 & 10.

Hearing screening will be conducted annually through grade 3, and in Grades 7 & 10.

Screenings of sight and hearing shall be performed by nurses or others approved by the Department of Public Health (MDPH) for this purpose, in accordance with the guidelines.

Postural screening will be conducted by a nurse or others approved by the MDPH on all students in grades 5 through 9 with the utmost respect for dignity and privacy of the student while viewing the spine.

Height, weight and corresponding Body Mass Index will be measured and calculated for all students in grades 1, 4, 7 & 10 and reported directly and confidentially to a parent or legal guardian by mail. Parents and legal guardians may request, in writing annually, that their child not participate in the screening program. Please send the note to the school nurse in the first day folder.

FIRST AID

First aid is defined as immediate and temporary care given in the case of accident or sudden illness. If an accident does occur, the school nurse or responsible person will administer first aid. Any care beyond first aid is the responsibility of the parent(s) or guardian(s).

EMERGENCY SITUATIONS

As a precautionary measure, we want to ensure that all students have access to medical care, if needed. In the event of injury, illness, or other problems requiring medical intervention, every effort will be made to notify the parent(s) or guardian(s). In the event this is not possible, or should an emergency arise, medical attention will be provided by EMT's, attending physician, nurse, or by Addison Gilbert Hospital in Gloucester. In the event of a medical emergency requiring immediate transport by ambulance, and a parent can't be reached, a staff member will accompany the student and remain with them until the parent arrives.

MEDICATION ADMINISTRATION

Rockport Public Schools has developed prescription medication administration policies in accordance with MGL 105 CMR. The policies in place are to ensure the health and safety of children needing medication during the school day. Medication administration plan forms must be renewed annually and may be obtained from the Nurse or on the Health Services web-page. All medication must be delivered to the school by an adult. The only exceptions are Inhalers and Epi-pens. Students may self-carry these two medications on their person with appropriate medical authorizations.

Prescription medication

All medication to be administered during the day requires a proper medication order from a licensed prescriber and written authorization from the parent **prior** to administering the medication at school. No more than a 30-day supply may be delivered to school. For short-term prescription medications, i.e. those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. The medication should be brought to the nurse's office by the parent, accompanied by the parent's written authorization. If the nurse has any questions regarding the order, she may request a licensed prescriber's order.

Epi-pens and Inhalers

If a student is going to keep an Epi-pen or inhaler with them, the above requirements apply and the parent must inform the school nurse. It is best to also have an extra inhaler or Epi-pen stored in the nurse's office should the student forget it or need to be treated by the nurse.

Over-the Counter Medication

Many over-the-counter medications are listed on the *Permission to Treat Form* included in the first day packet. Those medications will be given at school as needed based on Nursing assessment and parent signature on the form.

Other over-the-counter medication that must be given during the school day, should be accompanied by a *Parent Authorization Form*, found on the web-site or in the Nurse's Office, and delivered to the Nurse by an adult and in the original labeled container.

**Appendix G:
BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING
FORM**

1. Name of Reporter/Person Filing the Report:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____

Parent Administrator Other (specify)

Your contact information/telephone number:

4. If student, state your school: _____ Grade:

_____ **If staff member, state your school or work site:**

6. Information about the Incident:

Name of Target (of behavior):

_____ **Name of**

Aggressor (Person who engaged in the behavior):

_____ **Date(s) of Incident(s):**

_____ **Time**

When Incident(s) Occurred:

_____ **Location of**

Incident(s) (Be as specific as possible):

_____ **7. Witnesses (List people who saw the incident or have information about it):**

Name: _____ **Name:** _____ **Name:** _____

Student Staff Other _____ Student Staff Other

_____ Student Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ **Date:**

(Note: Reports may be filed anonymously.)

10: Form Given to: _____ **Position:** _____ **Date:**

_____ **Signature:** _____ **Date**

Received: _____

II. INVESTIGATION

1.

