

2008-2009

# Stoneham Public Schools

## Elementary Handbook

- Central School•Colonial Park School•
- Robin Hood School•South School•



[www.stonehamschools.net](http://www.stonehamschools.net)

# Contents

## A

Absences .....	13
Admission and Registration .....	9
Age Requirements .....	10
Attendance .....	11

## B

Bicycles, Skateboards and Rollerblades .....	35
--	----

## C

Chapter 766-Pupil Personnel Services .....	27
Civil Rights and Safety Policy .....	19
Clothing Suggestions .....	21
Communicable Diseases .....	32
Core Values .....	7
Counseling .....	29

## D

Digital Recording Policy.....	36
Discipline Cases Warranting Administrative Action .....	15
Disciplining Students With Special Needs .....	15
Dismissals .....	12
Document Translation .....	5
Dogs .....	36
Drop Off and Pick-up Procedures .....	35

## E

Educational Reform Discipline Policy .....	17
Emergency Information .....	33
Emergency Procedure .....	31

## F

Felony Complaint or Conviction of Student .....	18
Field Trip Medications .....	33
Field Trips .....	22
Fire Drills .....	23
Foreword .....	6
Fund Raising .....	21

## G

General Policies .....	21
------------------------	----

## H

Head Lice .....	34
Health .....	30
Home Tutoring .....	29
Home/School Communication .....	23
Homework .....	25

## I

Immunizations .....	30
Insurance .....	23
Items From Home .....	22

<b>L</b>	
Lunch .....	14
<b>M</b>	
Major Illness or Accident-Differentiation and Proc .....	31
Medication .....	33
Messages .....	22
<b>N</b>	
Non custodial Parents .....	18
Nursing Services .....	30
<b>O</b>	
Open House .....	24
<b>P</b>	
Parental Rights .....	29
Parents Associations .....	26
Physical Examinations .....	30
Playground Supervision .....	22
Policies Mandated By State Law .....	18
Promotion/Retention .....	14
Protection Of Privacy .....	23
<b>R</b>	
Report Card Conferences .....	24
<b>S</b>	
Safety and Diversity Philosophy .....	23
School Calendar .....	37
School Council .....	27
School Pictures .....	22
School Policies .....	14
Screening .....	34
Smoking .....	14
Student Discipline .....	14
Student Records .....	18
Student Transfers .....	36
<b>T</b>	
Transportation .....	35
<b>U</b>	
United Council .....	26
<b>V</b>	
Valuables .....	22
Visiting .....	21
<b>W</b>	
Walkers-Crossing Guards .....	35

# DOCUMENT TRANSLATION

Dear Parents and Guardians,

Should you need assistance in translating important school documents such as the student handbook and Special Education Individual Education Programs, you may request that a translator be made available to you. In addition, such materials may be made available to you in your language of choice if you notify us of that need in a timely manner. Thank you.

Padres y Guardas Queridos,

Si usted necesita ayuda en traducir documentos importantes de la escuela tales como el plan individual de la educación del manual del estudiante y de la educación especial, pueden ustedes solicitar que un traductor esté puesto a disposición suya. Además, tales materiales se pueden poner a disposición suya en su lenguaje de opción si usted nos notifica de eso. de una manera oportuna. Gracias.

Cari Genitori e Tutori:

Se voi avete bisogno d'assistenza con la traduzione dei documenti importanti della scuola, come il manuale di scuola e il piano individuale della educazione speciale, potete richiedese che un traduttore sia disponibile a voi nella vostra lingua scelta se ci informate in anticipo di quella necessità.

Chers parents et gardiens

Si vous avez besoin de l'assistance dans la traduction des documents scolaires importants comme le manuel scolaire et les Plans d'Éducation Individuels d'éducation spéciale, vous pouvez demander qu'un traducteur soit disponible pour vous. En plus, ce matériel sera disponible pour vous dans votre langue de choix si vous nous notifiez de ce besoin dans une manière opportune. Merci.

# FOREWORD

The Stoneham Elementary School Handbook is designed to provide parents and students with an overview of policies, practices and programs which are currently an essential part of Stoneham Public Schools. Working in concert with informed and involved parents, we are committed to the goal of helping students become...

- creative, critical and independent thinkers;
- respectful, tolerant individual;
- successful learners who demonstrate effective communication and computation skills; and
- healthy, responsible contributors to their school and society.

