

Chatham Elementary School

Monomoy Regional School District

"Our Home Away From Home...Where Everyone Has A Voice At The Table"

School Handbook



2020-2021

Please note: While the District is operating under the [“Return to Learning” Plan](#) (COVID protocols), please reference the district’s plan in addition to this handbook. Specific COVID adjustments to [Routines](#) are noted throughout the document.

*Chatham Elementary School
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Chatham, MA 02633*

Main Office: 508-945-5135

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Website: www.monomoy.edu

2019-2020 Monomoy Regional School District Calendar is available at:

www.monomoy.edu

Table of Contents

Chatham Elementary School Quick Reference Page	4
2020-2021 Letter From Administration	6
STAFF DIRECTORY: All Monomoy employees may be contacted regarding school business via email. Every employee has an email address consisting of his/her first initial and last name @monomoy.edu	9
HOME-SCHOOL/SCHOOL-HOME COMMUNICATION	11
COMMUNICATION WITH STUDENTS/STAFF DURING SCHOOL HOURS	11
WHEN CAREGIVERS HAVE A CONCERN	12
BLACKBOARD CONNECT	12
EMERGENCY DELAYS/SCHOOL CLOSING	12
NOTICE Of Translation Opportunity	12
ARRIVAL/DISMISSAL	13
TARDY PROCEDURES	13
DROP OFF/PICK UP PROCEDURES	14
KISS AND RIDE PROCEDURE	14
DISMISSAL CHANGES	15
ATTENDANCE	15
ATTENDANCE INTERVENTION PLAN	16
Massachusetts General Laws-Attendance	17
TO REPORT AN ABSENCE	18
MULTIPLE DAYS OF ABSENCE KNOWN IN ADVANCE	18
EXCUSED ABSENCES	18
RETURN TO SCHOOL FOLLOWING CERTAIN CIRCUMSTANCES	18
EARLY DISMISSAL	18
AFTER SCHOOL ACTIVITIES	19
SCHOOL BUS CONDUCT	19
KINDERGARTEN STUDENTS ON THE BUS	19
Positive Behavior Intervention and Supports (PBIS)	19
EXPECTATIONS FOR BEHAVIOR AND ACADEMICS	20
STUDENTS WHO ENGAGE IN INAPPROPRIATE BEHAVIOR	21
Chatham Elementary Discipline/Referral Levels	22
BUS RULES	24
CONSEQUENCES OR DISCIPLINARY ACTIONS	24
DRESS CODE	25
CAFETERIA PROCEDURES AND NORMS	25
FOOD ALLERGIES	26
COLLECTION OF PAYMENT FOR SCHOOL MEALS	27
RECESS	29
PLAYGROUND RULES	29

TRADING	29
SAFETY DRILLS	30
FIRE DRILL REGULATIONS	30
SCHOOL ACTIVITIES AND FIELD TRIPS	30
FIELD TRIP PROCEDURES	30
LOCKERS/CUBBIES	31
LOST AND FOUND	32
BIRTHDAYS	32
TOYS/TOY WEAPONS	32
ELECTRONIC DEVICES	32
Volunteer, Student, and Caregiver Opportunities	32
CHATHAM ELEMENTARY SCHOOL COUNCIL	33
CHATHAM ELEMENTARY SCHOOL PTO (PARENT TEACHER ORGANIZATION)	33
STUDENT COUNCIL	33
VISITORS/GUESTS/VOLUNTEERS	33
CRISIS PREVENTION/INTERVENTION	34
STUDENT RECORDS	34
RELEASE OF NAMES TO THE MEDIA	36
PERMISSION TO PHOTOGRAPH, AUDIOTAPE, AND/OR USE VIDEOTAPE	36
Student Support Systems	36
ENGLISH LANGUAGE LEARNERS	36
GUIDANCE & COUNSELING INFORMATION	36
TUTORING	37
WITHDRAWAL/MOVES	37
HOMEWORK PROCEDURES	37
MODIFIED GRADING PROCEDURES	38
HEALTH SERVICES	38
Illness and First Aid	39
Screenings	39
Physical Exams	39
The Role of the School Nurse	40
Development of an Individualized Health Care Plan (IHCP)	40
Medication Administration	40
For all Medications:	40
Immunizations and Communicable Disease Control	41
Concussions / Head Injuries	41
Medical Excuse for Physical Education	42
Health Records	42

Other Special Nursing Services	42
Other STUDENT SERVICES	43
Response to Intervention Team	43
Literacy Intervention	43
Math Intervention	44
Guidance	44
Special Education Services	44
School-Parent Compact: Title I Schoolwide Program	45
School Responsibilities	45
Family Responsibilities	45
DRUG AND ALCOHOL	46
SMOKING/SMOKELESS TOBACCO	46
RETENTION	46
FIGHTING/ASSAULT	46
SECURITY CAMERA PROCEDURES	46
School Resource Officer and Partnership with CPD	47
PROCEDURES AND DISCIPLINE FOR ALLEGATIONS OF DISCRIMINATION	47
MRSD POLICIES AND REGULATIONS	47
BULLYING PREVENTION POLICY (click here for complete policy and forms)	48
HAZING POLICY (click here for complete policy)	48
COMPUTER POLICY (click here for complete policy)	48
RESTRAINT POLICY and REGULATIONS (click here for complete policy)	48
SUSPENSION/EXPULSION POLICY AND REGULATIONS (click here for complete policy)	49
EMERGENCY REMOVAL (click here for complete policy)	49
POLICY ON DISCIPLINING STUDENTS WITH SPECIAL NEEDS (click here for complete policy)	49
ACADEMIC PROGRESS DURING SUSPENSION (click here for complete policy)	49
STEALING, SHOPLIFTING, DEFACING, OR DESTRUCTION OF PROPERTY (click here for complete policy)	49
NON-DISCRIMINATION POLICY (click here for complete policy)	49
HARASSMENT POLICY (click here for complete policy)	49
HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURE FOR STUDENTS (click here for complete policy)	49
VICTIM ASSISTANCE	50
MONOMOY REGIONAL SCHOOL DISTRICT SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION	50
SYNOPSIS OF LAWS AND CONTACT INFORMATION	50
Title VI of the Civil Rights Act of 1964	50
Coordinator:Director of Student Services	50
Title IX of the Education Amendments of 1972	50
Section 504 of the Rehabilitation Act of 1973	51

Coordinator: Director of Pupil Personnel Services	51
Americans with Disabilities Act of 1990	51
Coordinator: Director of Pupil Personnel Services	51
EQUAL EDUCATIONAL OPPORTUNITIES LAWS	51
Mass. General Laws CH. 76, § 5 (also known as Chapter 622)	51
Coordinator: Director of Pupil Services	51
Title I of the No Child Left Behind Act of 2001 Coordinator: Director of Pupil Services	51
SPECIAL EDUCATION	52
APPENDIX A PLEASE READ, SIGN AND RETURN TO THE CES OFFICE	52

Chatham Elementary School Quick Reference Page

Phone: 508-945-5135

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Jill Malinowski, Guidance Counselor

Nicole Camp, Ph.D., School Psychologist

Jaime Staniels, School Nurse

Faith Caswell, Administrative Assistant

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School Day Arrival and Dismissal Times:

7:35 am: Students may enter the building and report to class

7:45 am: Student's instructional day begins

7:45 am: Late bell (parent(s)/guardian(s) must sign student into school at office)

2:15 pm: The student day concludes, student dismissal begins

2:20 pm: Bus departure concludes

Schedule

All students have Math, Science, Social Studies and ELA daily as well as at least one unified arts class each day.

Unified arts classes include Music, Art, PE, Library, and Media.

Bus drop-off and pick-up is located in the front of the building. Busses are labeled 1-4.

Parent drop-off and pick-up is located on the Hitching Post Road side of the building and students should only be dropped off when duty personnel are present.

Dress

Please choose school clothing that reflects the serious nature of learning. Clothing with inappropriate slogans such as those that promote tobacco, alcohol, or activity that is not elementary appropriate are not acceptable.

Technology

Use of school computing technology will be allowed per responsible use statement only during teacher approved instructional settings. Cell phone/text/electronic games are not permitted at school or on the bus. Students violating this policy will be asked to surrender the device and caregiver(s) will be required to reclaim it. The office phone is available as needed for student use. The office staff will deliver messages as needed.

- ★ *Las copias traducidas de este manual están disponibles bajo petición para estudiantes y familias cuyo idioma principal no es el inglés. Las solicitudes deben hacerse a la Oficina de Servicios Estudiantiles al 508-945-5130.*
- ★ *Tradwi kopi nan liv sa a disponib sou demann pou elèv yo ak fanmi ki gen lang prensipal se lòt pase angle. Demann yo dwe fèt nan Biwo Sèvis Elèv nan 508-945-5130.*
- ★ *Các bản dịch của cuốn sổ tay này được cung cấp theo yêu cầu cho học sinh và gia đình có ngôn ngữ chính không phải là tiếng Anh. Yêu cầu cần phải được thực hiện cho Văn phòng Dịch vụ Sinh viên tại 508-945-5130.*
- ★ *Преведените копия на това ръководство са на разположение при поискване от студенти и семейства, чийто основен език е различен от английски. Молби трябва да бъдат подавани към Службата за студентски услуги на 508-945-5130.*
- ★ *Translated copies of this handbook are available upon request for students and families whose primary language is other than English. Requests need to be made to the Office of Student Services at 508-945-5130.*

2020-2021 Letter From Administration

Dear Caregivers, Students, and Community:

We are so excited to reopen our schools and hope that you all have had a chance to review the [MRSD Return to Learning Plan](#). Over the course of drafting this plan, we engaged in many deep discussions and challenging planning sessions with our educators, our custodial staff, our nursing staff, our transportation partner, state and local officials, and our caregivers to draft the safest, educationally engaging options for the 2020-2021 school year. We appreciate all the efforts our community has put into this plan, and we invite all to continue the conversation at Superintendent Carpenter's online feedback session on August 5th at 6pm.

I want to also give a special SHARK shout to our CES School Council. They have been meeting with me all summer to hear the updates, share in discussions as to the budgetary impacts, and have been wonderful in providing feedback and information from families and staff. Thank you to Ms. Rogers, Ms. Bierwirth, Ms. Hanley-Lopes, Ms. Lampert, Ms. Ware, Ms. Jordan, and Ms. Barnard for all their time and effort.

Although the focus of the dialogue is always on learning, teaching, and wellness, right now, we must also focus on what "structural" systems may need to change in order to accommodate these environmental options. For example, please be aware that longer times for arrival and dismissal are needed, outdoor classroom/recess spacing is being planned, visitor access to the building will be restricted, and implementation of specific safety protocols are non-negotiable.

Now, to learning! As I reflect on what are the essential learning goals for our students, our school, and our community during the 2020-2021 school year, I am moved by a statement I read this summer in a book on culturally responsive teaching that noted, *"The brain physically grows through challenge and stretch, expanding its ability to do more complex thinking and learning"* (Z. Hammond, 2015).

I would like to edit this statement a bit to "challenge and depth" and apply this statement and the intended meaning as our learning theme this year. The statement fits perfectly with our deep learning philosophies and represents how learning, for all of us, should be viewed as we move forward. When I now read the words "challenge and depth," it also reminds me of the amazing ability we have all witnessed within our community over the last several months. We have been challenged, and stretched, and yet our community has exhibited its amazing ability to engage in deep thinking; we have stretched out our hands to provide strength to support each other, and we have needed to dig deep to be flexible and adaptable with unfamiliar situations. Through these months, we have all learned to critically evaluate information and learned how to persevere beyond what we would have even thought possible just a year ago.

The theme "challenge and depth" in learning also signals to me how we will provide our children equitable and accessible opportunities to stretch beyond what they think they may be able to achieve. This provides the foundation for a solid student learning goal: I will dive deep into my learning and stretch my thinking beyond what I know now, in order to demonstrate more than a year's worth growth in a year's worth of time-no matter the learning environment in which I am present.

"Challenge and depth" in learning also remind us, as educators and caregivers, that our current health, wellness, and learning environments have the opportunity to deepen and stretch a student's socio-emotional wellness. Thus promoting a professional/caregiver learning goal for our learning community to work toward: We will provide and support learning environments where students dive deep into understanding and application of their core

competencies of self-awareness, self-management, responsible decision-making, relationship skills, social awareness, and self-awareness (CASEL).

Therefore, at CES, we hope you will join us in our commitment, within the two learning environment options, to providing "challenge and depth" in learning:

Learning will challenge and will be challenging;

Learning will be deep and will require us to deepen our flexibility, adaptability and commitment to support each other.

