

RES Student Handbook

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Introduction

Dear Parents and Students,

Welcome to Rockport Elementary School. This handbook should be your first source of information and will, hopefully, answer many of your questions about procedures in our school. If you have any additional questions, please contact the school at 978-546-1220 and we will be happy to assist you.

Elementary school enrollment for the 2006-2007 school year is 432 students. Our school houses kindergarten through grade 5 students. We currently have two multiage classes comprised of first and second grade students. The average class size at Rockport Elementary is twenty-two students.

The school's first Parent Open House, which is scheduled in September, is a chance for parents to visit their child's classroom, meet the teacher, and hear about the curriculum for the grade level. In addition to the Fall Open House, we have scheduled fall parent conference days. Parent conferences are available at any time during the year and can be scheduled by calling the Rockport Elementary School office.

Our goal is to provide the best education possible for the students in our school. This needs to be a teacher/parent/child relationship where everyone fulfills his or her responsibilities. Classes begin at 9:00 a.m. every morning. Dismissal time is 3:00 p.m. on full days and 12:00 noon on half days. We expect that children will be in attendance unless they are ill and we expect children to arrive on time.

We are anticipating an exciting year for your children at Rockport Elementary School. We invite you to take advantage of the volunteer opportunities at our school. We look forward to working together to create an optimal learning environment for all students.

Sincerely,

Elizabeth M Cronin

ROCKPORT ELEMENTARY SCHOOL MISSION AND EXPECTATIONS

The philosophy of Rockport Elementary School is to provide an appropriate education for all students in accordance with the Massachusetts Curriculum Framework. Rockport Elementary School strives to provide a safe, child centered environment in which students may learn and grow.

Student Expectations:

Students will:

- Take an active role in their learning by putting forth the proper effort and preparation.
- Become active problem solvers.
- Take responsibility for their behavior.
- Attend school daily unless they are ill.
- Arrive at school on time.
- Have all homework completed.
- Respect the diversity of the members of the RES community.

School Expectations:

The school will:

- Provide a safe, structured environment for students.
- Provide a rich curriculum based on the Massachusetts Curriculum Framework.
- Encourage students to take an active role in learning.
- Use varied teaching techniques to accommodate learning styles.
- Use assessment tools to design instruction.
- Provide the materials necessary to implement the curriculum.
- Encourage a supportive relationship between the school and parents.
- Provide professional training for the staff to implement academic programs.

STATEMENT OF VALUES

The Rockport School Community includes parents, students, teachers, support staff, volunteers and all who share a commitment to excellence in public education. It is the mission of the Rockport Public Schools to uphold the following values and to continually expand and refine our means of achieving them.

We value the pursuit of knowledge.

We meet learners at their own levels.

We challenge learners to reach their individual potentials.

We provide worthy role models and positive reinforcement.

We encourage development of self-awareness, good decision-making and problem-solving skills.

We develop responsible use of freedom.

We value lifelong learning.

We encourage learning and teaching as mutual processes.

We work cooperatively, competitively and independently.

We are involved in the life of the school and broader community.

We value a safe and nurturing environment.

The buildings and grounds are clean and in good repair.

People extend themselves to support each other.

Needs are addressed on a case-by-case basis.

Individual differences are respected and initiatives are welcomed.

We value accomplishment.

We are committed to completing tasks.

We display student work.

We recognize the achievements of school community members.

OUR FLAG

The flag on the front cover of this handbook flies proudly on the flagpole outside the Rockport Elementary School. This flag was designed by Rockport Elementary School students during their art classes. The flag was purchased with funds raised by students, staff and the community.

School flag symbolism:

The three children represent the three wings of our school.

The tree represents knowledge and learning which are alive and growing in our school.

The pencils represent the tools we use every day in our work. In their upright position, they also remind us of Twin Lights on Thatcher's Island.

The books represent the ideas that will help us think and broaden our horizons.

The hands represent the blending of races, friendship, respect and caring about others.

The six stars represent each of the grade levels and the idea that we should reach for the stars as we always do our best.

**ROCKPORT SCHOOL COMMITTEE
2006-2007**

Mike Caffi, Chair
10 Allen Avenue
546-9321

Debra Bloomingdale
19 Pleasant Street
546-9123

Melissa Tingley
265 Granite Street
546-9151

Brian Sullivan
9 Martha's Lane
546-9577

Carl Engel
35 Pleasant Street
546-9693

SUPERINTENDENT OF SCHOOLS

Dr. Rosemary DeTullio
546-1200

**ELEMENTARY STAFF
2006-2007**

Office Staff

Elizabeth M. Cronin, Principal
Danette Verga, Secretary
Marcia Audano, Teacher Clerk
Wanda Visnick, School Nurse

Kindergarten

Meg MacDonald
Sue Niemi
Mindy Larson
Jessica Rice

Multiage

Jane Hyry
Beth Walima

Grade One

Julie Raftelis
Liz Crean
Alicia Padre

Grade Two

Kim MacLeod
Ruelaine Peters
Jennifer Dahlgren

Grade Three

Karen Bruni
Joann Riley
Robin Wilson
Amy Argotsinger

Kindergarten Paraprofessionals

Allison Chalmers
Karen Chambers
Denise Greel
Lynn Story

Grade Four

Anne Clifton
Sarah Corcoran
Maureen Murphy
Robyn Tibert

Grade Five

Lisa Maddox
Gary Swanson
Anita Scatterday
Darlene Trumbour

Specialists

Linda Rowell, Health/Physical Education
Erin Canniff, Physical Education
Cheryl Sullivan, Technology
Simon Paddock, Art
Fran Pierce, Music/Instrumental
Laurie Tuck, Music/Choral
Pat Hussey/Library

Monitors

Anne Marie Fritz
Wendy Vanderpool
Ann Marie Fritz
Cindy Theriault

Cafeteria

Lisa Littlefield
Mary Lynn Walkinshaw
Nina Oliver
Maureen Taylor

Custodians

Melinda Conrad
Victor Palazolla
Kenny Rowe

SPECIAL EDUCATION STAFF

Manuel DeCruz, Director of Special Education
Cheryl Keating, Secretary

School Adjustment Counselor

Bonnie Brugger

Assessment Specialist

Rose Michaels Rash

Teachers

Irma Cohen, Occupational Therapist
Mary Sue Santos, Special Education
Ann DeAngelo, Physical Therapist
Patti Dineen, Special Education
Suzanne Geoffrey, Speech/Language Therapist
Elizabeth Kiely, Special Education
Gaye Klingerman, Special Education
Kathy Leiser, Special Education
Alyssa Englis, Speech/Language Therapist
Mary Jane Olson, Title I Reading

Paraprofessionals

Pam Arnold
Lana Bergman
Marita Brundage
Colleen Bullard
Amy Conant
Margie DeLeo
Sheryl Frontiero
Ann Kistner
Joan Lee
Hallie Lindberg
Rosemary Vizena
Holly Frithsen

**ROCKPORT ELEMENTARY SCHOOL
SCHOOL COUNCIL MEMBERS
2006-2007**

Parents

Kim Lorden
13 Squam Road
Rockport, MA 01966
978-546-7057
thelordens@adelphia.net

Bonnie Scatterday
11 Phillips Avenue
Rockport, MA 01966
978-546-6251
davescat@gis.net

Robin Crocker
33 Squam Road
Rockport, MA 01966

Irena Malek-Strumpf
One Quarry Road
Rockport, MA 01966
978-546-9165
irenaemail@yahoo.com

School Committee Rep

Debra Bloomingdale
19 Pleasant Street
Rockport, MA 01966
978-546-9123
debbiedale@adelphia.net

Staff

Elizabeth Cronin, Principal
Rockport Elementary School
978-546-1220
lcronin@rockport.k12.ma.us

Suzanne Geoffrey
Speech and Language
Rockport Elementary School
978-546-1210
sgeoffrey@rockportk12.ma.us

Anita Scatterday, Grade 5
Rockport Elementary School
978-546-1224
ascatterday@rockport.k12.ma.us

Fran Pierce, Music
Rockport Elementary School
978-546-1224
fpierce@rockport.k12.ma.us

Beth Walima, Multiage
Rockport Elementary School
978-546-1224
bwalima@rockport.k12.ma.us

As mandated by the Massachusetts Education Reform Law of 1993, the Elementary School Council is a group of teachers, parents and concerned citizens who are charged with the responsibility of reviewing the overall school program and making recommendations for school improvement in specific areas. Meeting times and locations are posted and parents are invited to attend. If you are interested in serving on the council or have ideas about the elementary school that you would like to have addressed by the council, please contact a member of the council.