An effective home/school partnership requires continuous attention and effort. Therefore, we encourage both parents and staff to promote this necessary partnership through constant communication and mutual support. No question or concern a parent may have is unimportant to us, and a response is accessible as a phone call or brief school visit.

Student achievement and the overall success of a school system are closely connected to parent involvement. We urge all parents to attend meetings, visit classrooms and participate as full partners with us in every child's education.

Dr. Les Olson  
Superintendent of Schools  
Core Values of the  
Stoneham Public Schools

# CORE VALUES OF THE STONEHAM PUBLIC SCHOOLS

The School Committee and staff of the Stoneham Public Schools believe that we:

- Commit to a common and understood purpose
- Hold high expectations for all children.
- Honor teaching.
- Value diversity.
- Insist on competence and professionalism.
- Reject political behavior.
- Foster innovation.
- Seek new knowledge and growth.
- Trust, respect, and involve others.
- Communicate directly, openly and honestly,
- Listen with understanding.
- Establish purpose before action.
- Work together.

# ELEMENTARY SCHOOLS

**Central School**, 36 Pomeworth Street..... 781-279-3860  
Mr. Lawrence MacElhiney, Principal

**Colonial Park School**, 30 Avalon Road..... 781-279-3890  
Ms. Maureen Burke, Principal

**Robin Hood School**, 70 Oak Street..... 781-279-3870  
Ms. Alice Reilly, Principal

**South School**, 11 Summer Street..... 781-279-3880  
Nicholas Leonardos, Principal

## SCHOOL COMMITTEE

The School Committee consists of five members who are elected on three year terms.

Marie Christie  
Marc Grimaldi  
Shelly MacNeill  
David Maurer  
Joe Viselli

## ADMINISTRATION

Dr. Les Olson  
*Superintendent of Schools*..... 781-279-3800

Mrs. Anne Patriquin  
*Assistant Superintendent of Schools* ..... 781-279-3800

Mr. Frank Scott  
*Administrator of Pupil Personnel Services*..... 781-279-3850

Mr. Robert Hogan  
*Director of Media and Computer Services* ..... 781-279-3807

Mr. David Pignone  
*Director of Physical Education & Athletics*..... 781-279-3806

# ADMISSION AND REGISTRATION

All children between six and sixteen years of age in the Commonwealth of Massachusetts are required to attend a public school unless they are enrolled in an approved private school or are otherwise legally excused.

## REGISTRATION

There are four elementary schools in Stoneham.

- Registration forms are available in each elementary school office and, during the summer months, in the Superintendent's office.
- Birth certificate and immunization records and proof of residency should accompany registration forms.
- There is a mandatory kindergarten screening.

## STUDENT ASSIGNMENT PROCEDURE

Students are usually assigned to the school nearest their residence. There are school district lines in place for each of the four elementary schools. Should parents wish another assignment, they must petition the Superintendent in writing each year. The Superintendent will confer with the building principals and provide a written response. A major influence on the decision will be impact on class size.

Principals have established guidelines for maximum class size. ( Kindergarten and grade one- 24, grades two and three - 26, and grades four and five- 28)

If student enrollment exceeds these guidelines, or there is substantial imbalance at a grade level, building principals will consider assigning students to schools other than those nearest their homes. Impact on the receiving school, including classroom size and student enrollment, will be reviewed along with transportation issues. Students may not be bussed unless they reside more than two miles from school.

A student is eligible to return to the school nearest his/her home the following September if a seat becomes available. Parents should put a request for return in writing to the Superintendent by the preceding May 1st.

## **AGE REQUIREMENTS**

### **KINDERGARTEN**

A child must be five years of age on or before August 31 in order to be eligible for kindergarten the September of that year.

### **FIRST GRADE**

A child must be six years of age on or before August 31 in order to be eligible for first grade the September of that year.

### **PRESCHOOL**

The program is available for children ages 3 and 4. Children's developmental process is screened in these areas:

- General development
- Speech and language
- Coordination

Professionals are available to answer parents' questions regarding screening information by calling 781-279-3873.

### **KINDERGARTEN**

Kindergarten screening takes place in the fall for all kindergarten children. The areas assessed include the following:

- Visual-motor skills
- Language and cognition skills
- Fine and gross motor skills

Parents are notified in writing of the screening results.

# ATTENDANCE

## ATTENDANCE/ABSENCES

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. State law requires that each student attend school 180 days.