We have missed each one of our students, look forward to meeting our new learning community members, and no matter what option you chose for your child's learning, know that we will continue to connect, engage, and welcome communication at all times.

Be well, and stay SHARK strong,

Robin

(508) 945-5135 x303

rmillen@mononmoy.edu

DISTRICT ADMINISTRATION

Mr. Scott Carpenter - Superintendent of Schools

Mr. Marc Smith - Director of Curriculum, Instruction & Assessment

Ms. Melissa Maguire - Director of Student Services

Mr. Jim Birchfield - Director of Technology

Mr. Michael MacMillan - Business Manager

DISTRICT SCHOOL COMMITTEE

Ms. Tina Games (Chair)

Ms. Meredith Henderson

Mr. Joseph Auciello

Ms. Nancy L. Scott

Mr. Terry Russell

Ms. Sharon Stout

Ms. Jo-anne Sheehan

Ms. Jackie Zibrat-Long

CHATHAM ELEMENTARY SCHOOL ADMINISTRATION

Robin A. Millen, Ed.D.- Principal

SCHOOL RESOURCE OFFICER

Sgt. William Massey

ATHLETIC DIRECTOR

Ms. Karen Guillemette

GUIDANCE DEPARTMENT

Ms. Jill Malinowski –Guidance Counselor

Dr. Nicole Camp- School Psychologist

SCHOOL NURSE

Ms. Jamie Staniels

ADMINISTRATIVE ASSISTANT

Ms. Faith Caswell

Ms. Gina Kluza

STAFF DIRECTORY: All Monomoy employees may be contacted regarding school business via email. Every employee has an email address consisting of his/her first initial and last name [@monomoy.edu](mailto:monomoy.edu)

Office Staff

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Instructional Assistants/Staff

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<i>Galloway, Grace, Instructional Assistant</i>	<i>Moody, Mary, Instructional Assistant</i>	<i>TBD, Cafeteria Staff</i>
<i>Hedmark, Nicole Distance IA</i>	<i>Motta, Katie, Instructional Assistant</i>	<i>Karras, Bonnie, Cafeteria Staff</i>
<i>Ingram, Nicole Distance IA</i>	<i>Rushnak, Faith, Instructional Assistant</i>	<i>TBD, Lead Custodian</i>

<i>Hayes, Karen, Cafeteria Monitor</i>	<i>Speakman, Stefanie, Instructional Assistant</i>	<i>Fortin, Roland, Custodian</i>
<i>Kluza, Gina, Instructional Assistant</i>		<i>Willcox, Jeff, Custodian</i>
<i>Linnell, Susan, Distance K IA</i>		
<i>McIntire, Margaret, Instructional Assistant</i>		

HOME-SCHOOL/SCHOOL-HOME COMMUNICATION

Note: While operating under the “Back to Learning” Plan, please reference the this document for additional information: [Routines](#)

The foundation of a strong caregiver/school partnership is regular, open communication. You should feel comfortable contacting us when questions or concerns arise. We ask that you follow a logical chain of communication by contacting the classroom teacher as an initial step in most situations. You should also feel free to call counselors, specialists, and administrators as the need arises. We will make every effort to keep you informed of important events at school. Classroom or school newsletters, school committee meetings, which are broadcast on the district's website (www.monomoy.edu) or local educational television channel, curriculum nights, and other special events are some of the ways that we aim to foster home/school partnership and communication. Please be sure to ask your children if they have any newsletters or notices from their teachers. It is also helpful to check book bags or backpacks on a regular basis. Each teacher uses some form of a communications folder for home/school communication. You should look for this folder on a regular basis since all important communications will be sent home in this folder.

COMMUNICATION WITH STUDENTS/STAFF DURING SCHOOL HOURS

Please do your best to communicate after school plans to your children before they leave for school, and take advantage of the online Pick Up Patrol program. We understand that emergencies arise, and will be happy to convey messages to your children in these instances.

If you wish to speak to your child's teacher, please call the front office, if during the school day, and we will forward a message. We will not interrupt classroom teaching unless there is an emergency that needs immediate attention. If before or after school, you may call the extension directly. You may also email them or write a note. If you need to conference with a teacher, please make an appointment. Generally, the classroom teacher will contact you on the same day that you request a conference.

Students are not allowed to have cell phones or other communication devices at school. If your child needs to make a phone call, it may be done through the main office.

Note: While operating under the “Back to Learning” Plan, no visitors are allowed in the building. Therefore, please email or phone to schedule a phone or digital conference with your child's teacher if needed. October conferences will be completed online.

WHEN CAREGIVERS HAVE A CONCERN

Note: While operating under the Back to Learning Plan, parents' access to teachers during the school day is limited to electronic and phone communications.

We welcome the opportunity to assist you and your child if there is a problem at school. Contacting the right person and discussing your concerns generally leads to a quick solution. In most instances, the best person to speak to first is your child's classroom teacher. Please call the school to set up an appointment with your child's teacher, or send an email to set up a meeting time. Teachers are not able to engage in "drop in" conferences at the beginning of the school day as the students in the classroom need their full attention. If you are unable to resolve the issue after meeting with the teacher, you may contact the principal. In the rare event that your problem is not addressed sufficiently by the principal, you may contact the Superintendent.

If your child has been sent to the Principal's Office to discuss a behavioral issue, caregivers should be notified by the classroom teacher or principal on that day or in some instances, the following day. Occasionally students come to speak with the principal in order to provide information about an incident they may have witnessed, and in this case, it is unlikely that you will receive a call from the teacher or the principal.



Download the official Monomoy Regional SD app today for access to your school's student info, grade alerts, calendars, push notifications, and much more!



BLACKBOARD CONNECT

The school district uses an automated phone, email, text/SMS, Twitter, and App communication system to contact and inform caregivers and staff with important school events and announcements. Please make sure that the school has your current phone and email contact information (this information should be updated throughout the year as changes occur) along with your preference for the order in which you are to be contacted. In case of urgent communication related to school closings, delays, or other emergencies this system allows immediate contact.

EMERGENCY DELAYS/SCHOOL CLOSING

The superintendent may delay the opening or closing of schools in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. Students, caregivers and staff will be informed early in each school year of notification

procedures, including calls made to every household via our Blackboard Connect system. When schools are closed all other school-related activities will be cancelled, including athletic events.

NOTICE Of Translation Opportunity

For the purposes of this section, unless otherwise specified, all notices shall be written in plain language in English and when requested/necessary, the primary language spoken at home, if different than English. All written notices shall be delivered by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

ARRIVAL/DISMISSAL

Note: While operating under the “Back to Learning” Plan, please reference this document for more information: [Arrival/Dismissal](#)



The school day begins promptly at 7:45 am. Students may enter the building and proceed to their classrooms starting at 7:35 am. All students arriving past 7:45 am will be marked tardy. Students arriving between 7:35-7:45 am will travel to their classroom independently. Kindergarten students will have support from teaching assistants and peer models at the start of the year.

There will be **no vehicle traffic** on the driveway that splits to the left from the front entrance and goes behind the firehouse. This lane is reserved for fire department vehicles and school buses only.

TARDY PROCEDURES

Please note that it is very important for students to arrive on time. Tardiness disrupts the morning routine for all students. Children who attend school regularly and arrive on time establish routines and habits that promote learning success. All tardy students (past 7:45 am) in grades K – 4 must be escorted into the building by a caregiver and enter the front door to receive a ‘late pass’ from the office.

Please note: Due to the volume of vehicles dropping off students, flexibility will be expected when marking tardy arrivals. Tardy students will be brought to the front door by a caregiver. The student will enter the school and will receive a late pass from the Main Office before reporting to class. Visitors and caregivers may not enter the building.

DROP OFF/PICK UP PROCEDURES

KISS AND RIDE PROCEDURE

Note: While operating under the “Back to Learning” Plan, please reference this document for more information: [Arrival/Dismissal](#)

- The Hitching Post parking lot will be the drop off “kiss and ride” location. All cars will enter this parking lot from the south direction. Chatham Police will assist at the beginning of each year.
- Caregivers will stay in their car during caregiver drop/off and pick up. Caregivers should **not** park in Hitching Post or Depot Road lots. There is no parking on Hitching Post Road.*
- If the “kiss and ride” lot cue extends beyond the Hitching Post lot, caregiver cars waiting to enter the lot should form along the southbound side of Hitching Post Road.

*If caregivers would like to walk their student(s) to school, parking is available in front of the town tennis courts on Depot Road. No parking for drop off will be allowed from the front parking lot. Walking Wednesday’s School Bus will begin from Elkanah Drive on Wednesday mornings at 7:25 am in the fall and the spring. PTO will send information about this walking program.

Kiss and Ride: Drop/off (7:35-7:45)

1. Once inside the parking lot, turn right to the perimeter lanes of the lot. Proceed along the outside lanes to drive up to the sidewalk area (along the gymnasium) and “kiss and ride” away. For safety, we ask that caregivers stay in their vehicle and have children exit the right (passenger) side of their vehicle. Staff will be available to assist students.

Kiss and Ride: Pick up (2:15-2:25)

1. Prominently display your name tag on your car’s dashboard. A last name of your child/children should accompany this notice. Additional name tags are available at the office.
2. Upon entering the “Kiss and Ride” lot in the same direction as drop off, a staff member will radio ahead your name to a staff member in the building. By the time you enter the loading area your child will be waiting to load.
3. If possible, please have children load on the right hand (passenger) side of your vehicle.

Steps to take to ensure success

1. If you are “carpooling” it will require that caregivers have “nametags” of the child you are picking up. Additional name tags can be picked up at the office.
2. Prominently display your name tag(s) on the dashboard of your car.
3. Review the traffic flow pattern and general rules of pick-up and drop off
4. If you park in the “Kiss and Ride” lot please understand that you will need to wait until the entire pick up procedure has been completed to leave the lot.
5. Caregivers are discouraged from congregating outside the building during dismissal time. **Please stay in your car.**
6. Parent Pick-Up students must be entered into Pick Up Patrol. Children are often confused and think they are in Parent Pick-Up, even when they’re not. If the decision to pick up is made after your child leaves home for the morning, you may enter the change into Pick Up Patrol before 1:00 pm. If you need to make a change after 1:00 pm you may call

the office but please be considerate and keep these requests to a minimum. Also, please note that children without a plan for Parent Pick-Up in Pick Up Patrol will be required to take the bus.

7. If your child will be in Parent Pick Up every day (will never ride the bus), please enter that plan into Pick Up Patrol. You may enter plans in Pick Up Patrol for the entire year. If you wish to pick your child up on one or more of the *same days* each week (for example every Mon. and Wed.) enter that into Pick Up Patrol indicating the specific days and we will send your child to Parent Pick-Up on those days only. Please make sure Pick Up Patrol is up to date with your child's schedule. It is the caregiver's responsibility to maintain the correct plan in Pick Up Patrol.

8. Students in grades K - 4 being picked up before regular dismissal time will be dismissed from the office. All persons picking up children must be listed on the approved contact list in the office.

DISMISSAL CHANGES

PickUp Patrol (PUP) is our online system for caregivers to communicate dismissal plan changes to the school. Caregivers with an existing account will be able to continue to make changes as they have in the past. Caregivers of Kindergarten and new students will receive an email at the beginning of the school year with PickUp Patrol login instructions (www.pickuppatrol.net). Dismissal changes can be entered from a computer or smart phone at any time until 1:00 pm on the day of the change. Changes can be made days, weeks, or even months in advance. However, please note that if you pre enter a change and the dismissal plans are cancelled, you must remember to delete the change from PUP or your student will be given the PUP dismissal directions. After 1:00 pm., changes will not be accepted except in the case of an unexpected emergency. Such changes can be made via phone directly to the main office. As the end of the school day is a busy time, please plan accordingly and limit these exceptions to emergencies ONLY to assure the safety of all students. Our school day ends at 2:15 pm. Students attending Monomoy Community Services on a particular day will be brought to the cafeteria by a teacher. Students being picked up by a parent/caregiver will be brought to the parent pick-up location by a teacher. Bus students will be brought outside to the appropriate bus by a teacher.

ATTENDANCE

Note: While operating under the "Back to Learning" Plan, attendance is expected in both in person and remote settings and teachers in both settings will take and track attendance. Caregivers are to report absences by calling the school at 508-945-5135. During the time that the district is operating under the "Back to School" Learning Plan, families should follow the well-child checks and procedures protocols found in the district's plan.