**PTO EXECUTIVE BOARD
2006-2007**

President:	Laurene Wessel	978-546-0099	laurene@rockportnational.com
Vice President:	Sue Anderson	978-546-7555	sbanderson@mrisp.com
Secretary:	Marcia Audano	978-546-2037	maudano@rockport.k12.ma.us
Treasurer:	Lil Duffy	978-546-6549	terryland@verizon.net
Membership:	Susan Lillis	978-546-5895	lillis@domesticlaw.net
E. Enrichment:	Lana Razdan	978-546-2285	rikki@tiac.net
Newsletter:	Seania McCarthy	978-546-8121	seania@mac.com
M/H Enrichment:	Janet Rice	978-282-5406	Rishays@verizon.net
Playground:	Jennifer Symes	978-546-7761	jsymes1@adelphia.net

Grade Reps:

K-1	Amy Kamm Libby Waterman Jessica Hase Cindy Rich
2-3	Ann Marie Wonson Noreen Vincent Liz Reilly Robin Feldman
Multiage	Jan Micalizzi Nicky Kern Julie Young
4-5	Karen Andrew Lori Rostkowski Karen Ouellette
6	Cathryn Clark Jessica Jewell-Catena
7	Janet Rice Toni Rowe
8	Dee McManus Susan Lillis Jennifer Symes Jane Donnelly
10	Andrea Dunn Sue Andersen
11	Nancy Sclafani Lia Farel
12	Erin Battistelli

The elementary school has an active Parent Teacher Organization. The goal of the PTO is to foster a closer relationship and to increase communication between the home and school. The PTO works toward enhancing communication between parents and school personnel, enriching the activities and programs available in the school, sponsoring informational meetings and workshops for parents and providing financial support to the school. The PTO raises funds

through a membership drive at the fall open houses and through various fundraising activities such as gift-wrap sales, a holiday fair and a book fair.

THE SCHEDULE/ATTENDANCE

DAILY SCHEDULE

The school day begins at 9:00 a.m. and school is dismissed at 3:00 p.m. Students are allowed to go to their classrooms at 8:50 a.m. With the exception of some bus students who arrive early, students should not arrive at school before 8:50 a.m. since adequate adult supervision is not available prior to that time. When bus students arrive early, they should go to the playground where monitors are on duty. Classes begin promptly at 9:00 a.m. Students must be present in their classroom to avoid being marked tardy or absent. Since the teacher's attention needs to be focused on the students, we ask that you do not walk your child to his or her classroom.

SCHOOL CLOSING/DELAYED OPENING

Our main concern is always student safety. Road conditions and the forecast for the remainder of the school day are important elements of this decision. Rockport Public Schools always has student safety in mind when this decision is made. If there are questions because of conditions that may be unique to your street or neighborhood, understand that parents always have the final decision to send their child to school on inclement weather days.

Emergency school closing announcements are made between 6:15 a.m. and 8:00 a.m. on the major radio and television stations. In addition, the fire whistle blows a 3-3-3 signal at 6:30 a.m. and 7:00 a.m. to indicate all schools are closed. The whistle blows a 6-6-6 signal at the same times to indicate a one hour delayed opening. Parents are urged to use their judgment in sending young children to school in bad weather. In addition, in the event of an emergency cancellation, information will be broadcast to scanners and efforts will be made to call parents. Children should be aware of alternative home or day care arrangements.

The School Committee policy regarding cancellation of school events is as follows: In the event of emergency cancellation of school, all events connected with the schools will also be cancelled. This includes practices and events of any type. This will avoid confusion as to whether or not an event will be held and the communication of that information to others. Only the Superintendent of Schools can authorize events on these days.

ATTENDANCE

For excessive absences and tardiness, letters will be sent home to the parents to notify them that the number of absences and tardiness is impacting their child's educational process. Adequate Yearly Progress (State Standards) requires that Rockport Elementary School needs to maintain a 95% attendance rate. Students are expected to attend school each day unless they are ill or there is a family emergency. It is the parents' responsibility to call as soon as they know their child will be absent. **Please call the absence line at 978-546-1224 and leave your child's name, grade, teacher's name and date of absence(s) on the answering machine.** If you neglect to report your child's absence, the teacher clerk will make every effort to contact you by 10:30 a.m. to verify your child's absence.

Following an absence or tardiness the child must present a dated note signed by a parent or guardian which states the child's name, dates of absence or tardiness and the reason. Without a parental/guardian note your child's absence is unexcused. In certain instances a physician's note may be required to certify illness.

Parents may not excuse their children from school for a family vacation during the regular school year. Every effort should be made to schedule vacations during the school vacation periods. When a student is absent from school it is the student's responsibility to make up the work that was missed. **It is not possible for student work to be provided in advance of a voluntary vacation. However, upon their return it is the responsibility of the student to make up the work that was missed.**

TO REPORT AN ABSENCE CALL 978-546-1224

EARLY DISMISSAL

Students may be dismissed early for illness, medical appointments and family emergencies. If you wish your child to be dismissed early, please send a note that morning which describes the reason for the dismissal and the time you will pick up your child. Dismissal for reasons other than the ones above (such as for a family vacation) must be requested in writing prior to the day(s) your child is to be dismissed and have the approval of the principal. When picking up your child for an early dismissal, please report to the Elementary School Office. You need to sign the dismissal book and your child will be called to the office and be released to you. All dismissals are done at the office. Parents should not go directly to the child's classroom to meet their child. To assure the safety of all children, telephone and email requests for changes in after-school or dismissal plans cannot be accommodated. Such requests must be received in writing. Again, the beginning and end of the school day are very busy times and we wish to assure the safety of our children by following appropriate procedures to make certain that their safety needs have been met. **Please understand that student use of the office telephone must be restricted to emergency use only. Students will not be able to use the office phone for forgotten homework, shoes, projects, after-school arrangements or transportation.**

MCAS

The MCAS (Massachusetts Comprehensive Assessment System) test is a state-mandated test. The dates for these tests are as follows:

- March 19 – April 4, 2007...Grades 3 Reading
- March 19 – April 4, 2007...Grade 4 & 5 ELA Language and Literature
- March 20, 2007.....Grade 4 ELA Composition
- April 2, 2007.....Grade 4 ELA Composition Make-up
- May 14 – May 31, 2007.....Grades 3, 4 & 5 Math
- May 14 – May 31, 2007.....Grade 5 History & Social Science Pilot Test
- May 14 – May 31, 2007.....Grade 5 Science and Technology/Engineering

PLEASE KEEP YOUR CHILD'S SCHEDULE CLEAR AT THESE TIMES

FIELD TRIPS

From time to time various classrooms schedule field trips to reinforce a particular unit or study to build the sense of community for a class or grade. You will be notified by your child's teacher in advance of any such field trip beyond walking distance, including the particulars of the trip (what to wear, what to bring, how they will travel, what is the cost, etc.). Before going on a field trip each student must have a signed permission slip from his/her parent or guardian. In cases where joint custody is involved the signature of either custodial parent or guardian may be required. To allow for adequate planning, permission forms must be received before the day of the trip. Please speak with your child's teacher if the cost of the trip poses a problem for you. No child will be excluded from a trip because of an inability to pay for it.