- Absences are excused only for the following reasons:
- Personal illness (A child absent five or more consecutive days must have a doctor's note to return to school)
- Death in family
- Religious holidays
- Emergency medical or dental treatment

When a child is absent for any of the above reasons, the teacher will provide make-up work upon his/her return.

## FAMILY VACATIONS

Family vacations should be scheduled to coincide with school vacations. Educationally, students cannot afford to miss school for an additional vacation. Each day students are involved in lessons requiring high levels of thinking skills and problem solving skills. They are engaged in hands on science and math lessons. They have the opportunity to integrate technology into their learning. Since the Education Reform Act was passed, schools are expected to meet high state standards. We cannot provide your child with the necessary education and the requirements of both state and federal mandates if he or she is not with us. School attendance is a crucial part of your child's education.

## SCHOOL HOURS

Central School	8:10 a.m. ....	2:10 p.m.
<i>All other schools</i>		
Kindergarten Morning	8:20 a.m. ....to .....	11:00 a.m.
Kindergarten Afternoon	11:40 a.m. ....to .....	2:20 p.m.
Kindergarten Full Day	8:20 a.m. ....to .....	2:20 p.m.
Elementary Grades	8:20 a.m. ....to .....	2:20 p.m.

## **TARDINESS START OF THE SCHOOL DAY**

We expect parents to make every effort to see that their children are on time for school. At the start of the school day, the day's plans and expectations are presented. Being late for school is disruptive for both your child and his or her classmates. If a child is to be late, school personnel should be notified. The child and the parent must check in at the office upon arrival. Tardiness is acceptable only for emergencies.

# **DISMISSALS**

## **EARLY DISMISSAL**

Children may be dismissed early upon the written request of the parent/guardian for the following reasons:

- Personal illness
- Death in the family
- Approved religious holidays
- Emergency medical and dental treatment
- Reasons approved by the principal

A child will not be sent home alone. Arrangements must be made for the child to be picked up from the school office by a parent/guardian or a person known to the child who has been so authorized. In the case of specific custody arrangements, parents/guardians are advised to have a copy of the child custody agreement on file in the school office. These and other legal documents need to be updated each year.

## **LATE DISMISSAL**

If a student is to remain at school for any reason, the teacher and/or principal shall notify and make appropriate arrangements with the parent/guardian.

## **EMERGENCY DISMISSAL**

The Superintendent may dismiss students during the school day because of inclement weather or other unforeseen circumstances.

In the event of an emergency closing, each school has a dismissal plan. Parents should ensure that current emergency information is on file in the school office. Parents are requested NOT to call the school to find out if school is being cancelled. You will be notified through our Warning System.

# ABSENCES

## CALL-IN SYSTEM

Parents/Guardians are required to call the school before 8:15 a.m. if their child will be absent or tardy. The parent/guardian will be contacted if the absence has not been reported. If the whereabouts of the child cannot be determined through a phone call to the home or the emergency number supplied by the parent/guardian, the Police Department will be notified. This system allows prompt action to be taken should a child fail to arrive at school.

## “NO SCHOOL” ANNOUNCEMENTS

No school announcements will be broadcast on all major television and radio stations.

Fire signal:

The fire station whistle will blow two times at the following time in the event of no school:

*7:00 a.m. - All schools*

## CONNECT ED

Stoneham Public Schools have linked with Connect Ed in order to bring instant phone messages to you via phone. Each principal and/or the superintendent will use this automated telephone system to bring you important messages from your child’s school.

## EARLY RELEASE DAYS

Specific days are designated as early release days. Children are dismissed at 12:30 p.m. \*These afternoons are used for teacher workshops, report card conferences, grade level meetings, building meetings and system-wide inservice meetings. Parents are notified as to the specific days designated as early release days. On the Wednesday before Thanksgiving students are released at 12:00 noon. Please note that this is the only day during the school year when lunch is not served.

# SCHOOL POLICIES

## LUNCH

Students in elementary grades have a 30 minute lunch /recess period. Lunch and milk may be purchased with tickets that are sold in each school on the designated days. Menus are published in the Stoneham Independent and are televised on our local cable channel 10. The cost of lunch and milk can change each year. Currently lunch costs \$2.75 and milk costs \$0.50. Each school has a designated day in which the cafeteria sells weekly and or monthly lunch/milk tickets.