Chatham Elementary School recognizes the importance of attendance for the successful academic development of its students. Studies have shown that academic success highly correlates with regular attendance. Our district has put an additional emphasis on the fact that absenteeism, tardies, and/or dismissals affect the opportunity for academic success. We have launched our "Every Student, Every Day" campaign about the importance of school attendance. The state department of education has also increased their attention to these efforts in the school accountability system. Massachusetts defines **Chronically Absent** as missing at least 10% of days enrolled (e.g., 18 days absent if enrolled for 180) regardless of whether the absences are considered excused, unexcused and/or for disciplinary reasons. Being chronically absent can have a significant impact on a student's ability to read at grade level, perform academically, and graduate on time" (MA DESE Safe and Supportive Schools). Students who are chronically absent or tardy are more likely to drop out before graduating than those who attend school regularly.

A student arriving at school after, or dismissing before, 11:15 am will not receive overall attendance credit for the day, unless it is deemed to be an excused absence according to this handbook. A student without an excused absence will not be permitted to participate in any school-sponsored events (clubs, social, athletic, the Arts, or extracurricular activities) during the period of such absence.

ATTENDANCE INTERVENTION PLAN

Note: While operating under the “Back to Learning” Plan, attendance is expected in both in person and remote settings and teachers in both settings will take and track attendance. The Absentee Intervention process may be waived in cases of COVID related extended illness. [MRSD Health & Well Being pgs 26 -29.pdf](#)

For all other non-illness attendance concerns, we will follow the MRSD COVID attendance intervention plan linked here: [MRSD 2020-2021 Attendance Procedure COVID Addendum.](#)

Step 1: If three absences in a semester are reached during the school year, a member of our school staff will reach out to you, as your child’s caregiver, to discuss school and/or community intervention supports/resources that may be needed to ensure regular attendance at school.

Step 2: If absences continue during the school year, and seven absences are accrued, a response to intervention team will solicit support from the district attorney’s “Keep ‘Em Coming” program (<http://www.mass.gov/capeda/about-the-office/events-and-notice/keep-them-coming-brochure3.pdf>) and a meeting will be scheduled with this team. These meetings are not meant to be punitive. At this meeting, the “Keep ‘Em Coming” representative will work with your family and our school to “develop creative problem solving methods for improving the child’s attendance.” (Keep ‘Em Coming information page). The team will also discuss next steps in case absences continue and fall into the “chronic absentee” level.

Step 3: If absences continue to the chronic absentee level again next year, then our school will consult with the district attorney’s office on possible violations of the MA state education laws.

Additional responsibility of the district:

A student may be eligible for home/hospital tutoring upon receiving written order verifying that said student has had a cumulative 14-day or more absence due to a related medical condition; and a team has determined the absence has had a substantial impact on said student’s learning.

In order for tutoring to commence:

1. A [Physician’s Affirmation of Need for Temporary Home or Hospital Education for Medically Necessary Reasons](#)-must be fully completed on behalf of the student by his/her caregiver (form available on the Monomoy Regional School District’s website under Student Services/Special Education).
2. At a minimum, the physician’s signed notice must include information regarding:
 - the date the student was admitted to a hospital or was confined to home;
 - the medical reason(s) for the confinement;
 - the expected duration of the confinement; and
 - what medical needs of the student should be considered in planning the home or hospital education services.
3. If the student has an IEP and is likely to remain at home or in the hospital for a period of 60 days, the Team will reconvene within 10 days once notified that the student will most likely remain at home/hospital for more than 60 school days. An updated Physician’s Statement will be required for continued tutoring.

4. Parents must verify a phone number where the tutor may make contact with the student to arrange a mutual meeting time and place, preferably at a public venue-not in the student's house. (Library, Community Center). If instruction is to take place in the home, a mutually convenient time will be scheduled where an adult will be present in the home.
5. Any parent or student concerns should be communicated immediately to the Principal, such as work not being provided/ picked up or done correctly. This will avoid issues related to report cards and progress reports.
6. If the student has had 2 no-shows or last minute cancels or is not doing the assigned work, a warning letter will be sent out from the Special Education Office, followed by a meeting with parent/guardian to discuss further actions.

Massachusetts General Laws-Attendance

School Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Who is a Supervisor of Attendance?

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

What is a CRA?

A "CRA" (child requiring assistance) is a petition may be filed in court by a supervisor of attendance if the child is habitually absent and doesn't attend school for more than 8 days in a quarter without a proper excuse or A habitual school offender who doesn't obey the lawful and reasonable commands of the school.

What is a 51A?

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

TO REPORT AN ABSENCE

Caregivers, please call school on the day of the student's absence (508-945-5135). When a student is absent and a call has not been received from the caregiver, a call will be made to the child's home or listed emergency numbers to confirm that the child did not come to school and the reason for the absence. Please be considerate by calling school in advance or enter the absence in pick up patrol..

MULTIPLE DAYS OF ABSENCE KNOWN IN ADVANCE

The student must present a note from a parent/caregiver to an administrator indicating the dates and reason for the projected absence. Family vacations during school days are strongly discouraged. Teachers **will not** provide work in advance of family vacations.

EXCUSED ABSENCES

Even though the state no longer recognizes any absence as excused, and all non-attendance at school is considered an absence. **At CES, we will move absences to the excused category if:**

- Parental/legal guardian notes indicate a death in the family or religious observance.
- Professional (not parental/guardian) notes supporting absences due to illness or appointments are submitted. **Professional notes (doctor, court, etc.) should be presented as the absence occurs. Professional notes will not be accepted beyond 10 school days of the absence.**
- Absences are school-sponsored (field trips, athletic dismissals, etc.).

If a phone call or a written note is received from a parent/guardian or guardian stating one of the following reasons for being tardy: legal, doctor's or dentist's appointment, ill that morning, this will be considered as an excused tardy. If such tardies become excessive, "professional" notes will be required in order to be considered excused. Unexcused tardies include: oversleeping, missing the bus, arriving late by means of one's own transportation. Parents/guardians are notified of excessive tardies.

RETURN TO SCHOOL FOLLOWING CERTAIN CIRCUMSTANCES

Prior to a student's return to school from a suspension, incarceration, medical or behavioral facilities, a re-entry meeting will be requested to discuss re-entry and facilitate a successful transition back to school. A discharge summary will be requested indicating the student is medically able and safe to return to school.

EARLY DISMISSAL

If you need to have your child dismissed before the regular closing time, you must enter it into Pick Up Patrol specifying the date and time of departure. Your child will be called to the office when you arrive and you will be required to enter the dismissal in the *Sign Out* log. Children will not be dismissed to the custody of anyone other than the parent/guardian unless prior arrangements have been made and verified.

Special Note: Please do not attempt to take your child from the classroom or bus line without first telling the teacher, or the office. This compromises our established procedures and the children's safety.

AFTER SCHOOL ACTIVITIES

Note: While operating under the "Back to Learning" Plan, all afterschool activities hosted by CES will be held virtually.

Parents/guardians may enroll Kindergarten through Grade 4 students in the After School Program through Monomoy Community Services. The afternoon hours are 2:15 until 5:30 pm. Registration and fees for either of these programs can be found online at www.monomoy.org or you can reach Monomoy Community Services at (508) 945-1501. You may send your child as many days as you need. The number of days must be consistent from week to week however, which will allow Monomoy Community Services to have adequate staffing for the number of students.

SCHOOL BUS CONDUCT

The Cape Cod Collaborative provides transportation to and from school for students residing in Chatham. Questions and/or changes to bus routes may be made with Toni London at 508-945-5123. School Choice students must be transported to and from school by caregivers. Most buses do not have seatbelts, thus it is imperative that students follow the bus rules to ensure their safety.

KINDERGARTEN STUDENTS ON THE BUS

Note: This expectation will be adjusted during the time the district is operating under the "Back to Learning Plan" in order to follow COVID safety guidelines.

We request that all kindergarten students sit in the front seats of the bus, even if older siblings ride the same bus. We have found that sitting in the front seats reduces the number of incidents that are upsetting to you and your child. Also, please note that you or your designee must be outside waiting for the bus when it arrives at your bus stop. The bus driver will not leave a kindergartner at the stop if an adult is not present. If you have any questions about buses or bus routes, you may contact Toni London at 508-945-5123. The principal is also a resource for caregivers and students regarding bus concerns.

Positive Behavior Intervention and Supports (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a proactive, system-wide approach to creating and sustaining culturally acceptable behavioral expectations needed within the school. The guiding principles of good character (SHARK-safe, honest, accepting, respectful, kind, successful) are modeled and practiced daily with monthly focus on each strand. In regulating student behavior, school personnel will be fair, consistent, and judicious in the administration of the disciplinary consequences. Supports will be provided in order for students to excel socially, emotionally, physically, and academically within this framework.

When students are disciplined, consequences are administered on an individual basis. Each incident is reviewed with regards to frequency and severity if a student's behavior is disruptive, disrespectful and detrimental to the learning process or if the conduct could cause injury to self, others and property. Mitigating circumstances will also be considered. Consequences or disciplinary actions will generally be taken in these forms. We therefore expect students to be polite and respectful at all times. Any behavior, such as pushing, fighting or throwing of objects, shows a lack of concern for the rights and safety of others, and is not acceptable.

All students are entitled, absolutely, to the safety of their person and property at the Chatham Elementary School.

EXPECTATIONS FOR BEHAVIOR AND ACADEMICS

A core value of the CES community is the creation and maintenance of a peaceful and respectful learning environment. We believe that all children and adults have the right to learn in an atmosphere that is free from distraction, fear or discomfort. Furthermore, we know that for maximum learning, students and staff must know that school is a safe and orderly place. School Norms for CES have been developed to protect these rights.

Please take the time to review our Expectations for Student Behavior and Academics with your child. An effective way is to read the rules together and discuss why each one is necessary.

Students at Chatham Elementary School are expected to abide by the following Norms:

CES SHARKS Behavior Expectations	Safe	Honest	Accepting	Respectful	Kind	Successful
Classroom Expectations	*Maintain personal space *Follow directions * Walk safely	* Do my own work * Be where I belong * Tell the truth	* Cooperate with others	* Listen when others are speaking * Use materials properly * Use an inside voice * Wait my turn	* Share * Help each other * Be a good sport	*Participate in class * Do my best work * Listen to the teacher
Cafeteria Expectations	* Walk safely * Eat my own food * Follow seating rules	* Stay in line	* Invite and accept others at your table	* Use an inside voice * Wait my turn in line * Recycle	* Include others * Use kind words	* Make healthy choices * Use good table manners * Clean up after myself
Hall Expectations	* Walk safely *Maintain personal space * Stay to the right	* Stay in line	* Be an up-stander, not a bystander	* Walk quietly * Respect property * Respect bulletin boards	* Help others * Greet others with polite language	* Follow directions * Focus on where I am going
Bathroom Expectations	* If something is wrong, tell an adult	* Use bathroom with permission	* Be an up-stander, not a bystander	*Respect others' privacy	*Wait patiently	*Use the bathroom for its purpose

	<ul style="list-style-type: none"> * Wash my hands * Use bathroom closest to your classroom 	<ul style="list-style-type: none"> *Use only when necessary 				<ul style="list-style-type: none"> * Use in a timely manner and return to class
Bus Expectations	<ul style="list-style-type: none"> * Walk safely * Hold the railing on stairs * Sit in my assigned seat * Keep hands, feet and objects to myself and inside the bus 	<ul style="list-style-type: none"> * Keep my food and drinks in my backpack * Only bring permitted items 	<ul style="list-style-type: none"> * Be an up-stander, not a bystander. * Invite and accept others at your seat 	<ul style="list-style-type: none"> * Use an inside voice * Be respectful of all property * Listen and follow directions of the driver 	<ul style="list-style-type: none"> * Use kind words * Help others * Include everyone 	<ul style="list-style-type: none"> * Watch for my stop * Be responsible for my belongings
Assembly Expectations	<ul style="list-style-type: none"> * Walk safely * Enter and exit with your class * Maintain personal space 	<ul style="list-style-type: none"> * Sit in my assigned place and remain seated 	<ul style="list-style-type: none"> * Follow directions * Celebrate community together 	<ul style="list-style-type: none"> * Cheer and applaud only at appropriate times * Listen attentively * Use an appropriate voice level 	<ul style="list-style-type: none"> *Be a good audience member * Listen to presenter 	<ul style="list-style-type: none"> * Participate appropriately
Recess/ Playground Expectations	<ul style="list-style-type: none"> * Follow rules for each area * If something is wrong, tell an adult * Maintain personal space 	<ul style="list-style-type: none"> * Play fair 	<ul style="list-style-type: none"> * Invite and accept others for playing together * Cooperate with others * Be an up-stander, not a by-stander 	<ul style="list-style-type: none"> * Listen to teachers on duty * use equipment properly * Line up when directed 	<ul style="list-style-type: none"> * Include others * Use kind words * Share equipment * Be a good sport 	<ul style="list-style-type: none"> * Have a plan (think about what you are going to do)
Common Area (Nurse, Office) Expectations	<ul style="list-style-type: none"> * Maintain personal space * Stay in designated areas 	<ul style="list-style-type: none"> * Keep the focus on myself * Be where I belong * Always tell the truth 	<ul style="list-style-type: none"> * Cooperate with others * Be an up-stander, not a by-stander 	<ul style="list-style-type: none"> * Speak politely * Listen when others are speaking * Use an inside voice * Wait patiently for assistance 	<ul style="list-style-type: none"> * Use manners when speaking to others 	<ul style="list-style-type: none"> * Get what you need * Return to class in a timely manner

STUDENTS WHO ENGAGE IN INAPPROPRIATE BEHAVIOR

There will be consequences for students who engage in inappropriate behavior including bullying, harassment, or discrimination. Consequences may range from warnings, loss of certain school privileges or possibly suspension. The caregiver/guardian will be notified of significant inappropriate behavior.