POLICIES AND PROCEDURES

BICYCLES AND SCOOTERS

Some children like to ride their bikes or scooters to school in good weather. If you feel that your child is ready to handle this responsibility, we would ask that you caution your child about the need for safe riding in and around the school area. At arrival and dismissal times the school can be fairly congested with traffic. Because of safety concerns, students are not allowed to ride through the loop (the roadway in front of the school) at any time. During school hours students must leave their bikes in the racks provided and their scooters in their lockers. We recommend that students have bike locks.

Please be reminded that Massachusetts State law mandates that all children 12 years of age and younger must wear a helmet when riding a bicycle. Students who do not ride their bikes and/or scooters in a safe and appropriate manner coming to or from school may have the privilege of riding their bike or scooter to school suspended by the principal.

SKATEBOARDS/ROLLER BLADES/HEELIES

Skateboards, roller blades and Heelies are not allowed on school property during the school day. This includes coming to and going from the school.

CLASS PLACEMENT

Grade level teams determine class placement. The teams are directed to compile heterogeneous classes.

During the spring parents may submit a letter to the principal advising the school of conditions that may affect your child's placement. These letters will be shared with the grade level teams. Please do not request specific teachers. In the case of siblings in the same grade level, we will try to respect the wishes of the parents who would like the children placed in the same class or in separate classes.

In the case of children going to grade one or multiage, parents will be asked to express an interest during the spring. The expression of interest in multiage is not a guarantee of placement.

ENROLLMENT REQUIREMENTS

To enroll a student, that student must be a resident of Rockport. Parents must be able to produce appropriate documentation as to their residency. Children must be 5 years old on or before August 31 of the year in which they enter kindergarten. Students who wish to enter Grade 1 must be 6 years old on or before August 31. All students who enroll must have a Massachusetts Health Record and a dental certificate, be able to document appropriate immunization and produce a transfer card if coming from another school.

HAZING

While this is not usually a problem for the younger children, any hazing or initiation of a student by a group of students or a student organization which endangers that student's physical or mental health is strictly forbidden. This is both a Rockport school policy and a state law. Disciplinary action will result for the group of students involved. If you hear of any such behavior, please bring it to the principal's attention.

HOMEWORK

The goal of homework is to reinforce academic material introduced in the classroom and to help develop responsible, independent study habits on the part of the student. The specific expectations for homework vary at each grade level, and parents will be advised of these expectations. Parents are encouraged to provide a regular time each day for homework and an appropriate place for the child to work. Support and encouragement from the parent is appreciated. If it is clear that your child does not understand the assignment or has worked at it for an excessive amount of time, please let your child’s teacher know.

In an effort to provide a uniform homework policy the following homework time guidelines have been established for grade levels:

- Kindergarten.....0
- Grade 1.....15 minutes
- Grade 2.....30 minutes
- Grade 3.....30-45 minutes
- Grade 4.....45 minutes homework/20 minutes reading
- Grade 5.....45-60 minutes including nightly reading

Students should spend approximately the above time on homework per day. If your child has put in a consistent amount of time on any one assignment and is having difficulty completing the work, please contact your child’s teacher.

KINDERGARTEN SCREENING

Members of the special education department and kindergarten staff screen all new kindergarten students for possible special needs. Screening includes brief, informal assessments in the areas of readiness, speech and language development and large and small motor skills. This screening is mandated by state law and is based on the belief that the earlier any problems are identified and treated the greater the chances for a child to be successful in school.

LEP IDENTIFICATION

All students who speak a language other than English in their homes must be tested for English proficiency and language dominance. Each student will be screened individually. The student’s language proficiency will be assessed. The ESL support team will than make a recommendation as to proper placement.

The ESL support team will be composed of all staff working with the student, the ESL teacher, the guidance counselor, the student supervisor for the appropriate grade and the ESL coordinator.

MUSIC POLICY

IN LIFE THERE ARE NO REHEARSALS, ONLY PERFORMANCES. - ANONYMOUS

This statement does NOT hold true for band and chorus. Rehearsals are what make the performances enjoyable.

Although band and chorus are electives, the success of the performing group requires active participation by all members at all rehearsals. Being a member of band or chorus demands teamwork. Each person contributes to the beauty of the whole. Although it may be tempting to sleep in a little later or do something else after school, we can’t emphasize enough how important it is to make every rehearsal possible.

Both band and chorus rehearse only once a week. Even though a month sounds like a long time, we meet only 4 days (or 4 hours) out of that entire month.

Following are the guidelines for attendance:

- A full-day absence on a rehearsal is excused.
- All other absences require a parental explanation.
- If a student has missed two consecutive rehearsals a call home will be made to determine the problem.
- A student who is not prepared for a performance because of rehearsal absences may not participate in the performance. The teacher will speak with the parent well in advance in hope of finding a solution.

RECESS

If weather permits recess is held outdoors. Please be sure your child has the appropriate outside clothing for the conditions. While at recess, the students are under the supervision of the playground monitors. Each fall, and periodically as needed, the monitors will review the playground rules and expectations with the students. If a student breaks a rule or disobeys the monitor, typically the first intervention is a time-out. If difficulties continue students are sent inside to speak with the principal. The playground monitors, the school adjustment counselors and the principal meet weekly to review playground policies and protocols. For a safe and happy playground, please encourage your child to respect and follow the directions of the playground monitors.

RECESS ATTENDANCE

If a child is present for the school day we expect that he or she will be attending recess. Rockport Elementary School does not have the space or the personnel to cover children who do not go to recess. If a situation arises where the child has an extreme medical emergency, e.g. a fractured bone, crutches or where going outside would pose a threat of re-injury we will make accommodations for that child. If a child is well enough to be in school he or she is expected to participate in all programs of the day, **INCLUDING RECESS**.

REPORT CARDS

Kindergarten through grade 3 and multiage children will receive three report cards: December, March and the last day of school. Students in grades 4 and 5 will receive four report cards: November, January, April and the last day of school. These reports indicate your child's progress relative to the ability and expected grade level performance. They also indicate your child's level of effort and general behavior.

SMOKING

Under Massachusetts law there is no smoking allowed in the school buildings or on the school grounds. We appreciate parents observing this regulation while they are on the campus of the Education Center. This includes not smoking even while outdoors watching an activity on the playground or waiting to pick up your child. Smoking is also not allowed on school buses and we would ask parents to refrain from smoking in their cars if transporting students for a school activity. Because smoking is not allowed anywhere at school, students are not allowed to bring cigarettes or other tobacco products onto the school grounds. Students who bring in such articles will have them confiscated, parents will be notified and disciplinary action may be taken.