## PROMOTION/RETENTION

Promotion is based on a student's maturity, satisfactory academic achievement at grade level and good attendance record. Students considered for retention are those who have not achieved standards for grade level in major academic areas, or whose development indicates social, emotional, or physical immaturity.

## STUDENT DISCIPLINE

As a community, Stoneham Elementary Schools are committed to providing an environment for all members that respects the rights of each person to a safe, orderly, learning environment. The function of the discipline code is to clarify these rights and responsibilities for the community.

The Stoneham School Committee in regulation 9-2R defines student discipline, in part, as follows:

The School Committee considers school discipline as the controlled behavior of an individual whereby responsibility is assumed for one's own action in accordance with socially accepted conduct and the rule, regulations and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals

## SMOKING

All of Stoneham Public Schools and surrounding grounds are smoke-free. Any student or adult found smoking on school grounds will be subject to action by the administration.

## **DISCIPLINE CASES WARRANTING ADMINISTRATIVE ACTION**

1. Physical or verbal assault on a teacher.
2. Defacing school property.
3. Fighting.
4. Obscene language or gestures.
5. Stealing.
6. Extortion or threatened extortion.
7. Truancy.
8. Disruption of the learning environment.
9. Refusal to do school work.
10. Any act deemed unacceptable.
11. Use of drugs and/or alcohol.
12. Possession of weapons or dangerous objects.

## **ACTION BY SCHOOL ADMINISTRATION**

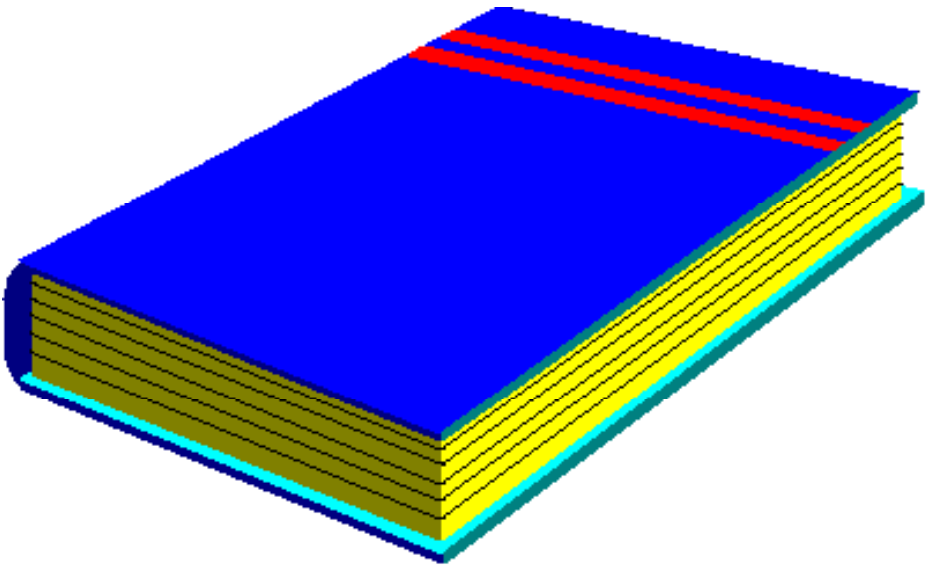
1. On the first offense of a minor infraction, a child will receive a warning.
2. On the first offense of a major infraction, a recess privilege will be lost or a child will be sent to the time out area and/or kept after school with adult supervision and a parent will be notified. In some instances a parent conference will be warranted.
3. For repeated disruptive behavior, a student will receive an in-school suspension where he/she will be assigned work in an isolated area and supervised by an adult.
4. In an extreme situation, a student will be suspended from school. In all instances a student will be afforded due process. When a child has been suspended from school, he/she will not be readmitted to school until a meeting is held between the parent and the principal or designee.

## **DISCIPLINING STUDENTS WITH SPECIAL NEEDS**

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Program (IEP).

The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
2. The principal (or designee) will notify the special education office when a child has committed an offense serious enough to warrant a suspension. A record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in section 333 of the Chapter 766 regulations will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and then either
  - a. Design a modified program for the student or
  - b. Conduct a functional behavioral analysis or
  - c. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.



# 1993 EDUCATIONAL REFORM DISCIPLINE POLICY

The following section is a result of the Educational Reform Act that was passed by the State Legislature and signed into law by the Governor on June 18, 1993. These regulations are thus enacted for every public school in the Commonwealth of Massachusetts.