Investigator(s): _____ **Position(s):** _____

2. Interviews:

Interviewed aggressor

Name: _____

Interviewed target

Name: _____

Interviewed witnesses

Name: _____

Name:

_____ **Name:**

Date: _____ **Date:** _____

Date: _____ **Date:** _____ **Date:** _____

Yes No

3. Any prior documented Incidents by the aggressor?

If yes, have incidents involved target or target group previously? Yes No

Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation: YES NO

Bullying **Incident documented as** _____

Retaliation **Discipline referral only** _____

2. Contacts:

Target's parent/guardian Date: _____ **Aggressor's parent/guardian**

Date: _____ **District Equity Coordinator (DEC) Date:** _____ **Law**

Enforcement Date: _____

3. Action Taken:

Loss of Privileges **Detention** **STEP referral** **Suspension**

Community Service **Education** **Other** _____

4. Describe Safety Planning:

_____ **Follow-up with**

Target: scheduled for _____ **Initial and date when completed:**

_____ **Follow-up with Aggressor:** scheduled for _____ **Initial and**

date when completed: _____

Report forwarded to Principal: Date _____ **Report forwarded to**

Superintendent: Date _____

Appendix H:

REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT AND HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN, AND DISABILITY

Complainant

Home Address

Work Address

Home Phone _____

Work Phone _____

Date(s) of alleged incident(s)

Did the incidents involve: sexual harassment _____ racial harassment _____ harassment because of national origin _____ harassment because of disability _____ (mark all that apply)

Name of the person you believe harassed you or another person

_____ If the alleged harassment was toward another person, identify that other person _____

Describe the incident as clearly as possible. Include such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands), what, if any, physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur?

_____ List any witnesses who were present _____

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge. _____

(complainant's signature) _____ (date)

_____ (received by) _____
(date)

Appeals Process

At any stage in this procedure, the complainant has the right to file formal complaint with the:

U.S. Department of Education
Office of Civil Rights, Boston Office
5 Post Office Square, 8th Floor Boston, Massachusetts
02110-1491
Boston, MA 02110 Phone: (617)289-0111 Fax:
(617)289-0150 TDD: 877-521-2172

Students with disabilities and/or their families also have the option of filing a complaint with the:

Commonwealth of Massachusetts Department of Education
Bureau of Special Education Appeals 350 Main Street
Malden, MA 02148-5023
Phone: (781)338-6401

Appendix I

Human Sexuality and Curriculum Policy

Parental Notification (Rockport Public Schools Policy)

The purpose of sexuality education in the Rockport Public Schools is to increase students' knowledge about various aspects of sexuality including, but not limited to, understanding of the reproductive system, the definition of sexual abstinence and its place in the lives of young people, goal-setting, communication, emotions, sexually transmitted diseases, and AIDS.

The Massachusetts legislative session ending in fall of 1996 passed (Chapter 291) Sex Education: Parental Notification bill into law, mandating that school districts notify parents when the subject of human sexuality is to be discussed in school, and providing parents with the opportunity to instruct a school district to exempt their children from such presentations.

Rockport School System's human sexuality health curriculum, approved by the School Committee in June of 1993 recognizes *"parents/guardians as the primary sexuality educators of their children and shall also recognize that parental guidance is essential and irreplaceable in sexuality education. All instructional materials, including curriculum, videos, and other materials shall be available for parents', guardians' review."* The curriculum also *"requests that parents be notified at the beginning of each term concerning the contents of the health curriculum for the grade in which their child is enrolled. Questions regarding the contents of curriculum will be addressed by the health educator, or Principal."*

Parents have the right to withhold students from health education classes. No penalty shall be imposed upon students for such exemptions.

All materials presented to students as part of the health curricula and supporting materials are available to parents, guardians, educators, school administrators and others for inspection and review, and are available in the health room and Principal's and the Superintendent's offices.

Appendix G: Head Injury and Concussions

State Law Regarding Sports-Related Head Injury and Concussions

The Commonwealth of Massachusetts Executive Office of Health and Human Services now require that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law. Student-athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. **The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season.** If a student athlete becomes unconscious, or suspected of having a concussion, during a game or practice, the law mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for “return to play.”

Parents and students who plan to participate in any athletic program at Rockport Middle/High School must also take a free on-line course. Two free on-line courses are available and contain all the information required by the law. The first is available through the [National Federation of High School Coaches](#). You will need to click the “order here” button and complete a brief information form to register. At the end of the course, you will receive a completion receipt. The entire course, including registration, can be completed in less than 30 minutes.

Appendix K: Identifying Limited English Proficient (LEP) Students

State and federal laws require that students in our public schools who do not speak English or whose native language is not English AND who currently cannot perform ordinary classroom work in English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter content. These students are often referred to as limited English proficient (LEP) students. They are also referred to as English language learners (ELLs).

When a new student enters a school district, it is the district's obligation to determine if the student is LEP. State law, G.L.c.71A, requires that most LEP students be educated in Sheltered English Immersion (SEI), consisting of both sheltered subject matter instruction in English and English language instruction.