DANGEROUS ARTICLES OR WEAPONS

In order to provide for the safety of all students, dangerous articles or weapons are not allowed in the school at any time. These include, but are not limited to, the following: Matches, lighters,

sling shots, water pistols, firecrackers or caps, knives, firearms or related articles, martial arts paraphernalia, etc. This prohibition also includes using other articles such as sticks, pipes, glass or sharp metal in a way that is dangerous to others. Any such items will be confiscated and the parents will be notified. A student who possess a dangerous weapon while at school risks suspension and/or expulsion from school.

Under the Massachusetts Education Reform Act of 1993, principals are required to assure the superintendent and the school community that any student returning to school after having been in possession of a dangerous weapon will not pose a threat to the safety of themselves or others. Because of this requirement serious consideration and review must be given to any situation involving weapons or dangerous articles.

LOSS OR DAMAGE TO SCHOOL PROPERTY

Students who lose or willfully damage school property may be expected to pay for the cost of replacing or repairing the property.

JURISDICTION OF SCHOOL

Any student, who attends, participates in or is otherwise involved in any school-sponsored activity, whether on school property or off, is subject to the rules and regulations of the school. Rockport Elementary School rules apply to students from the time that students enter the school at the end of the summer up to and including the last day of school in June and they include any other days on which the student is representing the school over the summer. The rules apply from the time that students arrive at a bus stop or are dropped off by their parents or when they enter the school zone. In the same way the rules apply until students get off their bus, are picked up by their parents or are out of the school zone. The rules apply to all school activities and field trips.

DISCIPLINE

The ultimate goal of good discipline is to create an environment that is safe and conducive to effective learning because its members have good self-control, make responsible choices for behavior and show each other respect and caring. Therefore, the guidelines for behavior for all members of the elementary school community may be summarized by the following fundamental principles:

There are several purposes for establishing rules and regulations. First, and most important, they tell us what is expected.

Second, rules and regulations give us both freedom and protection. Rules and regulations are designed to protect the student by establishing certain requirements that may prevent him or her from encountering some difficulty or unpleasantness.

Third, rules and regulations should help students to develop a sense of self-discipline. The rules and regulations are simply a basis for reasonable behavior and interaction with others. As each student learns to regulate his or her own behavior the written rule and regulations simply become a way of life.

On those occasions when students fail to live up to our expectations for some reason they will be expected to discuss their behavior with a concerned staff member. We will attempt to help them clarify the reasons for their behavior and why it is unacceptable.

Serious or repeated violations of rules and regulations will result in the student being restricted in some way.

The word discipline is derived from the Latin word for learning. Thus, an effective discipline program is based on the positive aspects of teaching and learning rather than negative aspects associated with punishment. The goal of discipline is to help children learn how to be responsible and caring members of their school and their community. We believe that this process requires empathy and structure. We believe the rules of a school should be few in number, convey what is expected and be stated in positive terms. Fairness and consistency are paramount in this regard.

- **Always be kind, helpful and courteous**
- **Always be respectful of yourself, others and the property of others**
- **Always be honest and truthful**

Each fall classroom teachers, together with their students, develop specific rules for the class. Rules may vary slightly from class to class given different student compositions and different development levels. The agreed upon rules will be clear and students will be expected to follow those rules. If a student breaks a rule there will be a consequence. Such consequences might include temporarily separating the student from the group within the classroom (a time-out), separating the student further by sending him or her to another area or to the office, restricting a privilege for a period of time, briefly restraining the student, asking for the intervention of the principal or asking to meet with the student's parents. Extremely serious or dangerous behavior on the part of a student may result in a suspension or expulsion.

In general teachers will try to keep any separations from the group relatively brief, will inform students as to how or when lost privileges will be restored and will attempt to invoke consequences that are logically related to the original misdeed.

While such consequences are effective, they are not sufficient in themselves to produce lasting improvement in behavior. Positive reinforcement of appropriate behavior must also be present. Such positive reinforcement takes many forms depending on the age and developmental level of the students. Verbal praise, however, is valued by all and is an ongoing part of each child's school day.

DUE PROCESS/SUSPENSION

Suspension is a temporary withholding of the privilege of attendance for a period of time to allow the student to reflect on the responsibility they shoulder as members of the school and regarding their education. The Elementary School Principal assigns suspensions. Suspensions are assigned when other less serious consequences have little effect in helping a student to change his/her behavior, or when an infraction of rules that is serious enough to require this kind of penalty has occurred.

The student will be informed of the reason for a suspension and will have an opportunity to present his/her side of the issue. The student will also be informed of the specific duration of a suspension. A written copy of the reason or reasons for a suspension will be sent to the Superintendent of Schools and to the parent or guardian. Any student who is suspended may appeal the suspension to the Elementary School Principal and then to the

Superintendent of Schools. From time to time the administration may provide alternatives to suspension in the case of minor rule infractions and when the student has shown continued good faith in addressing problem areas.

Suspensions vary in length from one to ten days. Most suspensions have duration of one to five days. The specific duration of a suspension depends on the severity of the infraction, previous occurrences and previous attempts at remediation. However, ten-day suspensions are issued in cases where very serious infractions have been committed and/or when the safety and welfare of the students and staff are compromised.

During the period of suspension students may not participate in any school-sponsored activity or event. A student who is suspended will be reinstated at the end of the suspension and when the student and parent can assure that the student will address the reasons for the suspension so as to prevent their reoccurrence. The Elementary School Principal may extend the suspension time in the event that the student refuses to address the problem constructively.

The right to due process for long term suspension or possible expulsion (more than 10 days) has been addressed by the Goss/Lopez decision. The procedural rights are as follows:

- a) written notice of the charges (in the student's primary language);
- b) the right to be represented by a lawyer or advocate (at the student's expense);
- c) adequate time to prepare for the hearing;
- d) the right to request that witnesses attend the hearing, and to question them; and
- e) a reasonably prompt written decision including specific grounds for the decision.

Parent conferences may be required at the discretion of the school principal before a suspended student is readmitted.

All suspensions shall be reported to the superintendent.

PARENT INVOLVEMENT POLICY

The Rockport Public Schools welcome the participation of parents in support of student learning and recognize that parental involvement increases the opportunities for student success. It is the policy of the Rockport Public Schools to foster and maintain ongoing communications with parents concerning their children's progress, the professional qualifications of their children's teachers and the status of their children's schools. The Rockport Public Schools strive to provide such information in an understandable and uniform format. Upon request information will be provided in an alternative format. To the extent practicable, parents with limited English proficiency, parents with disabilities and parents of migratory children will receive communications in a format and in a language that such parents understand. Communications with parents shall at all times respect the privacy of students and their families.

PARENT/STAFF COMMUNICATION

Communication is a partnership between parents and the school for the benefit of the students. Report cards, notes, phone calls, newsletters, Wednesday Notice Day, Parents Communication

Folder, RPS Website and articles in the Gloucester Daily Times are ways in which the school tries to keep parents informed. We appreciate notes, phone calls and visits from parents to keep us informed and aware of any areas of concern so that difficulties are averted before they develop.

Email is a great tool for communication. Notes to staff or to guidance that inform us of what may be happening to a child in a given situation are helpful. We can provide you with brief feedback and information through email or, as appropriate, via telephone or a meeting. Email is best for quick updates and to set up other kinds of communication. Just about everyone on the staff and within the parent community uses email in this spirit. We want that to continue.

Email should be used well and has natural limits. Our staff spends most of the day in the classroom, in supervision of students and in team meetings. We cannot as a matter of policy or practice provide detailed or continuous ongoing accounts of a child's progress through email.