If inappropriate behavior including, bullying, harassment, or discrimination disrupts the learning of other children, the child may be temporarily separated from the classroom and placed in a designated area in the school. The child will be supervised for the duration of the separation. If a child's actions pose a physical danger to the staff or students, the child may be suspended from the school.

Chatham Elementary Discipline/Referral Levels

Level 1 – Incidental Violations (Non-referred/ Non-recorded)	Level 2 – Minor Violations (Non-referred/ Recorded)	Level 3 – Major Violations (Referred/Recorded)	Level 4 – Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> § Running § Loud voices/yelling § Off-task behavior § Name calling § Noise making § Out of seat § Missing homework § Disruptive § Breaking cafeteria rules § Breaking playground rules § Inappropriate behavior in the bathrooms § Chewing gum or eating candy except by teacher permission § Other: 	<ul style="list-style-type: none"> § Lying/cheating § Indirect, inappropriate language/gestures § Inappropriate dress § Indirect Spitting (not at person) § Third Level 1 Offense § Other: 	<ul style="list-style-type: none"> § Direct, inappropriate language/gestures § Fighting/physical aggression § Harassment/bullying § Overt defiance § Direct Spitting at person § Property destruction/misuse § Theft § Forgery § Internet misuse/ cyberbullying § Skipping class § Pantsing § Third Level 2 Offense § Reference in conversation, writing or pictures to weapons or acts of violence § Taking pictures/video without consent § Other: 	<ul style="list-style-type: none"> § Drug use/possession § Weapon use/possession § Truancy § Arson § Bomb threat § Extreme property damage/vandalism § Combustibles § Assault/threats § Other:

	Level 1-Incidental Violations	Level 2- Minor Violations	Level 3- Major Violations	Level 4- Illegal Violations
Addressing the Behavior	Teacher-handled The teacher addresses the behavior using	Teacher-handled The teacher addresses the behavior using	Office-managed Send the student to the office where the principal will	Office-managed Send the student to the office where the

	classroom management strategies.	logical consequences (apology of action, take a break, or loss of privilege).	address the behavior.	principal will address the behavior.
Forms	No form -A quick data sheet will be internally collected. The teachers will informally track behavior, and/or communicate with other staff.	Think Sheet - Fill out a think sheet, make a copy for records, and send it home with the student to be signed. <u>Turn it in to school after it gets signed by caregiver.</u>	Office Referral Form - Send an office referral form with as much information as possible to the office with the student. The principal will finish filling out the form and send it home.	Office Referral Form - Send an Office Referral form with as much information as possible to the office with the student. The principal will finish filling out the form and send it home.
Recess/ Bus/ Dismissal/ Lunch Plan	- Supervisors will address the behavior using classroom management strategies. - Supervisors will tell the teacher who picks up from the cafeteria about the problem	- Supervisors will send a Thinking pass with the student to the office and will notify the office by phone/ radio. - Administrator or school counselor will fill out a think sheet and contact the teacher. *The student will remain in the office until the teacher can get them and address the behavior.	- Supervisors will send a Thinking pass with the student to the office and will notify the office by phone/ radio. - Administrator or school counselor t will fill out a think sheet and e-mail the classroom and sped teacher. * The student will remain in the office until the principal addresses the behavior.	- Supervisors will send a Thinking pass with the student to the office and will notify the office by phone/ radio. - Administrator or school counselor will fill out a think sheet and e-mail the classroom and sped teacher. * The student will remain in the office until the principal addresses the behavior.

The guiding principles of good character (being safe, honest, accepting, respectful, kind, and successful) are modeled and practiced daily with monthly focus on each strand. In regulating student behavior, school personnel will be fair, consistent, and judicious in the administration of the disciplinary consequences. When students are disciplined, consequences are administered on an individual basis. Each incident is reviewed with regards to frequency and severity if a student's behavior is disruptive, disrespectful and detrimental to the learning process or if the conduct could cause injury to self, others and property. Mitigating circumstances will also be considered.

BUS RULES

Note: While operating under the “Back to Learning” Plan, please reference the plan for [Bus Safety Protocols](#) and [CES Routines](#) page.

S^H^A^R^K^ EXPECTATIONS:					
Safe	Honest	Accepting	Respectful	Kind	Successful
Walk Safely Hold the railing on stairs Stay seated in assigned seat Keep hands, feet, and objects to myself and inside of the bus	Keep all materials and food in backpack Bring only permitted items	Be an up-stander, not a bystander Invite and accept others that need a seat	Use an inside voice to talk to seat neighbor Be respectful of all property Listen and follow directions of the driver	Use kind words Help others	Watch for my stop Be responsible for taking all belongings off of bus

The Primary responsibility of the bus drivers is to transport students safely. Students must cooperate by behaving responsibly and courteously. If a student fails to observe bus rules, his/her actions will be reported to the principal. The following actions will be taken:

1. The bus driver will file a “bus conduct report” with the principal and the bus coordinator.
2. The principal will discuss the incident with the student, bystanders who witnessed the incident, the student’s caregivers and the classroom teacher.
3. The principal will determine the appropriate action to be taken. Generally, the first report will result in a warning. Subsequent reports will result in the loss of bus privileges from a few days, to a week or more, depending on the severity of the infraction and any mitigating circumstances. Any student who receives more than three reports or whose behavior interferes with the safety of other children will be in jeopardy of losing bus privileges for the remainder of the school year.
4. The principal will send caregivers a copy of any bus reports. Please sign the report and return the form to school the next day.

CONSEQUENCES OR DISCIPLINARY ACTIONS

Consequences or disciplinary actions will generally be taken in one of these forms:

- Student may be temporarily excluded from a group when his/her behavior interferes with the orderly process of teaching, learning, or assembly.
- Student may be assigned to office lunch.
- Student may be required to complete a "Problem Solver" form or written reflection.
- Student may be detained after school, provided prior notification has been given to the child's caregivers.
- Student may be suspended or expelled from school in accordance with the Suspension and Expulsion Policy.

We therefore expect students to be polite and respectful at all times. Any behavior, such as pushing, fighting or throwing of objects, shows a lack of concern for the rights and safety of others, and is not acceptable. All students are entitled, absolutely, to the safety of their person and property at the Chatham Elementary School.

DRESS CODE

The guidelines for dress for students are based on safety and respect. Children need to wear clothes and shoes that are safe and appropriate for their age and for weather conditions. Provocative clothing (excessively short shorts, revealing tank tops, tops that reveal mid-drifts) or clothing that depicts violence, alcohol, or profane language is not appropriate for school. Clogs, flip-flops and shoes with a heel higher than one inch are not safe footwear for elementary-aged students. Head coverings for religious reasons are permissible. Students are required to have a pair of sneakers on the two days that they have Physical Education class and shoes that are appropriate for play at recess time. Also, please do not allow your child to bring or wear roller blades or sneakers with "wheelies" embedded in the soles to school.

Daily outdoor recess is an important part of the school program. Please be sure that your child brings appropriate outerwear for weather conditions. In winter, this means a warm coat, boots, mittens or gloves, and a hat. Snow pants for snowy weather are recommended for all grades. Please Note: Hats may not be worn inside the school building.

CAFETERIA PROCEDURES AND NORMS

Please Note: All cafeteria meals (breakfast and lunch) are offered free of charge to CES students until December 31, 2020.

S^H^A^R^K^ EXPECTATIONS:					
Safe	Honest	Accepting	Respectful	Kind	Successful
Follow seating rules Sit with feet under the table	Stay in line Eat the food ordered or brought Eat only own food	Accept others at your table Include others in conversation	Use an inside voice Wait turn in line Raise hand to use the bathroom or get water	Include others Use kind words Use good manners with friends and teachers	Make healthy choices Clean up

Students may bring a lunch and milk from home, or they may buy lunch and /or milk at school. The cost for lunch is \$2.75 per day (qualifying reduced lunch price \$0.30). This includes milk. Milk purchased alone is \$0.50. The cost for breakfast is \$1.50 (qualifying reduced lunch price \$0.40) Free and reduced lunch is available to families who meet the income guidelines. Application forms will be included in the beginning of the year packets and **must be filled out each year**. You can contact the office for information or an application.

Click the following links for Free and Reduced Lunch Meals guidelines, information, and applications:

[Frequently Asked Questions About Free and Reduced Price School Meals](#)

[How to Apply For Free and Reduced Price School Meals](#)

2020-2021 [Application for Free and Reduced Price School Meals](#)

Monomoy Regional School District utilizes a computerized Point of Sale payment system in all of the district's cafeterias called [Nutrikids](#). Every student has their own personal meal account based on their own PIN. Students can access their accounts on the PIN pads located at every register. This PIN will be the same PIN as the students' progress through the school district and will remain the same year after year. Please see the policy for uncollected school meal accounts in the policy section of this handbook.

We encourage parents/guardians to deposit money into the [student's account](#), although they may still pay cash. Monies paid into a student account can be used for the purchase of regular meals and a la carte items. When sending in money by check or cash, please include the student's name on the check or envelope so it is deposited into the correct account. This system allows students to charge only if there is money in their account – we won't allow any negative balances to occur.

Monomoy Regional School District has available to you [MySchoolBucks®!](#) This is an online payment service that provides a quick and easy way to add money to your school meal account using a credit/debit card or electronic check. By having money in your account prior to entering the cafeteria, the lunch lines will move along much faster. Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add yourself and your students using the school name and student/staff ID.
4. Make a payment to your account with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If your student has qualified for free or reduced price lunches or breakfasts, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for the student.

If you are concerned about a food allergy that your student has please notify the cafeteria with this information. A warning will appear on the cashier's screen allowing for a review of the items on the student's meal tray.

If you should have any questions, please do not hesitate to contact Garth Petracca at the office of Food Services at 508-237-5016 or gpetracca@monomoy.edu.

FOOD ALLERGIES

Chatham Elementary School is not a "nut-free" school. However, we make specific accommodations to protect students with life-threatening food allergies including the designation of "nut-free" individual classrooms, as well as a section in the cafeteria. Field trips are "nut-free". Caregivers are notified in advance if their child is in one of these designated situations. We appreciate your cooperation in creating a healthy and safe learning environment for all children.

We recommend that students with life-threatening allergies have an “Allergy Action Plan” formulated in consultation with their MD, the School Nurse and caregiver(s). Allergic students are to keep a dose of their prescribed epi-pen at school and are allowed to carry their own epi-pens with proper documentation and medical orders. A table is designated in the cafeteria for students in need of a nut-free eating area. Proper hand washing is essential to health and good hygiene.

COLLECTION OF PAYMENT FOR SCHOOL MEALS

Note: Based on a decision by the USDA and federal government, all school provided meals (breakfast and lunch) will be free for CES students until December 31, 2020.

Note: While operating under the “Back to Learning” Plan, please reference the plan for additional [Routines](#).

The purpose of this policy is to establish consistent meal account procedures throughout the district.

Free and Reduced Lunch Students

1. Free lunch status students will not be allowed to have a negative account balance. Free lunch status allows a student to receive a free meal every day. A la carte items are not part of the USDA program.
2. Reduced lunch status students will be allowed to have a negative account balance up to a maximum dollar equivalent of six reduced price meals. After that time, reduced lunch status students will be subject to the same remedies, below, as for students that purchase full-price meals. Reduced lunch status allows a student to receive reduced priced meals at \$0.40.