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other education staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.  
After said hearing a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent.
- (e) When a student is expelled under the provision of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion.

Stoneham Elementary Schools also consider a student subject to permanent expulsion if that student flagrantly and continuously violates school rules and thus negatively impacts in a serious way the educational process.

## **FELONY COMPLAINT OR CONVICTION OF STUDENT**

(MGL, Chp.71, S. 37H1/2)

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In both sections 1 and 2, a student and parents have the right of appeal to the Superintendent of Schools

## **POLICIES MANDATED BY STATE LAW**

### **DISCRIMINATION**

Every person shall have a right to attend public schools of the town where he/she actually resides. No person shall be excluded from, or discriminated against in, admission to a public school of any town, or in obtaining the advantages, privileges and courses of studies of such public school on account of race, color, sex, religion or national origin.

### **STUDENT RECORDS**

Parents have a right to access all student records, data, testing, summaries, teacher reports, etc. kept on file in a student's folder in a public school. Parent's must request in writing copies of any data kept in folders or to review folders. The School Department has 10 school days to respond to a parents request. If a parent wishes to review records, he/she must make the request and a staff member must go through the file with them, and again, the school has ten school days to comply. The records of a student transferring to a public or private school will be sent to the new school.

### **NON CUSTODIAL PARENTS**

Non custodial parents must submit a request for their child's records in writing annually. Once notified, the school principal will notify the custodial parent (per law) that the request has been made and that the school will release the information requested to the non custodial parent after 21 days unless action is taken by the custodial parent in compliance with existing state law.

# STONEHAM ELEMENTARY SCHOOLS CIVIL RIGHTS AND SAFETY POLICY

It is the policy of Stoneham Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment or violate the civil rights of any pupil, teacher, administrator or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

The school will act to investigate all complaints, either formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Stoneham Public Schools are committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings.

## *Civil Rights Laws*

Title II of the Americans with Disabilities Act of 1990: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.

Title IX of the Education Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex. (Coordinator: Anne Patriquin, Assistant Superintendent of Schools)

Title VI of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.  
(Coordinator: Mrs. Anne Patriquin, Assistant Superintendent)

Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability. (Coordinator: Frank Scott, Administrator of Pupil Personnel Services)

MGL, Ch. 76, Section 5 of the Massachusetts General Laws, Chapter 76, Section 5: Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

### *Stoneham Public Schools' Appointed Coordinators*

#### **Title VI**

Mrs. Anne Patriquin  
Assistant Superintendent  
Stoneham Public Schools  
149 Franklin Street  
Stoneham, MA 02180  
apatriquin@stonehamschools.net  
(781) 279-3825

#### **Title IX**

Mrs. Anne Patriquin  
Assistant Superintendent  
Stoneham Public Schools  
149 Franklin Street  
Stoneham, MA 02180  
apatriquin@stonehamschools.net  
(781) 279-3825

#### **Section 504**

Mr. Frank Scott  
Administrator of Pupil Personnel Services  
Stoneham Public Schools  
149 Franklin Street  
Stoneham, MA 02180  
fscott@stonehamschools.net  
(781) 279-3850

#### **McKinney-Vento Homeless Assistance Act**

Mr. John Strangi  
Homeless Education Liaison  
Stoneham Public Schools  
149 Franklin Street (High School)  
Stoneham, MA 02180  
starnji@stonehamschools.net  
(781) 279-3810

# GENERAL POLICIES

## FUND RAISING

The elementary schools engage in fund-raising activities to provide money for enrichment programs and other school activities for the students. Guidelines for these activities are:

- Approval of the activity by the principal and PTO Board.
- No door-to-door solicitation (it is not sanctioned).
- Voluntary participation by students.



## VISITING

Classroom visits by parents and/or outside professionals will be arranged with staff members at mutually convenient times with as much advanced notice as possible. The building principal will be notified in advance of any visits.

The Pupil Personnel Administrator should be notified in advance of any parent/outside professional requesting to visit a special education student's classroom. Such visits shall be limited to two persons at one time for a maximum of forty-five (45) minutes. Another staff person shall accompany and supervise a visit to a classroom.