The regular process of feedback occurs through report cards and parent conferences. Conferences are scheduled as needed or requested. If you would like to schedule a conference with your child's teacher, please send in a note with your child or call the teacher clerk, Marcia Audano, at 978-546-1224.

Additionally, parents are encouraged to attend events sponsored by the school to learn more about the details of their child's program and the expectations at different grade levels.

PARENT VOLUNTEERS

Parent volunteers play a critical role in our school. Volunteers provide welcome support to the classroom teachers. Parents volunteer in a variety of capacities such as room parent, library aide, tutor, etc. Some parents are able to volunteer their time each week on a regular basis and others are able to participate in a special project or help supervise a field trip. If your schedule allows and you are interested in volunteering, please speak with your child's classroom teacher about how you could be of help. Please also be aware that many parents who work during the day have found ways to contribute to their child's classroom. Feel free to contact your child's teacher. Please be aware that all information pertaining to students gained while volunteering at Rockport Elementary School is CONFIDENTIAL.

CORI REPORTS

In accordance with state law and school committee policy all chaperones accompanying RES students on field trips must have completed CORI reports. In addition, all volunteers, including parent volunteers, at RES must have a CORI report. CORI reports are good for 3 years.

General Information

BIRTHDAYS

We understand that many students like to celebrate their birthdays with their classmates. On a purely optional basis, if you would like to send in a small special treat for the class in recognition of your child's birthday, please contact your child's teacher first to make the arrangements. If you were planning a party at your home, we would ask that you please handle the invitations outside of school. Invitations may not include all of a child's classmates and thus can leave the

students who were not included feeling upset and left out. Due to privacy and confidentiality requirements the school will not provide addresses or phone numbers.

DRESS STANDARDS

We appreciate the support from parents in seeing that their children arrive at school in neat and clean clothing. We would also encourage parents to dress their children sensibly for school, in sturdy clothing that can be comfortably worn while climbing on the playground equipment, sitting on the floor or actively engaged in art projects. In addition it is essential for the children to dress appropriately for the weather, as students generally go outdoors at least twice each day. The only restrictions to student dress are that it should not detract from the learning environment. Therefore, we respectfully request that clothing be free from commercial messages, slogans and/or pictures that are not appropriate for a learning environment. Hats are not worn indoors.

GIFTS TO SCHOOL PERSONNEL

While the faculty has appreciated the generosity of students and parents in the past, the elementary school discourages the practice of giving gifts to the staff.

LOST AND FOUND

The elementary school maintains a lost and found box, which you are encouraged to check or have your child check if an item has been misplaced. Anything found in or around the school that is turned in to the school office will be placed in the lost and found. The box most often includes clothing items such as sweaters, hats, mittens, etc. Please ask at the elementary school office if you would like to check the lost and found and you will be directed to the box. In addition, please remember that it is not unusual for young children to misplace something during a busy day of school. **Therefore, it helps to label your child's belongings. Please be advised that articles in the lost and found box that remain unclaimed are donated to charity on a monthly basis. We ask you to avoid having your child bring items in to school that are especially valuable.**

LOST OR DAMAGED BOOKS

The school library contains an excellent collection of books, which are available to all students in the school. Along with the privilege of borrowing books comes a responsibility on the part of the borrower to care for and return the books on time. In order to maintain a quality collection any lost or damaged books must be replaced. The following policy has been adopted to ensure availability of all books to all patrons:

If a student has an overdue library book, borrowing privileges will be suspended until the overdue book is returned. If the book is lost or damaged beyond repair, the student must pay the replacement cost of the book. If the book is slightly damaged (other than normal wear and tear) but is still usable, the student must pay a damage fee. If a student pays for a book and later finds the book within a reasonable period of time, every effort will be made to refund the money that was paid for the book.

FOOD SERVICES

JAN JENKINS, DIRECTOR OF FOOD SERVICES, 978-546-1243

LUNCH/BREAKFAST PROGRAM

A hot lunch, cold sandwiches and salads are available each day. The menu is printed each week in the Gloucester Daily Times and are posted on our Rockport Elementary School website at <http://www.rockport.k12.ma.us>. The cost of lunch is \$1.75, including milk and juice. Milk may

be purchased alone for 50 cents. In addition to lunch, a hot breakfast is available each day from 8:30 a.m. to 8:50 a.m. for \$1.00. Snacks can be purchased mid-morning. Kindergarten students may purchase milk at snack time for 50 cents. Some families may be eligible for reduced costs for their child and are encouraged to fill out the appropriate form, which is available in the elementary school office.

Students who participate in the breakfast program will be allowed in the cafeteria at 8:30 a.m.

Although we welcome parents at RES, we ask that you not drop in for lunch with your children as space and lunches are limited. In addition, lunchtime is one of the few times your children have to socialize with their peers during the school day.

Health Services

MISSION STATEMENT

School Health Services will 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. We are dedicated to promoting healthy children and families in our school community.

The school nurse works closely with the Massachusetts Department of Public Health to provide the following comprehensive school health services for Rockport Public Schools.

- Nursing assessment for illness
- First aid for injuries
- Daily care for students with health care needs
- Medication administration
- Health insurance and medical referrals
- Health education, including tobacco cessation education
- Physical assessments
- State mandated screenings at appropriate grade levels (vision, hearing, postural, height, weight, oral)
- Monitor and enforce student immunization updates
- Support parents and the school to deal appropriately with communicable diseases

COMMUNICATION

RES Nursing Office – 978-546-1223

Fax – 978-546-8140

Upon registration of their child in Rockport Elementary School parents are asked to complete a Pupil Information Card, which indicates important names, addresses and phone numbers which would be used if there were an emergency or illness with your child. If parents work outside the home or are away from home the school must have on file the parents' place(s) of employment, employers' names(s) and their work numbers. Please make sure the information contained on the "Student Information Card" remains current throughout the school year. The cards are located in the front office and parents and guardians are encouraged to stop in the office and update the card anytime there is a change in phone numbers, addresses or emergency contacts. The health office relies on this information to contact parents in the event of illness or emergency.

GUIDELINES FOR SCHOOL ATTENDANCE

- A child with vomiting or diarrhea should be kept home for at least 24 hours after symptoms have been resolved
- Any child with a fever of 100 and above or a fever that produces chills, muscle aches, sore throat or sweating should remain at home until 24 hours after the fever has resolved
- If cold and cough symptoms are persistent and associated with a fever the child should see a physician
- Strep throat, conjunctivitis and impetigo require 24 hours of medication before a student can return to school
- Head lice require treatment and removal of all nits before a child can return to school. The parent and child must check in with the nurse before going to class
- Chickenpox cases must stay home until all lesions are scabbed over, 7 days from the last eruption
- A child with a rash or skin condition that is undiagnosed by a physician should remain home until diagnosed or resolved
- All cases of fifth disease should be referred to the school nurse
- Any child who does not have proof of required immunizations or medical waivers certified by a physician should not attend school

Parents whose children have had any of the above conditions should contact the school nurse so that we may ease the transition back to school after an illness and implement communicable disease control in the school or classroom.

INSURANCE

If your child does not have medical insurance, please contact the health office and we will provide insurance information.

IMMUNIZATIONS

The Commonwealth of Massachusetts Department of Public Health requires all students entering the school system to present evidence of current immunizations.

EMERGENCY SITUATIONS

As a precautionary measure, we would like 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 parents or guardians. In the event this is not possible, or should any emergency arise, medical attention will be provided by the attending physician, nurse or by Addison Gilbert Hospital in Gloucester.

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 parents or guardians.

MEDICAL CONDITIONS

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.