All Other Students

1. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Please see “Remedy for Unpaid Charges,” below.
2. Once the student reaches the maximum meal charge, no a la carte items will be sold to the student and all transactions may become a cash basis transaction.

All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student; this record will be made available to the parent upon request. The food services department shall inform parents that meals can be paid for in advance and the balances maintained in their child’s account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the food services department will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encourage the parent to apply for free or reduced priced meals.

Balances Owed

Collection of balances owed will follow school committee policy.

Remedy for Unpaid Charges

The food services director shall inform the business office of all remedies taken. A record of all actions shall be kept by the business office to ensure documentation of the process.

MySchoolBucks

Balances may be checked at any time by logging into the MySchoolBucks system at <https://www.MySchoolBucks.com> or emailing the director of food services. All accounts must be settled at the end of a school year.

When account balances below are reached, the remedies will be followed. All balances are on a per-family basis.

1. When the account balance reaches zero, the food services director or his/her designee will send a reminder email to the parent or guardian letting them know that the account balance is zero and asking that more funds be deposited into

the MySchoolBucks account(s). For families without a working email address, the food services director or his/her designee will make a phone call to the parent/guardian. The option of a free or reduced meal application will be offered at this time.

2. When the account balance reaches \$15 in arrears, the food services director or his/her designee or the business office will call the parent/guardian informing them of the overdue balance and ask for more funds to be deposited into the MySchoolBucks account(s). A free or reduced meal application will be offered at this time.

3. When the account balance for a family reaches \$30 in arrears the child(ren)'s principal or his/her designee, will contact the parent/guardian and arrange a meeting to request payment; if more than one principal is involved, then the principal of the youngest child(ren) or the principal's designee will arrange the meeting. The principal or designee will offer the free or reduced meal application at the meeting with the parent/guardian.

4. If the balance remains unpaid after the prior remedies have been used, a certified letter of demand will be sent home to the parent/guardian by the Superintendent or his/her designee. This will warn that the amount now owed may be sent to a collection agency and/or small claims court. Included in the recovery request shall be all costs (including collection expense, postage and fees) associated with the debt. A free or reduced meal application will be included with the letter.

Checks Returned for Non-Sufficient Funds (NSF)

When a check is returned to the treasurer's office for NSF, a letter will be sent to inform the parent(s)/guardians from the food service director. Payment for the NSF check must be in the form of cash, cashier's check or money order. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to the Monomoy Regional School district and sent to the food services department. The penalty fee and the amount of the check will be deducted from the child(ren)'s lunch account immediately upon notice from the bank, and the above mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93,

§40A. Overdue balances are subject to the same process as outlined under "MySchoolBucks" above.

Debt Forgiveness

Nothing in this policy should preclude representatives of the district from pursuing and/or implementing compassionate debt forgiveness avenues for legitimate unforeseen circumstances which have contributed to the debt.

Food Services Program End-Of-School Year Closeout

At the first of May the food services program must begin to close the books for the school year.

As a result the point of sale system will be blocked from accepting deficit account balances.

1. Parents/Guardians will be sent a written request for payment in full. The deposit requests will be mailed home.
2. All charges not paid before the end of the school year will be carried forward into the next school year.
3. Seniors must pay all charges before receiving their cap and gown.
4. All seniors will receive a notice in May of remaining money in their lunch account.

They will receive a letter to elect to move money into a sibling's lunch account or to elect a refund. All refund requests will be sent to the food services office and processed for payment.

Blocks on Accounts

A caregiver may call the food services director and place a block on their child's account to prohibit the purchase of a la carte items or set a dollar cap. The school business manager may instruct the food services director to place a block on a student's account to prohibit the purchase of a la carte items due to non-payment of district fees or other collection issues.

Refunds

1. Withdrawn students – for any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.
2. Graduating students – students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling's account with a written request.

3. Unclaimed funds – all funds must be requested within one year. Unclaimed funds will then become the property of the Monomoy Regional School District.

RECESS

Note: While operating under the “Back to Learning” Plan, please reference the plan for additional [Protocols](#).

S^H^A^R^K^ EXPECTATIONS					
Safe	Honest	Accepting	Respectful	Kind	Successful
<ul style="list-style-type: none"> * Follow rules for each area * If something is wrong, tell an adult * Maintain personal space 	<ul style="list-style-type: none"> * Play fair 	<ul style="list-style-type: none"> * Invite and accept others for playing together * Cooperate with others * Be an up-stander, not a by-stander 	<ul style="list-style-type: none"> * Listen to teachers on duty * use equipment properly * Line up when directed 	<ul style="list-style-type: none"> * Include others * Use kind words * Share equipment * Be a good sport 	<ul style="list-style-type: none"> * Have a plan (think about what you are going to do)

All students are expected to participate in outdoor recess unless a physical condition warrants otherwise. Students play outside (weather permitting) for at least 25 minutes each day. Staff is always on duty to supervise students during recess on the playground. The following rules were generated by students and staff to ensure a safe, enjoyable recess experience.

PLAYGROUND RULES

1. Students must WALK to the playground.
2. Teasing, name calling and bullying in any form will not be tolerated.
3. Students who are teased, put down, called names or hurt in any way should tell the aggressor to stop. If the aggressor fails to stop, the child should tell an adult on duty at the time of the incident.
4. Students may slide DOWN the slide only- walking up the front of the slide is not permitted.
5. Students may not touch anyone who is in motion on a swing. (Grabbing their arms, legs, etc is not permitted).
6. Jumping off from the swings when they are in motion is not permitted.
7. Students may not pull on the legs, hands or arms of any other student who is climbing or swinging from the large climbing play structure.
8. Only three students are allowed to be on the rings at one time. Wait for a turn if the rings are being used.
9. Sitting on top of the Monkey Bars is not allowed.
10. Throwing any objects (snowballs, sticks, rocks, toys) is not allowed unless it is part of a game that has been approved by the staff on duty.

TRADING

We strongly discourage trading of any kind. This includes food items, toys, and clothing. Students found participating in trading activity will face disciplinary action at every grade level. As innocent as trading may seem, some food and clothing items may contain allergens that could cause harmful reactions, and toys of great value are often traded for toys of lesser value, without caregiver consent. This rule has been designed to protect **ALL** students.

The trading rule applies anywhere on school grounds, on buses and at bus stops before or after school.

SAFETY DRILLS

In coordination with the Harwich and Chatham Police departments and the MRSD crisis team, Chatham Elementary has been instructed on training in “run, hide, fight” procedures. The training has provided preparation and a plan for students on how to proactively manage a safety plan if the building was to become unsafe. To view a Parent University presentation on this procedure: [Parent University School Safety 3/21/2018](#). Regular drills will be held each year.

FIRE DRILL REGULATIONS

Under the direction of their teacher, students are to leave the building as quickly as possible following the exit plan posted in each room. Unless otherwise instructed, students are to stay with their teacher/class at all times throughout fire/emergency drills and situations. Fire drills occur four times a year or more upon the discretion of the fire department/administration. Under the direction of their teacher, students are to leave the building as quickly as possible following the exit plan posted in each room. Unless otherwise instructed, students are to stay with their teacher/class at all times throughout fire/emergency drills and situations. Fire drills occur four times a year or more upon the discretion of the fire department/administration.

SCHOOL ACTIVITIES AND FIELD TRIPS

Note: While operating under the “Back to Learning” Plan, no off campus trip will be permitted. However, individual walking trips or outside learning activities will be encouraged.

All school rules and policies apply to all school activities and field trips. These include all codes of conduct, as well as smoking, drug and alcohol policies. Students are expected to take school-provided transportation to and from the field trip site unless other plans have been approved in advance by administration.

FIELD TRIP PROCEDURES

Field trips are an extension of the elementary school’s Standards Based Curriculum. Field trips are considered regular school activities. They are related to curriculum objectives and will have the approval of the principal. When students are on a Field Trip, school rules and policies will be observed, particularly as they relate to expectations for student behavior.

Local field trips may be adequately supervised by staff and may not require caregiver chaperones. caregiver chaperones will be recruited to ensure safety for trips that require a small student to adult ratio. All chaperones must have a current, approved CORI on file at the Superintendent's office.

The primary role of the caregiver chaperone is to ensure the safety of students assigned to them. For this reason, younger siblings and/or other children may not accompany the chaperone on the trip. In addition, chaperones are expected to adhere to the policies established for field trips and to report any concerns or infractions of the policy to the teacher(s) on the trip at the time of the incident.

Before the Trip

1. The teachers, in consultation with the principal, will determine the number of chaperones required for each field trip. Site requirements regarding adult to child ratio, the distance of the trip, and safety issues will be considered when determining the number of CORI approved chaperones needed for each trip. Chaperones, in some cases, may need to be fingerprinted.
2. If more caregivers wish to chaperone than are needed, a lottery will be held. caregivers not selected for the trip will be notified, as will those who have been selected.
3. All chaperones will be provided with an agenda, the names of students in their assigned groups, and a copy of the field trip policy.
4. Chaperones must arrive on time so the trip may commence on schedule.
5. Caregivers unable to chaperone due to illness or last minute emergency should contact the teacher as soon as possible so a replacement can be found.

During the Trip

1. Chaperones and all students must ride on the bus.
2. Chaperones must stay with their assigned student group at all times throughout the trip (lunch, bathroom visits). Students must also stay with the assigned chaperone, unless a change is made by the teacher(s).
3. caregivers not selected in the lottery are discouraged from driving on their own to the site to meet their child at the site, as this disrupts the supervision plans that have been established.
4. Chaperones may not bring anything from home (toys, candy, snacks) for students, nor buy any treats (candy, ice cream) for students at the site.
5. There will be no visits to the gift shop, unless this is included in the agenda by the teacher. Chaperones should not take students to the gift shop on their own, if it is not on the agenda.
6. Chaperones and students will wear name tags with school identification.
7. During a Field Trip, a Chaperone **will not at any time** possess or use illegal drugs or controlled substances including but not limited to; tobacco and all alcoholic beverages.

After the Trip

caregivers of students unable to attend prepaid field trips due to illness or family emergency are responsible for requesting reimbursement from the field trip site. Note: There is no guarantee that the organization will give the refund.

Notes:

1. The principal will make a decision regarding the status of the trip should there be an elevated national security threat or weather conditions that compromise safe travel.
2. Children who come to school, but do not attend the field trip (by caregiver choice) will be placed in a classroom and will be supervised at school for the extent of the trip.

LOCKERS/CUBBIES

Note: While operating under the “Back to Learning” Plan, lockers will not be available for student use. Please reference the this document for additional information: [Routines](#)

Students are responsible for the contents of their lockers (cubbies). Lockers are provided by and owned by the school. Cubbies are not locked so there should be no expectation of privacy or security in the use of cubbies.

LOST AND FOUND

Lost and Found items will be hung on hooks across from the cafeteria. Please help us to return items to their owners by labeling everything. Please check for lost items as soon as you know something is missing. Unclaimed clothing will be donated to an appropriate charity at the end of each school year.

BIRTHDAYS

We realize that your child’s birthday is a very special day and birthdays will be recognized in classrooms. Each teacher has made a decision about how birthdays will be celebrated with their students. Do not send in food of any kind to celebrate your child’s birthday. If you wish to send invitations to a birthday party, please send invitations via post office. Birthday invitations may not be distributed in school unless everyone in the class is being invited.

TOYS/TOY WEAPONS

Toys are not allowed at school unless specifically requested by the teacher. Toys that resemble weapons or any object that could frighten or inflict harm to anyone are forbidden on school premises. Toys that resemble weapons will be taken from the student and the principal will notify the caregiver immediately.

ELECTRONIC DEVICES

Students may not bring electronic devices that connect to WiFi or to personal data networks to school without specific prior approval by the principal. Staff cannot monitor the appropriateness of what students are viewing and listening to on these devices, thus they are more suitable for home use.

Volunteer, Student, and Caregiver Opportunities

Please note: All meetings will be held virtually until further notice.

CHATHAM ELEMENTARY SCHOOL COUNCIL

The Chatham Elementary School Council consists of representatives from caregivers, students, faculty and the community who have specific responsibilities under the Education Reform Act of 1993. School Council members are elected each year. The School Council will meet monthly under the direction of the Principal.