## CLOTHING SUGGESTIONS

1. A student's day may involve classroom activities involving chalk, paint, glue or other "messy" materials. Playground activities may involve climbing, sliding and running. Please keep in mind in making clothing choices. Slacks and/or jeans are acceptable attire, particularly on physical education days.

2. PLEASE label clothing such as jackets, sweaters, rain coats, and hats, and other belongings i.e. lunch boxes, boots, sneakers, etc. Labeled items are more easily returned if lost.

3. For safety reasons, sneakers are required for physical education classes.

4. It is suggested that children wearing boots in snowy weather bring other shoes or sneakers to wear during class time.

5. An appropriate dress code does not include midriff shirts or T-shirts with inappropriate language or comments.

6. Please keep in mind students do go out to recess and should come to school with weather appropriate clothing.

## **ITEMS FROM HOME**

Students may not bring items such as hard balls, toy guns, knives, exploding caps, matches, chains or any other item or toys that could result in injury to themselves or to other people. Game Boys, trading cards Portable radios, tape recorders, boom boxes, walkie-talkies, cell phones, beepers, rollerblades, skateboards, scooters, etc. are not appropriate during the school day. If such items are brought to school, they will be taken away and may be returned to the student at the end of the day. Dangerous items may be returned to parents.

## **PLAYGROUND SUPERVISION**

School staff will supervise the playground at 8:00 a.m. (**Central 7:50a.m.**) Other supervised playtimes are morning recess and recess after lunch. Since there is no supervision before 8:00 a.m. or after school, children should not be at school before 8:00 a.m. and are expected to leave for home immediately following dismissal.

## **MESSAGES**

Due to activity in the office, particularly at the close of school, responsibility for messages to be given to children will be taken until 1:00 p.m.

## **VALUABLES**

The school cannot be responsible for valuables. If it is necessary for a student to bring cash or other important possessions, such items can be safeguarded in the office

## **SCHOOL PICTURES**

Individual as well as class pictures will be taken on a yearly basis.

## **FIELD TRIPS**

The following guidelines are suggested:

- Field trips are encouraged at all grade levels to correlate with existing curriculum.
- Funding and transportation are arranged by the individual schools.

## **FIRE DRILLS**

Fire Drill are scheduled to train students to leave buildings quickly and quietly, following teacher direction and established procedures. and without confusion.

## **INSURANCE**

Each fall an opportunity is provided for students to purchase accident insurance. Information is sent home by each school.



## **PROTECTION OF PRIVACY**

The names, addresses, telephone numbers of employees, students or parents/guardians of students are not disclosed to any individual or organization. Unlisted telephone numbers are kept in a confidential file and are not disclosed except for emergency dismissal procedures.

## **SAFETY AND DIVERSITY PHILOSOPHY**

The Stoneham schools recognize ethnic and racial diversity as a source of strength and pride. They dedicate themselves to mutual respect and tolerance, to pride in the contributions different groups have made, and to the common bonds that join us. The Stoneham Public Schools strives to develop a fully inclusive, safe environment that embraces diversity and the dignity of the individual student.

## **HOME/SCHOOL COMMUNICATION**

There are various ways for parents, teachers and administrators to communicate effectively with each other.



## REPORT CARD CONFERENCES

Methods for evaluating and communicating student progress to parents vary by grade. In kindergarten, conferences between parent and teacher are arranged and a developmental summary or progress report is reviewed.



Students in grades 1-2 receive a non-letter grade report card. It is designed to help parents and teachers pinpoint area of strength and weakness by dividing each subject into specific skills. There are three marking periods.

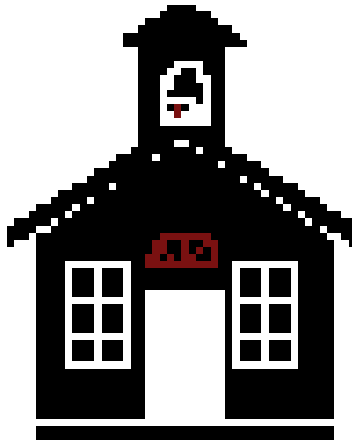
Students in grades 3-5 receive a graded report card three times per year. Parent conferences are scheduled each fall and spring. Additional conferences may be requested at other times when necessary.

## OPEN HOUSE

In the fall, an evening open house is held in each school to give parents familiarity with the school environment and program. Although the format of the evening varies among the schools, these evenings include opportunities for the following:

- Visit the classroom.
- Meet the teachers.
- See classroom materials.
- View work in progress.
- Review curriculum.