MEDICATION ADMINISTRATION

The Rockport Public Schools have developed a prescription medication administration plan. The policies in place are to ensure the health and safety of children needing medication during the school day. 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. Medication administration plan forms may be obtained from the nurse's office.

The authorization must contain: (a) the parent's/guardian's printed name, signature and emergency phone numbers. (b) a list of all medications the child is currently taking. (c) approval for the school nurse to administer the medication. (d) time of dose and duration of treatment. A medication administration form must be filled out completely by the parent or guardian and signed by the prescribing physician **before** the medication can be administered in the school.

No more than a 30-day supply of medication should be brought to the school health office and signed in by an adult. The nurse will inform the parent when the quantity of medication is low. The medication order shall be renewed by the parent as necessary, including at the beginning of each academic year.

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.

Any change in the prescription or medication plan should be given directly to the school nurse.

ANIMALS IN CLASSROOMS

In accordance with school committee policy and because of the high numbers of children with allergies, bringing pets to school is not allowed.

HUMAN SEXUALITY CURRICULUM POLICY: PARENTAL NOTIFICATION

The Great Body Workshop is our health curriculum. 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, the Sex Education Parental Notification Bill, into law. This mandates that school districts notify parents when the subject of human sexuality is to be discussed in school and provide parents with the opportunity to instruct a school district to exempt their child from such presentations.

The Great Body Workshop curriculum will be taught to grades K-5. Parents will receive a monthly bulletin informing them of the next month's health topics. The curriculum is divided into eight sections. Fifth grade parents will be invited to preview the endocrine system section of the health curriculum. The school committee in June of 1993 recognized parents/guardians as the primary sexuality educators of their children and shall also recognized 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.

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 inspections and review and are at the school office and the superintendent's office.

SCHOOL ADJUSTMENT COUNSELOR

Ms. Bonnie Brugger serves as the school adjustment counselor at Rockport Elementary School. As such she interacts with the student body in a variety of ways. The school adjustment counselor will see students in their classrooms, individually and in small groups. Should she feel that it would be helpful for her to see a child on a regular basis, parents will be contacted. Parents are invited to contact the school adjustment counselor at any time with concerns. Ms. Brugger can be reached at 978-546-1210.

Safety/Security

PLAYGROUND SAFETY

- To avoid burns parents and supervisors should check for hot playground surfaces before allowing children to play.
- To avoid strangulation do not allow children to wear helmets, necklaces or clothing with hoods, cords or drawstrings while using playground equipment.
- Do not allow children to play on broken or damaged playground equipment. Report broken or damaged equipment to maintenance personnel immediately.
- Do not allow children to walk up or climb on slides. Slide feet first, face forward, in a seated position, one at a time.
- Do not allow children to climb on or over safety rails, walls, barriers, roofs, fences or swing frames.
- Do not allow children to run on, jump off or dive off playground equipment.
- Do not allow children to walk or climb on top of overhead ladders ("monkey bars"). Use overhead ladders one rung at a time.
- Children should swing in a seated position and not twist chain or jump out of swings.
- Encourage politeness
 1. One person at a time
 2. No pushing
 3. Take turns
- Children should take backpacks off while using equipment.

GOOD SPORTSMANSHIP

Good sportsmanship on the playground should be taught and encouraged. Parents and supervisors should make sure children know and practice the rules of good sportsmanship.

- Take turns
- Make fair teams
- Honesty is the best policy
- No teasing or chanting
- Follow the rules
- Friendship first, competition second
- No slams or spiking

FIRE DRILLS/EVACUATIONS

Fire drills will be held on a regular basis during the school year. This allows children to practice building evacuation procedures in case an emergency situation should occur.

In the event that the elementary school building needs to be evacuated faculty and students will proceed to the high school gymnasium. In the event that both buildings need to be evacuated the elementary school will proceed to the corner of Summer and Prospect Streets. Teachers will remain with their classes. Police and fire officials will be alerted and will assist in traffic control and transportation of elementary school students to the Rockport Police Station. Staff will remain with students at all times.

SECURITY

Because of recent events at public schools, both within Massachusetts and throughout the country, it has become clear that the school systems need to pay closer attention to having their buildings secure so that children and staff are safer from unwanted intruders. In that regard, doors leading to the elementary school are locked during the school day (9:00 a.m. – 3:00 p.m.) The door is viewed by office personnel on a closed circuit television. Visitors will be asked to ring a bell for admission. **All visitors and parents are required to sign in at the elementary office.** While we understand that this may result in some inconvenience for parents, we trust that parents will support our efforts to have the buildings more secure for their children. In an effort to keep the classroom uninterrupted, parents are reminded that they **must not proceed to their child's classroom without checking in first.**

MANDATORY REPORTING

In order to ensure the well being of children in our care, our staff has a continuing duty under state law to report incidents of possible abuse, including physical, sexual and psychological abuse, to the Massachusetts Department of Social Services and to cooperate in any investigation of such possible neglect or abuse. (Massachusetts General Laws, Chapter 119, Section 51A). We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subjected to criminal penalties if we fail to report such a possible harm. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.

Laws Pertaining to Students

NON-DISCRIMINATION POLICY AND PROCEDURE

Per Massachusetts General Laws, Chapter 76, Section 5: No person shall be excluded from or discriminated against admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, race, color, national origin, sex, disabled status, religion or sexual orientation.

The following is a policy statement regarding Chapter 622, Title IX state and federal laws and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of race, color, creed, gender, religion, national origin, age, sexual orientation or disabled status.

It is the policy of the Rockport Public Schools not to discriminate on the basis of race, color, sex, religion, national origin, age, sexual orientation or disabled status in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments and Chapter 622 of the Acts of 1971 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to:

Mr. Manuel DeCruz, Title IX, Chapter 622 Coordinator, Director of Special Education, Rockport Public Schools, 32 Jerden's Lane, Rockport, MA 01966, 978-546-1210

Or

The Massachusetts Department of Education, Office for Civil Rights, 350 Main Street, Malden, MA 02148, 781-388-3300

Or

The U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Boston, MA 02110, 617-289-0150

In any instance of alleged discrimination students shall be required to follow the student grievance procedure by bringing the matter to the attention of the principal or Title IX coordinator. The investigation will be completed within 10 days. If the matter is not resolved within 30 days, the complaint manager shall set a hearing date.

Effective March 10, 1994 state law prohibits discrimination against students in public schools based on sexual orientation. Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 includes the following provision:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, gender, religion, national origin, disabled status or sexual orientation.

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

STUDENT GRIEVANCE PROCEDURE

Students shall be required to bring any allegations of discrimination to the attention of the principal. If the matter is not resolved within 7 working days the student may appeal in writing to the Title IX coordinator. If, at the end of 14 additional working days, the matter remains unresolved, the student has the right to appeal to the superintendent of schools. All allegations of discrimination are to be communicated to the superintendent in writing. The superintendent shall investigate the complaint and respond in writing to the complainant no longer than 14 days after having received the complaint. If the matter remains unresolved for the complainant, the complainant has the right to invoke the complaint procedure for Chapter 622 of the Acts of 1971.