CHATHAM ELEMENTARY SCHOOL PTO (PARENT TEACHER ORGANIZATION)

Chatham Elementary School has an active PTO and this dynamic group of caregivers has provided the school with outstanding educational, social, and recreational events. We look forward to the continuation of the new Chatham Elementary School PTO with the traditions of the past years. The PTO sponsors annual activities such as Family Game Night, the Kindergarten Welcome Book, Summer Beach Party, Monster Mash Bingo, Holiday Crafts for Children, Spaghetti Supper and Theme Basket Raffle, the Book Fair, Teacher Appreciation Week, and a host of other special events. The PTO will continue to be the primary fundraising organization for much of the enrichment activity at the school, and will need volunteers to assist with planning the events and raising funds for them. Please consider this opportunity to help the new Chatham Elementary School PTO by assisting with one or more of their family-oriented events. It is a great way to be of service to your school and ultimately, to your child.

STUDENT COUNCIL

This is the officially recognized voice of the student body. It serves to facilitate communication and understanding between the students, the faculty, and the administration.

Members are elected to the council.

Duties include:

1. Promotion of a positive atmosphere for learning;
2. The fostering of leadership and responsibility qualities among all Chatham Elementary School students;
3. Acting as student representatives (when appropriate) on School Council;
4. Advising the principal;
5. Coordination of student activities.

Students are encouraged to explore the creation of new clubs/extracurricular activities, including the location of potential advisors, and then propose such ideas to the school administration.

VISITORS/GUESTS/VOLUNTEERS

Please note: No visitors will be allowed until further notice without approval from administration. All visitors must be accompanied by a staff member and follow all COVID safety rules and procedures.

Visitors and volunteers are welcome at the school. All visitors are required to sign in at the main office and wear a visitor badge while they are in the school. Visitors wishing to observe or volunteer in a classroom must make arrangements with the classroom teacher and/or principal prior to the visit. All volunteers must have an up-to-date CORI check. Depending on circumstance, mentors/chaperones may need to have fingerprints completed and sent to the district office. Please call the district central office for more information and required code.

CRISIS PREVENTION/INTERVENTION

The Monomoy Regional School District recognizes that from time to time circumstances may occur within the school community which constitute a crisis and require prompt and immediate action. A crisis is defined as a tragedy, disaster or a dangerous situation occurring during or after school hours which could profoundly impact students, staff and/or caregivers. Monomoy Regional School District has trained personnel available to attempt to prevent a crisis or to intervene when a crisis occurs. Support services are available from the School Psychologist, Guidance Counselor, School Nurse and other trained faculty for dealing with any situations that could profoundly impact students, staff, and caregivers. Anyone may make a referral through the Guidance Office. In order to assist school staff in identifying and helping students who may be in crisis, all students are encouraged to report to a teacher, school nurse, guidance counselor, or the Principal/Assistant Principal any student behavior which may be troubling such as talk of depression, suicide or any other strange behavior. All student reports will be held in strict confidence.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations ("Regulations") together provide parents/legal guardians and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. A general overview of those rights is provided in the student handbook and below. Parents/legal guardians and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the Principal.

The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

The right to access a student's education records. Parents or eligible students should submit their request for access to the Principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H ("Section 34H") provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the Principal.

The right to request amendment of the student record. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

The right to consent to disclosures of personally identifiable information contained in the student record, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Monomoy Regional School District and who need access to a record in order to fulfill their duties. The Monomoy Regional School District also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials.

In addition, the Monomoy Regional School District has a practice of releasing directory information without consent, including to military recruiters in accordance with the mandates of the No Child Left Behind Act of 2001. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the Principal. With no receipt of a written objection by **October 1st of each school year**, the directory information will be released without further notice or consent. This is pursuant to the following [603 CMR 23.00](#):

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

The right to file a complaint concerning alleged failures by the District to comply with the regulations and laws governing student records: Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

Non-custodial Parent Access to Student Records

The Student Record Regulations concerning access to records by non-custodial parents (a parent who does not have physical custody of a student) can be found at **603 CMR 23.07(5)**. A non-custodial parent may have access to the student record unless the school has been given documentation that:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or

3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order from a probate and family court judge which prohibits the distribution of student records to the parent. A time period of 21 days may be implemented before records are released.

Maintenance and Destruction of School Records

The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. The student's temporary record shall be destroyed no later than seven years after the student transfer, graduates, or withdraws from the school system. If a parent wishes to collect the temporary record or any part thereof, he/she must do so within the timeframe.

RELEASE OF NAMES TO THE MEDIA

Periodically throughout the year, the names of students and pictures of events are released to the news media. If any student/family objects to having his/her name given out to the media, the student, or guardian may opt out (appendix A).

PERMISSION TO PHOTOGRAPH, AUDIOTAPE, AND/OR USE VIDEOTAPE

Students, parents, and/or guardians have the right to opt their child out from being photographed, audio recorded, and/or videotaped for use within CES, or use in local papers highlighting educational activities. If you wish to opt your child out, please complete Handbook **Appendix A** located at the end of this document and **return to the school** no later than **October 1st of each school year**.

Student Support Systems

ENGLISH LANGUAGE LEARNERS

Monomoy's English Language Learners program is designed to create an educational experience where students are taught strategies to help master English as quickly as possible, provide experiences where they can learn to develop appropriate academic and social skills and progress in content areas with achievement that is not impacted due to English proficiency. Our program integrates skills and concepts of the Monomoy curriculum in a way that fosters language learning that is meaningful and useful to students. The program responds to a variety of learning styles and incorporates cultural backgrounds and considerations of language levels.

GUIDANCE & COUNSELING INFORMATION

The Guidance and Counseling Department at Monomoy Regional School District is a counseling and resource for the school's students, families, faculty and the school community as a whole. The department values a continual process of professional growth and development. The department as a whole maintains an awareness of present elementary, middle school, high school and college curricula and requirements for college entry. The department keeps current in the field by learning about new techniques regarding adolescent and societal issues and concerns. The staff's primary goal is to foster the development of each student by working on academic planning, future planning and personal issues and concerns through small group and individual meetings. The counselor is available to students and caregivers to discuss such issues and to assist students in making responsible decisions regarding their social and emotional development. Students and caregivers are encouraged to contact the Guidance Counselor or the School Psychologist to discuss any issues of academic or personal concern.

TUTORING

Pursuant to 603 CMR 28.03(3)(c): "Upon receipt of a physician's written order verifying that [a student] must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital." In those circumstances, please contact the Office of the Director of Pupil Personnel Services to coordinate tutoring. If a student is absent for fewer than 14 school days or otherwise does not qualify for tutoring under 603 CMR 28.03(3)(c), the student/parent can email individual teachers and/or check the teachers' websites in order to find out about assignments/work missed and/or due.

WITHDRAWAL/MOVES

In the event that you move during the school year, all withdrawals are processed through the Main Office. You must complete a transfer form and sign a *release of records*, which will allow the forwarding of cumulative records to the receiving school. We will mail the documents through the mail and request sufficient notice to ensure a smooth transition for your child.

HOMEWORK PROCEDURES

Please note: No paper-based homework assignments will be issued this year. Students will be expected to read, practice math skills/facts, and write each day. Information will be provided at Curriculum Night and in back to school mailings.

In order to provide a guideline, the following policy regarding the assignment of homework in the Chatham Elementary School has been established by the Monomoy Regional School Committee. Homework should be a meaningful experience assigned on a regular basis embodying new material, providing reinforcement, assisting in the application of information and including high interest projects. The amount of time spent on homework will increase during your middle school years.

For kindergarten and first grade students, engaging in a reading activity may be the only homework that is required. For older students, reading for thirty minutes per day will be in addition to other assignments.

Making sure that your child **engages in reading activities every day for a minimum of thirty minutes** will give your child the best opportunity to develop into a confident, competent and enthusiastic reader.

In addition to daily reading, the following time frames provide guidelines for the amount of time children should spend on homework assignments:

Grade	Approximate Time
Kindergarten & Grade 1	0 – 15 min.
Grade 2	0 – 30 mins.
Grade 3	15 – 40 mins.
Grade 4	30 – 60 mins.

Teachers will establish relative norms of consistency in the amount of homework assigned at each grade level. Other than long term assignments, homework will be assigned on Monday through Thursday only. Long term assignments will not be due immediately following a weekend or a vacation period.

Our goal is to have you achieve a balance between homework time and leisure time activities. Teachers at the elementary school level consider individual differences of students in determining homework assignments.

When a student is absent due to a family vacation taken outside of scheduled school holidays, teachers are not obligated to provide assignments in advance, but may do so at their discretion. Students are obligated to make up specific missed assignments.

MODIFIED GRADING PROCEDURES

Modified grades are available for all students across the district that may have special circumstances that require their grades to be modified. Modified grades are offered based on the unique needs of the student and will be signified on the report card with an asterisk.

HEALTH SERVICES

Note: While operating under the “Back to Learning” Plan, please reference the plan for additional [Protocols](#).

Monomoy Regional School District has a full time school nurse on staff in each building. The school nurse strengthens and facilitates the educational process by improving and protecting the health status of children. A major focus of school nursing services is the prevention of illness and injury, and the early detection of health problems. Please help the school nurse care for your child by:

- Updating the school nurse if there are any changes in your child’s health status throughout the school year
- Notifying the school nurse if your child has any chronic or acute illness/injury/hospitalization
- Communicating with the nurse directly if there are changes in medication, health needs, or exposure to communicable disease

- Informing the school nurse if there is an event at home or in the family that may impact your child at school (serious illness or death in the family)
- Keeping your child home from school if he/she has a temperature 100.4 F or above, vomiting, diarrhea, strep infections, ringworm, or impetigo. Contagious infections must be treated with medication for at least 24 hours before returning to school. Students need to be fever free for 24 hours without fever reducing medication prior to returning to school
- Contacting your child's healthcare provider for a rash of unknown origin

Illness and First Aid

Assessment of student illness or injury occurring during school hours is a significant part of school health care services. Care is provided as needed in the health office of each school building. If a student becomes ill or injured during the school day, he or she should report to the nurse for assessment. Students who arrange dismissal with their parent/guardian prior to a nurse assessment will not be dismissed through the health office. School nurse dismissals are based on a nursing assessment that a student is medically unable to remain in school.

The school will make every effort to reach the parent/guardian or emergency contact person listed in Aspen to notify them of any significant injuries or signs of illness that may require further intervention or follow-up with the student's health care provider. In the event of a medical emergency, local Emergency Medical Services (EMS/911) may be activated. If a student is taken to the hospital, a school employee will stay with the student until the parent/guardian arrives.

Automated External Defibrillators (AED'S) are available in public areas of every school building and are accessible to the general public in the event of a cardiac emergency in the building when school is not in session. Please look for them when you visit your child's school. You may help save a life!

Screenings

Screenings are conducted by health services staff according to the Massachusetts Department of Public Health regulations. If screening results indicate the need for follow-up, the parent/guardian will be notified. Parents/guardians may choose to opt their child out of a specific screening by sending a letter in writing to their child's school nurse.

Vision and Hearing Screenings - Screenings are performed annually in accordance with Commonwealth of Massachusetts regulations. Students may be screened at any time during the school year or upon request.

Growth Screening - Height and weight are measured in accordance with the Commonwealth of Massachusetts regulations and are recorded in the students' medical record.

Postural Screenings - Massachusetts General Law requires that every student in grades 5 – 9 be screened for scoliosis each year.

In 2017 Massachusetts Legislature enacted requirements for public schools. Screening, Brief Intervention, and Referral to Treatment (SBIRT) focuses on prevention, early detection, risk assessment, brief counseling and referral for assessment that can be utilized in the school setting. Use of a validated screening tool will enable

school health teams to detect risk for substance use related problems and brief intervention strategies will help to address these concerns at an early stage in adolescents. This screening will be conducted in grades 7 and 9.

Physical Exams

- A physical exam is required upon entry for all students one year prior to school entrance or within 30 days after school entry. An updated physical exam is required again in grades 4, 7 and 10.
- A current annual sports physical is required for participation in all school sponsored athletic activities.

The Role of the School Nurse

The role of the professional school nurse is to facilitate health and wellness so each student has the opportunity for academic success. Responsibilities in this setting include the following:

Development of an Individualized Health Care Plan (IHCP)

Please talk with the school nurse if your student has a specialized medical need or diagnosis, which must be assessed, managed and monitored during school hours, such as asthma, a life threatening allergy, diabetes, or seizure disorder. The nurse will meet with the parent/guardian to review medical information, health care provider's orders, and current evidence based practice. The IHCP is then reviewed and signed by the parent/guardian and physician (if necessary) and shared with appropriate school staff to ensure optimal integration of your child's health needs into the school setting.