Following is a schema of how a school district should go about making this determination

Step 1: Administer a Home Language Survey. The primary purpose of a Home Language Survey is to find out if a student speaks a language other than English at home and thereby needs to be assessed for English language proficiency. The Home Language Survey also presents an opportunity to collect other useful information about the student that will help district personnel understand the student's personal and educational history in order to plan an appropriate educational program for the student.

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This will be useful when eliciting information from parents who do not understand English well, but who can read in their native language. If a home language survey has not been

translated into a language the parent understands, someone must be available to read it to the parent in a language the parent understands and to assist the parent in filling out the survey.

Step 2: Assess the English language proficiency of all students whose home language is not English.

Step 3: Determine if the student is or is not limited English proficient (LEP). This decision should be made by trained district personnel who use the results of the English language assessments and other pertinent information. It should be made consistently, following written guidelines that include cut scores and other criteria established by a task force within the district and approved by the superintendent.

Step 4: Each LEP student should be placed in an instructional program that will provide sheltered subject matter instruction in English and English language instruction appropriate for the student's level of English language proficiency.

State law, G.L.c.71A, requires that LEP students, with limited exceptions, receive both sheltered subject matter instruction in English and English language instruction. This requirement applies to all districts that enroll LEP students, regardless of whether there is one LEP student or hundreds of LEP students enrolled in the district. An FAQ document that provides guidance on the implementation of G.L.c.71A is posted at:

http://www.doe.mass.edu/ell/guidance_laws.html. In addition, the document used by the Department for monitoring compliance with both state and federal law regarding LEP students is posted at: http://www.doe.mass.edu/ell/guidance_laws.html

Both sheltered subject matter instruction and English language instruction must be delivered by qualified teachers. A memorandum of guidance about Qualifications for Teachers of LEP students was issued on June 15, 2004 by the Commissioner, and is posted at: <http://www.doe.mass.edu/ell/news04/0615qualifications.pdf>.

The English language instruction and the sheltered content instruction provided to LEP students should be geared to their English proficiency level. Students with beginning and low intermediate English proficiency need more "sheltering," more adaptations of curriculum and instruction, than students with a higher level of English proficiency. Additional information about English language proficiency standards and English language proficiency performance levels can be found in the English Language Proficiency Benchmarks and Outcomes: http://www.doe.mass.edu/ell/guidance_laws.html

Additional resources on this topic can also be found under "Resources" on the Department's ELL homepage: <http://www.doe.mass.edu/ell/>.

Step 5: Code all students determined to be LEP correctly in the next SIMS data collection.

Please note: This information is intended to answer many of the questions that are frequently asked of the staff in the Office of Language Acquisition and Academic

Achievement (OLAAA). As such it is to be considered and used as general implementation guidance.

For additional implementation guidance, please call:

§ ■ Office of Language Acquisition and Academic Achievement at 781-338-3535. § ■ For legal guidance, please call the Program Quality Assurance: 781-338-3700

OR

Office of Legal Counsel: 781-338-3400

Appendix L: STAFF CONDUCT WITH STUDENTS

The Rockport Public School Committee expects all staff members, including teachers, coaches, counselors, administrators, support staff and volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students. At all times staff members are expected to be mindful of our school district's core values and educational philosophy, which promises to provide a safe environment that fosters integrity, respect, and success and which stipulates that "our schools should provide a learning environment characterized by mutual respect and should strive to develop in our students' feelings of self-worth and accomplishment."

The interactions and relationships between staff members and students should therefore be based upon mutual respect, trust and the dignity of the individual, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school.

Consistent with this policy, staff members are therefore expected to model civil and respectful behavior and to create a positive educational environment. To accomplish this goal, staff members are expected to approach every interaction with a student with an attitude of concern and caring for the individual student and his or her needs. In interactions with students and each other, staff members are expected to exhibit self-control, to use respectful language and mannerisms, and to guide by example. Because certain negative behaviors are known to undermine trust and impede learning, staff members are expected to avoid such behavior.

In sum, the School Committee encourages staff to build positive, caring relationships with students, but to be mindful to maintain clear and appropriate boundaries that respect the physical and emotional health of all students.

Staff members are encouraged to consult with their administrators or supervisors whenever they are unsure whether particular conduct may constitute a violation of this policy.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the Committee's policy on harassment and sexual harassment of students.
- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or unduly coarse language with students.

□ Singling out a particular student or group of students for personal attention and/or friendship within the school environment for other than appropriate educational purposes.

Conduct Requiring Administrative Approval

Before engaging in activities like the following, staff members shall review the activity with the principal or appropriate other supervisor.