Section 504 Coordinators Homeless Coordinator Title IX Coordinator 2006-2007

Section 504 District Coordinator
Homeless Coordinator

Rosemary A. DiTullio, Ph.D.
24 Jerden's Lane
Rockport, MA 01966
978-546-1200

Title IX District Coordinator

Manuel DeCruz
32 Jerden's Lane
Rockport, MA 01966
978-546-1210

	Section 504 Building Coordinators	Title IX Building Coordinators
Rockport Elementary School	Elizabeth Cronin 34 Jerden's Lane Rockport, MA 01966 978-546-1220	Joann Riley Simon Paddock 34 Jerden's Lane Rockport, MA 01966 978-546-1220
Rockport Middle School	Howard Kasper 26 Jerden's Lane Rockport, MA 01966 978-546-1251	Karen O'Leary David Curley 26 Jerden's Lane Rockport, MA 01966 978-546-1250
Rockport High School	Steven Rowell 24 Jerden's Lane Rockport, MA 01966 978-546-1234	TBA TBA 24 Jerden's Lane Rockport, MA 01966 978-546-1234

STUDENT RECORDS

Massachusetts Department of Education regulations govern how student records are maintained. All records are held in a secure and confidential file. Authorized personnel only permit access to the records for matters of legitimate school business. No records will be released or shared with a party other than the school staff or parent unless the written permission of the parents is obtained. Permanent records are maintained for 60 years. Temporary records are maintained for 5 years and then destroyed. Copies of the full regulations in regard to student records are available in the office of the superintendent of schools.

The regulations regarding student records issued by the Massachusetts Department of Education govern the data to be maintained, the classification of records, eligibility for access to student information on the part of third parties, security and ultimate disposal of records. These regulations insure students' rights to confidentiality, inspection, amendment and destruction of student records.

If you have any questions, please read the regulations, copies of which are available in the superintendent's office and the elementary school office.

Except for the specific provisions of the regulations, no information in a student record shall be disseminated to a third party without the specific written consent of the eligible student and/or parent.

PARENTAL RIGHTS, GUARDIANSHIPS, FAMILY INFORMATION AND COMMUNICATION

Rockport Elementary School follows Department of Education regulations regarding access and dissemination of student information. Every effort is made to comply with these regulations. Under statute "parent" shall mean, "...a student's mother or father, or guardian, or person, or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother or guardian. The term as is used in these regulations shall include a divorced or

separated parent, subject to any written agreement between parents or court order governing the rights of such parent that is brought to the attention of the school principal.” Given this regulation, it is important that all specific legal restrictions concerning parents/guardians be shared with the principal. In the absence of any legal prohibition, all student information is shared with parents.

Please submit to the Rockport Elementary School office a copy of any court order, which Rockport Elementary School should follow.

SPECIAL NEEDS

The Massachusetts Special Education Law, Chapter 766, requires that all school systems identify and provide appropriate services for all children who have an educational disability that interferes with their ability to make effective progress in regular education classrooms. Students may be referred for a special needs evaluation by their teacher or by their parents. Parents will be notified in writing about any such referral and parental permission will be obtained before any evaluation begins. The elementary school has a number of special needs staff members, including resource room teachers, paraprofessionals, speech therapists, speech therapy assistant, occupational therapist, occupational therapy assistant, physical therapist and a school adjustment counselor. The elementary school is “inclusive” in its philosophy and, to the extent possible, special needs students receive services and support within the regular classroom. If you have any questions about whether your child may have special needs, please speak with your child’s teacher or with the Director of Special Education.

DISCIPLINE FOR SPECIAL NEEDS STUDENTS

Current Federal Special Education Regulations (34 CFR 300.519-539) require the following discipline policies and procedures for special needs students:

- School personnel may suspend an eligible special needs student for up to 10 days.
- After a student with special needs has been suspended for 10 days in any school year, during and subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
- A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.

Prior to a suspension that constitutes a change in placement, the team convenes to:

- Develop or review a functional behavioral assessment of the student’s behavior intervention plan or develop an assessment plan.
- To identify alternative educational setting(s) and
- To determine the relationship between the disability and behavior (a “manifestation determination”)

If the team determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student without disabilities, except that the district must still offer an appropriate educational program to the student with disabilities, which may be in some other setting.

If the team determines that the behavior IS a manifestation of the disability, then the district shall take steps (with parental consent) to correct the IEP, the placement or behavior intervention plan.

Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the team) for up to 45 days:

- If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function, or
- If the district provides evidence that the student is “substantially likely” to injure him/herself or others and a hearing officer orders the alternative placement, and
- The interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the IEP, and provides services to address the problem behavior.

The district provides written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the placement on the last accepted IEP or the interim alternative placement, unless the parent and school district agree otherwise.

CIVIL RIGHTS

Matters that relate to the safe and productive participation of students who receive special education or those who are on 504 plans, those who may be victims of sexual harassment and/or matters that affect negatively the healthy participation of any student protected under the discrimination language in previous sections may constitute a violation of civil rights. The following language further defines instances of civil rights violations and the grievance procedures for those violations.

HARASSMENT POLICY

The Rockport Public Schools affirms its commitment to maintain an environment in which all persons are free of harassment and discrimination based on race, color, national origin, sex, religion, sexual orientation, age, handicap or veteran status.

Harassment is defined as any act influencing, offering to influence, or threatening the career, pay, job or learning performance of another person.

Such harassing conduct has the purpose or effect of unreasonably interfering with an individual’s work or learning performance or creating an intimidating, hostile, humiliating or offensive work and learning environment.

Prohibited conduct includes, but is not limited to, the following conduct when related to a person’s sex (gender), race, color, ethnicity/national origin, religion, age handicap/disability, sexual orientation, physical appearance, and physical/mental capacity and when such conduct is unwelcome by the recipient.

1. Name calling (verbal/written), teasing, jokes, rumors or other derogatory or dehumanizing remarks;
2. Pulling at clothing or other possessions;
3. Graffiti or symbols;
4. Gossip, harassing phone calls, and pranks;
5. Unwelcome touching of person or person’s clothing;

6. Offensive or graphic poster, pictures, cartoons/caricatures, notes, book covers, or designs on clothing;
7. Any words or actions, which provoke feelings of discomfort, embarrassment, hurt or intimidation.

Harassment in general is prohibited whether or not such harassment involves relationships of adult-to-adult, adult-to-student, student-to-student, or student-to adult.

Student and employee responsibilities:

Each student and employee of RPS is personally responsible for ensuring that his or her conduct does not harass any other employee or student in schools.

Each employee, including the Superintendent of Schools and Principals, is responsible for cooperation in any investigation of alleged harassment if requested to do so by the person conducting the investigation. Any individual who prevents or attempts to prevent an individual from making a complaint of harassment, or fails to cooperate with or interferes in any way with the investigation of such complaint will be subject to disciplinary action.

The Superintendent will ensure that Principals and Supervisors acquaint all employees and students with this policy. Periodically, the policy will be brought to the attention of all Principals and Supervisors. Principals or Supervisors who become aware of instances of harassment in their schools or departments even in the absence of a formal complaint should refer the matter to the Superintendent or the person designated by the Superintendent to be responsible for harassment issues, who will take the appropriate action.

POLICY

It is the policy of the Rockport Public Schools to provide learning and a working atmosphere for students, employees, and visitors free from harassment.

It is a violation of this policy for any administrator, teacher, employee, or student to engage in or condone harassment. It is the responsibility of every employee to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties. The Principal shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to harassment or inappropriate behavior.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and inappropriate verbal, written, or physical acts of a sexual nature that takes place under the following circumstances:

- a) When submission to such conduct is explicitly or implicitly, a term or condition of employment, instruction or participation in school activities or programs;

- b) When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- c) When such conduct has the effect of unreasonably interfering with the individual work; or
- d) When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

The Principal or Title IX Director is responsible for the investigation of any complaints alleging non-compliance with this policy. The name, office, address, and telephone number of said person shall be posted in each school building and central office.