Medication Administration

The school nurse will work with you and your child to ensure medications prescribed for administration during school hours are taken as directed. All prescription and over the counter medications (e.g. Tylenol, Advil, eye drops) are administered during school hours only by the registered nurse and when a current physician order and the parent/guardian consent is on file in the nurse's office. Medications are dispensed from the nurse's office only. There are, however, special situations defined by state law when a student may carry and administer his/her own medication (self-administration) due to a specific medical need such as asthma, diabetes, cystic fibrosis, and life-threatening allergy. Self-administration may also be determined by the school nurse and parent/guardian for other medications in accordance with the district's medication policy.

For all Medications:

- It is necessary for parent/guardian to bring all medications (no more than a 30 day supply) into the health office to discuss medication administration specifics and complete consent forms
- Once the consents have been completed, replacement medication may be delivered by the parent/guardian or other responsible adult
- Do not send medications into school with your child
- Medications must be in the original labeled pharmacy container, not a plastic bag

- Notify the school nurse if the doctor has added or changed a medication or the amount of medication the child is taking. All medication changes during the school day require a new order from prescribing physician as well as parental consent.
- Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health. All medications should be retrieved by the parent/guardian at the end of the school year.

Please ask your school nurse about medication administration and our policies; for more details, visit: www.monomoy.edu in the School Health Services section.

Immunizations and Communicable Disease Control

According to Massachusetts state law, students must be properly immunized before they enter school. Monomoy Regional School District requires that immunizations are up to date for entry into school and up to date as per Massachusetts Department of Public Health immunization standards. Parents/guardians are responsible for keeping immunizations current and informing the school nurse when their child has received additional immunizations. For a complete listing of immunization requirements for each grade, please ask your school nurse or visit www.monomoy.edu in the School Health Services section

Monitoring of infections and other diseases are important functions of the school nurse. The school nurse works with parents/guardians, administrators, school staff, and health care providers, local and regional Boards of Health, and other professionals to maintain a healthy environment. Upon recommendation by the school nurse to the building principal, students may be excluded from school if immunizations are not up to date or if a student has a communicable disease to prevent transmission of the disease in the school.

For example, if there is a chickenpox outbreak at school and your child does not have documentation of having had either chickenpox or the chickenpox vaccine, your child will not be allowed to go to school for a length of time specified by the MA Department of Public Health.

Although we encourage every child to have a health care provider, immunizations are offered by appointment at the following:

[Barnstable County Department of Health](#) - 3195 Main Street/Old Jail Building, Barnstable, MA. Please call 508-375-6617 for more information and hours.

[VNA of Cape Cod Public Health & Wellness Department](#) - Cranberry Plaza, 434 Route 134, South Dennis, MA. Please call 508-957-7423 for more information and hours.

Concussions / Head Injuries

Massachusetts passed concussion regulations in 2011, which mandate middle and high schools to have policies and procedures in the prevention, management, and return to academic and athletic activities for students who sustain a concussion. The purpose of these regulations is to facilitate students' recovery from a concussion, and to prevent further injury that can occur if a student returns to academic and athletic activities

before the concussion resolves. Medical evaluation and clearance is required for all students suspected of having a concussion prior to returning to academic or athletic activities. Students with concussions may require temporary academic accommodations. If your child is having difficulty in school following a concussion, contact your health care provider immediately, and inform your school nurse. For more details and to access forms related to concussions, visit www.monomoy.edu and go to the School Health Services and/or the Sports injuries link.

Medical Excuse for Physical Education

Pupils who may need to be excused from a period or portion of physical education activity must report to the nurse before the beginning of the class for an assessment. The student must provide a PCP (Primary Care Provider) written statement in order to be excused for a period extending beyond one class.

Health Records

An individual health record (paper and computerized) is maintained for each student throughout his/her school career. The record contains medical information submitted to the nurse, such as physical exams, immunization records, and health history completed by the parent/guardian when the student entered the school system. Screening and visits to the health office during school hours are recorded. Parents/guardians are asked to communicate student health concerns and medical reports to the school nurse. Access to this record is restricted to school health office staff and other school staff on a need-to-know basis only, as determined by the school nurse. Parents/guardians may have access to the health record upon request. The health record is transferred with the academic record when the student moves to another school or district. Graduating seniors are given their health record at the time of graduation, or the record may be picked up by the parent/guardian. Unclaimed health records are maintained at the school for a maximum of seven years after the student leaves the system.

Other Special Nursing Services

Services for Pregnant Students A student's marital, maternal or parental status shall not affect that student's rights and privileges to receive a public education or to take part in any extracurricular activity offered by the school. Pregnant students are encouraged to continue in school in all instances. The rights and privileges of the expectant mother to receive a public education shall not be affected. Nor shall the student's right to participate in any extracurricular activity offered by the school be affected unless said activity is deemed to be hazardous to the health of the expectant mother or unborn child.

Student Accident Insurance

The School Department provides school-time Student Accident Insurance coverage for all students attending Monomoy Regional Schools. Student Accident coverage compensates for covered accident expenses resulting from participation in school supervised and sponsored activities. The School Department coverage also includes those students who are participating in extracurricular activities, interscholastic sports and intramural athletic events. Parents/guardians may wish to consider purchasing additional 24/7 accident coverage available from the district's insurance vendor. Applications are available each school year at the Main Office of

each building. Information is available on the district's website www.monomoy.edu under For Parents - Voluntary Insurance Coverage.

Health Insurance

The Commonwealth of Massachusetts now requires all residents to have health insurance. If your child is without health insurance, Massachusetts has several plans that will provide uninsured children and families with affordable health care (restrictions may apply). If your child is without a healthcare provider, the school nurse can assist you. Please see your school nurse for more details.

Food Allergy Information

Food allergies are on the rise among children in America. A significant number of students in our school have life threatening food allergies. In some instances the smallest trace of the allergen - even if not ingested - could cause a severe allergic reaction (anaphylaxis). Anaphylaxis is a sudden, severe reaction that is potentially fatal. There are eight foods that are responsible for 90% of food allergies: **peanuts, tree nuts, milk, eggs, fish, shellfish, soy and wheat**. Other common allergens are **insect stings, medications, and latex**.

In order to create a safe school environment for all students, Monomoy Public School buildings and classrooms are designated as Allergy Aware. Allergy Aware indicates an effort on the part of the school to make the community (students, staff, families, etc) aware that there are students with food allergies in the classroom or building. We ask that they be respectful of those around them who might have allergies by refraining from bringing foods that contain allergens into school as much as possible. Food sharing of any kind while at school or on the bus is not permitted. Families of students with food allergies are asked to partner with our schools by teaching their child about their specific allergen(s), what foods should be avoided, how to read food labels, how to recognize symptoms of a reaction, how to self advocate in regards to their allergy, and what to do if a reaction occurs. Students should be reminded that food of any kind should not be shared at school or on the bus. Parents/guardians should inform the school nurse of any known allergies and provide a doctor's order, allergy management plan, and any required medications to the nurse at the beginning of each school year.

If a student with food allergies chooses to buy food at school, parents/guardians should review menu choices at home and help to decide what is safe for their individual child. (ADD LINK TO MONTHLY MENUS) Allergy Aware tables will be available in the cafeteria (In Elementary and Middle Schools). Students with allergies can choose to sit at these tables along with non-allergic students whose lunch does not include allergens. **Again, sharing/trading of food is not permitted.**

Other STUDENT SERVICES

Response to Intervention Team

Response to Intervention Team (Rtl) is a general education resource that provides an immediate response to a classroom teacher's concerns about a student. When a teacher observes that a child is experiencing academic or social difficulties, the team convenes to provide suggestions and an objective perspective on methods and approaches to assist and support the child. The team may consist of the principal, classroom teachers, the guidance counselor and often the reading specialist or special educators. Rtl is an internal process that does not generate reports to caregivers, although your child's teacher may tell you that s/he is seeking assistance from the Rtl teams. Meeting notes are recorded, but are not entered into a child's record.

Literacy Intervention

Kindergarten through grade 4 students demonstrating a need for additional support in learning to read will receive services from a Literacy Assistant. Intervention is an extension of the regular education curriculum and is progressed monitored through the RtI system.. Literacy intervention assistants are supervised by the Reading Specialist and work with individual or small groups of students during the regular school day. Students who receive literacy intervention generally make great gains and often move out of the program once they learn fundamental reading strategies. Regular education assessment data and teacher referral is used to determine which students would benefit most from literacy intervention. Intervention programs are research-based and are part of Chatham Elementary School's commitment to best teaching practices and as such are considered part of the regular education curriculum. Caregivers will receive communication that this intervention is occurring. caregiver permission is not required.

Math Intervention

Math support is designed to provide students in grades K-4 with additional support in learning mathematical concepts. Math intervention is an extension of the regular education curriculum and monitored through the RtI system. Students demonstrating a need for additional support may work with a Math intervention assistant in small groups. Math interventions are research-based and are part of Chatham Elementary School's commitment to best practices and as such are considered part of the regular education curriculum. Caregivers will receive communication that this intervention is occurring. caregiver permission is not required.

Guidance

CES guidance counselor works with teachers, caregivers and students to teach respect, responsibility, compassion, integrity, and conflict resolution. The counselor also works with individual or small groups of children to facilitate friendships and to assist with school adjustment issues. At various times throughout the year, students may meet with counselors to discuss school-related issues. Caregiver notification is not required for these occasions as this support service is one aspect of the regular education program.

Students may also receive interventions from the guidance counselor on a regular basis. These services are available to an individual or groups of students for social skills education and/or school adjustment issues and are a part of the RtI system. Caregivers will be notified but permission is not required. Consultation services for parents and guardians are also available. The guidance counselor often serves as a liaison to agencies outside the school and can provide a list of resources to facilitate caregiver's access to child and family welfare services.

Special Education Services

Special education, under federal and state mandates, provides services to children from the ages of 3 to 22 who have been diagnosed with certain disabilities that impact their learning. Monomoy Regional School District strives to provide high quality programs to meet the unique learning needs of all students. Special Education staff, along with highly trained teaching assistants, provide services primarily in the classroom setting. Some services are provided to students in a specialist's classroom (speech and language room, the occupational therapy room, the special needs teacher's classroom) if the Team deems it more conducive to meeting the student's needs. Our primarily inclusive program is designed to allow special needs students to maximize their academic potential by providing access to the general education curriculum as mandated by the State Frameworks. Individual modifications, accommodations and specialized instruction within the classroom afford children with special learning needs the opportunity to demonstrate success and understanding of the general curriculum in the least restrictive environment. A coordinated team approach is carefully designed to deliver this service model in a manner that promotes self-esteem and peer acceptance of diverse learning styles. A team approach is used to coordinate services for students with individualized education plans. Consultations with the guidance counselor, physical therapist, occupational therapist, special education teacher, principal, classroom teacher and caregivers occur on a regular basis to develop and modify the program that best meets the needs of each student.

Caregivers, teachers or other concerned parties may make a referral for a special education evaluation if they suspect the child has a disability that impacts learning. A comprehensive evaluation will be conducted to determine if the student meets the eligibility criteria. Eligible students must have a diagnosed disability, and they must be failing to make effective progress in the classroom setting as a result of the disability and require specially designed instruction or special education. If you have concerns about your child's development or believe that your child may be entitled to special education services, please contact your child's teacher.

School-Parent Compact: Title I Schoolwide Program

The Monomoy Elementary Schools and the families of all students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership that will help children achieve the State's high standards. In the Monomoy Elementary Schools, Title I partially funds academic intervention services for qualifying students and teacher professional development. This compact is in effect during the 2020-2021 school year.

School Responsibilities

The Monomoy Elementary Schools will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. As stated in the [MRSD Strategic Plan](#), "We share a vision of high student expectations and effective teaching, deliver an interdisciplinary curriculum which provides appropriate levels of challenge for each learner, foster strong parent and community partnerships, and promote and celebrate the achievements of all, in order to create a supportive, positive Monomoy culture that will inspire all learners."

1. Hold parent/guardian-teacher conferences in the fall and as requested by families during which this compact will be discussed as it relates to the individual child's achievement.
2. Provide families with frequent reports on their children's progress. Specifically, the school will provide report cards each of the three grading terms each school year.
3. Provide families reasonable access to staff. If you have any questions regarding your child's progress, please contact your child's teacher.
4. Provide families opportunities to volunteer and participate in their child's school experience such as the Parent Teacher Organizations (PTOs), School Councils, Task Forces, classroom volunteering and special school events.