- Inviting or allowing students to visit the staff member's home, or visiting a student's home, unless on official school business, or done in another context, such as when visiting a parent or other relative of a student, or when such contact is tangential to the purpose of the visit.
- Maintaining personal contact with a student by telephone, e-mail, Instant Message, Internet chat rooms or other communications media beyond contact regarding homework or other legitimate school business, unless such contact is linked to a legitimate relationship with the student outside the school.
- Exchanging personal gifts beyond customary student/teacher gifts unless the exchange occurs as part of a legitimate relationship with the student outside the school.
- Socializing with students outside of school-sponsored or community organized events unless the socializing is explicitly pre-approved of by a parent or guardian of the child, arises out of a legitimate relationship with the student outside of the school, or is incidental to socializing with other adults.

Reporting Suspected Violations

Staff members, students and/or parents or guardians should promptly notify the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Committee's policy on Reporting Child Abuse and Neglect.

Policy to be Included in Handbooks

This policy shall be included in all employee, faculty, student and volunteer handbooks. Adopted: March 27, 2013
LEGAL REFS.: M.G.L. 71:37H; 151B:3A; 119:51A

Appendix: M

BULLYING PREVENTION

The Rockport Public Schools, in accordance with MGL: Chapter 92 of the Acts of 2010, endeavor to maintain a safe learning environment where students can achieve the highest academic standard. The Rockport Public Schools are committed to creating an environment in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of harassment, intimidation, bullying or cyber-bullying.

Definitions

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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

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

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

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages, if the creation of impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

purpose of this policy, whenever the term bullying is used, it is to denote either bullying or cyber-bullying.

“Perpetrator” is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

“Retaliation” is any form of intimidation, reprisal or harassment by a current student or former student under the age of 21 directed against a person in response to an action that person has taken or knowledge that person has.

Prohibitions

Bullying is prohibited:

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

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

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall not, however, be subject to discipline for failing to report bullying.

The District shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

Any member of a school staff will immediately report any instance of bullying the staff member witnessed or became aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-Bullying Report Form that may include interviewing the alleged target, alleged perpetrator, staff members, students, and/or witnesses.

Staff shall assess an alleged target's need for protection and respond as needed to restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred, he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within a timely manner. The parents or guardians shall be contacted upon completion of the investigation and informed of the results. The report provided to parents or guardians shall include whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. The Principal or his/her designee shall contact the parents or guardians as to the status of the investigation.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and the Principal or designee shall maintain a file.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Rockport Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for K-12 students.

Communication with Other School Districts

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, the school district or school informed of the bullying or retaliation shall contact law enforcement.

Special Education

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment, or teasing.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Rockport Public Schools website.

Adopted: May 2, 2012

Revise: October 2, 2013

REFERENCES: MA Department of Elementary and Secondary Education's Model
Bullying Prevention and Intervention Plan

LEGAL REFERENCES: Title VII, Section 703 Civil Rights Act of 1964 as amended
Federal Regulation 74696 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:370
MGL 265:43, 43A
MGL 268:13B
MGL 269:14A

CROSS REFERENCES: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

Appendix N: STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Adopted: September 5, 2001

SOURCE: MASC Policy

CROSS REF.: JICC, Student Conduct on School Buses

Appendix: O

TELEPHONES AND PERSONAL COMMUNICATION DEVICES

The Rockport School Committee recognizes that mobile communication devices are increasingly integrated into the productive, modern workplace and that mobile electronic communication devices can enhance the instructional program. This policy outlines the acceptable uses of personal mobile communication devices by students during the school day.

The telephones in the buildings are for school business. Staff and students may be called to the school office phone during class only in cases of emergency.

Elementary school students may bring cell phones and other personal mobile communication devices to school. The use of personal mobile devices will be restricted to instructional time only, and shall be limited to curriculum-related activities with teacher permission. Students who need to call home must do so from the Elementary School Office. Students who access the Internet through a cell phone service or other means while in school or at a school event must have signed parent permission, and follow the guidelines for Internet use as outlined in the STUDENT ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY (IJNDB)

Middle and high school students may use cell phones or other electronic devices during lunch and in certain classes with the teacher's permission. Students should not use any cell phone or other electronic device at any time other than those specified by their teacher. Students caught using cell phones or other electronic devices during non-allotted times will have the electronic device taken from them and held in the office until the end of the school day. For the second offense, parents will be required to retrieve the device from school.

Students who access the Internet through a cell phone service or other means while in school or at a school event must follow the guidelines for Internet use as outlined in the STUDENT ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY (IJNDB). Rockport Public Schools are not responsible for any loss of electronic devices that may occur as a result of confiscation.