Publication of Policy

- 1. Each student shall receive a copy of this policy at the beginning of each year and at the time of transfer into the district (which shall be included in the Student's Rights and Responsibility Handbook.)
- 2. Each employee will receive a copy of the policy each year of employment.

Complaint Procedures

1. Filing

- a. Any employee or student who believes he or she has been subjected to harassment has the right to file a complaint with the principal, Title IX Director or the teacher. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. A written complaint shall include the following: the name of the complaining party; the name of the offender; the date of the offense; the location of the offense; a description in as much detail as possible of the incident(s), including any statements made by either party; and a list of all known witnesses. A person is not prohibited from filing their complaint through other available sources.
- b. No person, witness, or person who initiates, participates, or cooperates with an investigation shall be subjected to retaliation of any kind.

2. Investigation

- a. Complaints filed pursuant to this policy shall be promptly and thoroughly investigated by the Title IX Director or individual designated by him/her.
- b. All circumstances of the situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the totality of the circumstances, including the context in which the alleged incident occurred.
- c. Upon completion of the investigation, the Title IX Director shall prepare a report including the following: 1) the date(s) of the incident(s); 2) the name of the complainant; 3) the name of the offender(s); 4) a summary of the factual allegations that allege harassment; 5) a summary of all witnesses; 6) a summary of all witness statements (with copies of the actual statements attached); 7) a listing of any physical evidence available.
- d. The investigation shall be completed within 10 days after the complaint is filed.

3. Complaint Review

- a. The Superintendent will designate the Title IX Director.
 - b. If the matter is not resolved within 30 days, the Complaint Manager shall set a hearing date.
4. Hearings
- a. All accused employees or students shall be: notified, in writing, at least 10 days before the hearing and the accused will be allowed to attend the hearing and testify in his or her own behalf; entitled to confront or cross-examine the complaining party and other witnesses who are called; entitled to call witnesses in his or her own behalf; and allowed to introduce evidence, which is relevant to the issues presented by the complaint and the investigative report.
 - b. Within 10 days of the hearing, the Title IX Director shall issue a decision that includes a finding of facts and conclusions explaining how those facts establish a violation of the harassment policy.
5. Appeals
- a. Every effort will be made to resolve the complaint at the building level.
 - b. Building level decisions may be appealed at the Superintendent's level unless the complaint involves a person in that office.

Complaints at the building level that involve the Principal may be filed at the Superintendent's Office. Complaints involved with the Superintendent may be filed with the Chairman of the School Committee.

Sanctions

- 1. All Students:
 - a. Discussion/mediator involving third party
 - b. Reprimand either verbal or written
 - c. Suspension either in-house or out of school
 - d. Expulsion
- 2. All Staff:
 - a. Discussion/mediator involving third party
 - b. Reprimand either verbal or written
 - c. Suspension with or without pay
 - d. Dismissal

Monitoring

Annually students and employees will receive a copy of this policy and a review of the procedure for filing a complaint.

The Superintendent shall report periodically, in Executive Session, to the School Committee any substantiated complaint.

TITLE ONE

As a parent of a student at Rockport Elementary School you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give

you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the Massachusetts Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Massachusetts Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degrees.
- Whether any instructional assistants provide services to your child and, if they do, their qualifications.

In accordance with the NCLB Act, teacher's certifications are on file in the elementary office.

Transportation

SCHOOL BUS INFORMATION

School bus schedules are printed in the Gloucester Daily Times at the end of the summer. Each student who rides the school bus will be given an individual bus pass. Students are expected to have their bus passes with them each day and to show the passes to the driver when requested. Students are only permitted to ride the bus to and from their designated bus stop as described on the bus pass. Questions regarding school bus transportation should be directed to the superintendent's office at 978=546-1200.

Because of the limited space available on the school buses, students who normally walk to or from school are not permitted to use the school bus if visiting with a school bus student. Only children who have school bus passes may ride the school bus. Changes in school buses will be made on an emergency basis only. If there are any changes in the bus plans for your child (for example, you will be picking your child up after school) please send a note in to your child's teacher.

Prior to loading the school bus:

- Have your school bus pass with you.
- Arrive at the stop about 5 minutes early.
- Behave appropriately. Stay out of the road. Respect private property.
- Line up single file when the school bus appears.
- Wait for the school bus to stop and the doors to open before moving toward the school bus.
- Board the bus using the handrails.
- Proceed to a seat in an orderly manner.
- Be seated. The driver may assign seats.

While riding the school bus:

- Remain seated. Do not distract the driver. Talk quietly. Use appropriate language. Do not throw things inside or outside the bus.
- Keep the aisle completely clear. Help keep the school bus safe and clean.
- Do not tamper with or damage the school bus or any of its equipment.
- In the event of a road emergency remain in the school bus unless directed by the driver to do otherwise.
- Treat the driver and other students with respect.

- Do not smoke on the bus.
- Ride only on your assigned school bus.

Upon arrival:

- Wait for the school bus to stop before exiting appropriately in a single file.
- Take all your things with you (books, lunches, etc.).
- Use the handrail when leaving the bus. Walk.
- Cross the road only if necessary. Go at least 10 feet beyond the front of the school bus and proceed only after the driver signals to cross.
- Help the driver look after the comfort and safety of smaller children.
- Check in immediately at your destination.
- Leave the school bus only at your regular stop.

School Bus Discipline

For safety reasons, the expectations for discipline on the school bus must be strict. The driver is in full charge of the school bus and its passengers. The school administration and the school bus driver reserve the right to limit and/or exclude students from riding the school bus for proper cause. In instances of a severe infraction such exclusion may take place immediately, without prior warning.

Parents will be notified of students' misconduct and of the following actions, which may be taken:

- First Offense – Student spoken to by principal
- Second Offense – Student may not ride for 1 week (5 school days)
- Third Offense – Student may not ride for 2 weeks (10 school days)
- Fourth Offense – Bus riding privileges may be suspended for the remainder of the school year.

Parents have the right to appeal any disciplinary decision regarding their child's bus riding privilege by calling the superintendent's office at 978-546-1200.

PICK-UP AND DROP-OFF

The traffic situation in front of the elementary school at the beginning and end of the school day can be somewhat difficult and potentially dangerous, as the area is quite congested and busy. In order to maintain an appropriate level of safety for the students and also to improve the flow of traffic, the driveway loop in front of the school has been divided in half. The left lane is for through traffic only. The right lane is for pick-up, drop-off and buses. Please note that the right lane is for live parking only. Parents may not leave their cars unattended in the loop in front of the school.

VISITORS

Visitors are welcome in the school, especially parents. Visitors must sign in and out at the office when they arrive and depart. This helps us know who is in the building at any given time. If you plan to visit in your child's classroom or speak with your child's teacher we would ask that you make those arrangements directly with the teacher prior to the visit. Please do not arrive unexpectedly as this may have the potential to disrupt the students' program. We also discourage drop-in visits at arrival and dismissal time. This is a very busy time for both teachers and students and teachers need to be able to concentrate on finishing the day appropriately with their students.

VISITOR PARKING RESTRICTIONS

Unfortunately, the parking available for visitors is limited. Staff and visitor parking spaces are clearly marked in the upper parking lot. We ask that you do not park in staff parking spaces.

Please use the visitor spaces or street parking. Please cross at the crosswalk when exiting this parking lot to come to the school. There is no parking beyond the crosswalk along the loop except at dismissal time. This will allow cars to exit and not be caught behind the flashing school bus lights. In general, it is best to plan to park on Jerden's Lane or one of the side streets leading into Jerden's Lane.