Family Responsibilities

We, as families, will support our children's learning in the following ways:

- Ensuring consistent school attendance
- Providing a positive environment at home to support school and learning
- Monitoring that homework is completed to the best of the child's ability
- Reading at home at least 30 minutes each day
- Participating, as appropriate, in decisions relating to my children's education

- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school

DRUG AND ALCOHOL

NO PERSON SHALL POSSESS, USE, TRANSMIT OR SELL DRUGS OR ALCOHOL ON SCHOOL PREMISES, INCLUDING SCHOOL BUSES, AT ANY TIME. DRUG PARAPHERNALIA AND COUNTERFEIT DRUGS ARE PROHIBITED.

SMOKING/SMOKELESS TOBACCO

The use of any tobacco products, clove products as well as e-cigarettes is prohibited within the school buildings, facilities and school grounds and on school buses and during field trips and school-sponsored events.

RETENTION

Whenever a teacher or teachers recommend that a student could be in danger of retention at the present grade level, the parent/guardian will be notified no later than the end of the second term. It shall be the policy of Chatham Elementary School that when a recommendation that a student be retained that defined criteria are factored including but not limited to; number of years retained, chronological age, scholastic achievement, cognitive ability, developmental and social maturity. Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program.

FIGHTING/ASSAULT

All parties involved in the incident will be dealt with according to the circumstances involved. Suspension of one, both, or all parties involved may be necessary up to ten (10) days. caregivers will be contacted in all cases. The police will be notified ***and criminal charges may result.***

SECURITY CAMERA PROCEDURES

The Monomoy Regional School District is committed to ensuring a safe and secure learning environment for both students and staff. To assist in fulfilling this part of our mission, the school district has installed a digital video surveillance system which deploys a series of video cameras both inside and outside of our schools. In general, cameras are focused on the main entrances to our schools, parking lots, and in strategic areas within the schools.

The following procedural rules are in effect for the use of this video security system:

- All persons entering the premises will be informed of the presence of the cameras.
- The cameras provide a live image and record images which will be stored digitally for thirty days.
- The live feed from the cameras will not be monitored on a full-time basis.
- Each school office will have a video monitor which will display the front entrance and will be monitored as needed by office staff.
- Video and still images can be retrieved and may be used by school administrators or the police department to aid in any investigation of a school related incident.
- Video and still images may be used as evidence for purposes of discipline.
- In the case of violation of law, upon their request, the video evidence will be provided to the police department for possible prosecution.
- Under no circumstances will the video surveillance system be used to focus on the activities or behavior of any individual student or specific group of students.
- Access to the school's surveillance system will be limited to the schools' administrators, and the Chatham Police Department, unless otherwise required by Court order.

School Resource Officer and Partnership with CPD

Monomoy Regional School District has a strong partnership with both Chatham and Harwich Police Departments. The goal of the partnership is the preservation of safety, order, and discipline within the schools. Our School Resource Officer is Sgt. William Massey-(508)945-1213. This Memorandum of Understanding can be found at www.monomoy.edu.

PROCEDURES AND DISCIPLINE FOR ALLEGATIONS OF DISCRIMINATION

A student has the right to an explanation of any alleged behavior indiscretions involving discrimination and an opportunity to present his/her side of the story before discipline is imposed. See policy section for the process of filing a discrimination complaint. Where an allegation of discrimination has been substantiated, the Monomoy Regional School District shall act promptly to address the matter and with the intent to prevent any future occurrence. Any employee, student, or other individual in the school community found to have engaged in discrimination may be subject to discipline, including but not limited to verbal warning, written warning, reprimand, suspension, or termination (employees) subject to applicable procedural requirements. The severity of the disciplinary action shall be based upon the circumstances (including mitigating circumstances), nature of the infraction, prior discipline, or any other factors deemed relevant by the administration.

MRSD POLICIES AND REGULATIONS

For full description and full list of policies and regulations, please visit:

<http://www.monomoy.edu/page.cfm?p=941>

Partial list of policies and regulations that exist:

[BULLYING PREVENTION POLICY](#) (click here for complete policy and forms)

Bullying is a serious infraction, which will not be tolerated by the Monomoy Regional Public Schools.

Bullying is defined as the repeated use by one or more students or by a member of school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to extra-curricular or paraprofessional of a written or electronic expression or a physical or emotional harm to the victim that

1. causes emotional or physical harm to the victim or victim's property
2. places the victim in reasonable fear of harm to himself or damage to his property
3. creates a hostile environment at school for the victim
4. infringes on the rights of the victim at school
5. materially or substantially disrupts the education process or the orderly operation of a school.

For the purposes of this section, bullying shall include cyberbullying.

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

An overview of the various resources available to address bullying is available at: <http://www.monomoy.edu/> and may also be found in the District's Bullying Prevention and Intervention Plan, which **can be viewed on each school building's administrative landing page.**

[HAZING POLICY](#) (click here for complete policy)

The Monomoy Regional School Committee recognizes the right of all students to participate through competition or open admission to all clubs, activities and sport programs and, therefore, prohibits the practice of "hazing."

[COMPUTER POLICY](#) (click here for complete policy)

The use of telecommunications equipment by students is for educational purposes. The use of such equipment, software and peripherals at school is a privilege and not a right. All students and staff are expected to use Internet resources for appropriate and legitimate educational objectives. It is expected that no one will use the Internet in any inappropriate ways: to engage in cyberbullying, to solicit or conduct illegal activities, to view pornographic or sexual materials, to access social networking sites or to use E-Mail, Instant Messenger or Newsgroup activities in any improper manner. Students may only use telecommunications equipment under the direction of an approved "Supervisor". Students utilizing Chatham

Elementary School's telecommunications equipment must be oriented or trained in the proper use of equipment and adhere to the responsible use procedure.

[RESTRAINT POLICY and REGULATIONS](#) (click here for complete policy)

In order to insure that Monomoy Regional School District provides a safe environment for both students and staff, it is obligated to notify all parents and legal guardians that it is in compliance of 603 CMR 46.00 on Physical Restraint which has been in effect since April 2, 2001, in this notification. In order to protect student(s) or school personnel from imminent, serious, physical harm school personnel may have to physically restrain a child. Physical restraint would not be used as a method to punish students or as a response to property destruction, disruption of school order or verbal threats. **Please be aware that physical restraint is a method of last resort.**

[SUSPENSION/EXPULSION POLICY AND REGULATIONS](#) (click here for complete policy)

It is the policy of the Monomoy Regional School District to follow all applicable laws concerning discipline and to provide students facing discipline with their rights to due process pursuant to all applicable laws and regulations, including but not limited to Mass. General Laws, chapter 71, §§ 37H, 37H½, and 37H¾ and 603 CMR 53.00.

[EMERGENCY REMOVAL](#) (click here for complete policy)

A principal, in his or her discretion, may temporarily remove a student from school when the student is charged with a disciplinary offense and, in the principal's judgment, the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no adequate alternative to alleviate the danger or disruption. The emergency removal shall not exceed two (2) school days following the day of the emergency.

[POLICY ON DISCIPLINING STUDENTS WITH SPECIAL NEEDS](#) (click here for complete policy)

Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated thereunder. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.*, and Section 504, its implementing regulations 34 C.F.R. 300 *et seq.*; and Massachusetts General Laws, Chapter 71B and its implementing regulations, 603 C.M.R. 28.00.

[ACADEMIC PROGRESS DURING SUSPENSION](#) (click here for complete policy)

[STEALING, SHOPLIFTING, DEFACING, OR DESTRUCTION OF PROPERTY](#) (click here for complete policy)

[NON-DISCRIMINATION POLICY](#) (click here for complete policy)

[HARASSMENT POLICY](#) (click here for complete policy)

[HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURE FOR STUDENTS](#) (click here for complete policy)

VICTIM ASSISTANCE

Persons who have been subject to harassment or discrimination will be provided with support and assistance in meeting their needs to the extent possible within the school environment and will be aided in seeking further assistance if they so desire through referral to appropriate sources. **Complaints alleging discrimination shall be made to the appropriate compliance coordinator below or shall be referred to the coordinator if received by other persons within the institution.**

Civil Rights and Equal Educational Opportunities

Pupil Personnel Director, Melissa McGuire

Monomoy Regional School District

425 Crowell Road

Chatham, MA 02633

508-945-5130

MONOMOY REGIONAL SCHOOL DISTRICT SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION

SYNOPSIS OF LAWS AND CONTACT INFORMATION

Please contact Central Office (508-945-5130) for specific and current coordinators for the following:

Title VI of the Civil Rights Act of 1964

Coordinator: Director of Student Services

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC §2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Title IX of the Education Amendments of 1972

Coordinator: Director of Pupil Personnel Services

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A) **The Monomoy Regional School District's policies are available at: <http://www.monomoy.edu/>**

Section 504 of the Rehabilitation Act of 1973

Coordinator: Director of Pupil Personnel Services

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

Americans with Disabilities Act of 1990

Coordinator: Director of Pupil Personnel Services

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (28 CFR 35.107(a))

EQUAL EDUCATIONAL OPPORTUNITIES LAWS

Equal Educational Opportunities Act of 1974
Coordinator: Director of Pupil Personnel Services

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including race, color, sex, or national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC §1703)

Mass. General Laws CH. 76, § 5 (also known as Chapter 622)

Coordinator: Director of Pupil Services

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

Title I of the No Child Left Behind Act of 2001 Coordinator: Director of Pupil Services

Title I has been reauthorized through the No Child Left Behind Act of 2001. Title I is a federal supplemental education program to improve student achievement. Funding is determined by municipal census poverty levels. Monomoy Regional School District are designated as Targeted Assistance for Title I.

Title X (Part C) of the No Child Left Behind Act of 2001 (McKinney-Vento Homeless Education Assistance Improvements Act of 2001)
Coordinator: Director of Pupil Services

The Education for Homeless Children and Youth program is intended to ensure that homelessness does not cause these children to be left behind in school. Homeless children and youths should have access to the education and other services that they need to meet the same challenging state student academic achievement standards to which all students are held.

SPECIAL EDUCATION

IDEA 2004
Coordinator: Director of Pupil Services

The Individuals with Disabilities Act of 2004 provides eligible disabled students with free and appropriate public education.

APPENDIX A PLEASE READ, SIGN AND RETURN TO THE CES OFFICE

CHATHAM ELEMENTARY SCHOOL SIGNATURE PAGE AND OPT-OUT SECTION

Monomoy Regional School District provides this handbook to students and families early in each school year. The handbook is made available to parents/guardians in paper form if requested, and is also always available by viewing it through the district website (monomoy.edu). **Parents/guardians and students must confirm that they have reviewed and discussed the handbook by signing this form below.** This form also acts as an opt-out of participation related to media and network usage. If you approve of the media and network usage and do not want to opt out of the permission to photograph, please skip to the bottom of this form to provide your signature.

This form MUST BE returned to your child’s homeroom teacher (or digital form completed) no later than 10/2/2020.

DISTRICT’S SYSTEM/NETWORK

In consideration for the privilege of using the district/system network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system/network, including without limitation, the type of damage identified in the district and administrative procedures. I also understand that I will be personally responsible for any damages or costs caused by my child’s violation of the guidelines.

_____ I do not give permission for my child to participate in the district’s system/network.

PERMISSION TO PHOTOGRAPH, AUDIOTAPE, VIDEOTAPE, OR USE PHOTOGRAPH ON WEBPAGE

_____ I do not give permission for my child to be photographed or videotaped for use within the school.

_____ I do not give permission for my child’s picture and name to appear in local newspapers.

_____ I do not give permission for my child’s picture and first name only to be included on the Monomoy Public School’s web page to highlight educational activities.

SIGNATURE PAGE Chatham Elementary provides this handbook to students early in each school year and places the handbook on the school’s website for parent/guardian and public review. Appendix A serves as a method for parents/guardians and students to acknowledge receipt of the handbook and to opt-out of participation for certain provisions related to media and network usage and/or permission to photograph.

Parent/guardian signature below indicates:

1. As a parent/guardian, we have received, read, and together as a family, we understood the provisions of this handbook including the absent/tardy/dismissal policy, the lunch payment policy, and the code of conduct.
2. We agree to abide by all of the school policies and procedures as set forth in this handbook, except for those policies, listed above, where we have explicitly “opted-out”.
3. We recognize that all students of the Monomoy Regional School District are held accountable for acting in accordance with the contents of this student handbook, both during regularly scheduled school hours and at all school sponsored events.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian printed: _____