If you would like to have a conference with your child's teacher, you may set up an appointment at a later date.



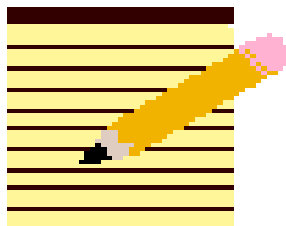
## **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing the assignments are completed.

1. Grade 1-2: Homework is optional at the discretion of the teacher. If assigned, the daily homework shall be approximately fifteen (15) minutes. Special academic work may be given to a student having difficulty in a certain area. Homework may be given if necessary, to students who have been absent. Parents should be informed if continual assignments are necessary.
2. Grade 3-5: A minimum of three thirty minute assignments per week is required. Homework should not exceed one hour per night. If your child is spending more than this amount of time on homework you are encouraged to discuss this with his or her teacher. In the case of a student having difficulty in a certain area or having been absent, special academic work may be given on an individual basis. It is recommended that a conference with the parent precede all such assignments.

It is recognized that not all students will take the same amount of time to do a given assignment. Each teacher must do everything possible to make differentiated assignments commensurate with ability and need. Homework is not intended to be just “busy work” as it helps to build good study skills and work habits.

If a child is absent, homework can be picked up at the close of the school day of absence or homework can be sent home with another child who lives in the area.



## **PARENTS ASSOCIATIONS**

Each school has a parent association whose board members meet on a regular basis. All meetings are open to the public and parents are encouraged to attend. Announcements of meetings are made in the school monthly calendar. Typical activities include:

- Fund-raising to support school projects
- Planning and implementing enrichment activities for students
- Organizing library volunteers
- Addressing concerns of the school community
- Promoting communication between home and school

The varied activities of these associations provide many opportunities for parental involvement in the schools. Volunteers are always needed and welcomed. Their efforts directly benefit the students and help create a strong school community.

## **UNITED COUNCIL**

The United Council is an umbrella organization for the parent associations of the Stoneham Public Schools. Its board is composed of representatives from each school and its purpose is

- To build and maintain an active interest in the Stoneham Public Schools
- To act as a liaison with the Parents' Associations, the School Department and the School Committee
- To further communication among school Councils
- To work together for the benefit of all students

It accomplishes these goals by...

- Coordinating townwide enrichment activities
- Addressing concerns and issues common to the school
- Scheduling forums on topics of interest to parents
- Providing opportunities for the representatives from the various schools to share information

## **SCHOOL COUNCIL**

With passage of the Education Reform Law in 1993, School Councils were created in each school to function as an advisory group to the school principal in all areas affecting education of students. The teams are composed of the principal, community members and equal representation of teachers and parents.

## **CHAPTER 766-PUPIL PERSONNEL SERVICES**

### **DEFINITION**

In 1974 a special education law, known as Chapter 766 was implemented in Massachusetts. In 1978 the Federal Government mandated the implementation of Public Law 94-142, the Education of Handicapped Children Act. Both of these laws were enacted to insure that all handicapped children have free and appropriate education to be provided by the local public schools. The Special Education Department in Stoneham is responsible for providing this education to children who are found to have special needs.

### **ELIGIBILITY**

Any child age three through twenty-one who has been determined by an Evaluation Team to need special educational services because of 1) a disability as described in federal and/or state law and 2) is unable to progress in a regular education program, is eligible.

### **EVALUATION**

Stoneham provides professional school evaluation teams that may be comprised of a chairperson, the principal, a learning needs specialist, speech/language therapist, a psychologist and the child's classroom teacher(s). Additional persons may participate if they serve the child or at the parent's request.

## **SPECIAL EDUCATION SERVICES MAY INCLUDE THE FOLLOWING:**

- Psychological services are provided by the school psychologist.
- Adaptive physical education services provided by a physical education teacher in individual or small group settings for sensory stimulation and motor activities.
- Services for the visually impaired student exist for students who are either legally blind or have visual impairments which impede their educational progress.
- Services for the hearing impaired provided by speech/language specialists for children who are hard of hearing or deaf.
- Speech/Language/hearing therapy provided by a certified speech/language specialist either individually, in small groups, or through a consultative model.
- Occupational therapy programs provided by a registered occupational therapist to develop gross, fine and perceptual motor skill development.
- Resource Rooms are located in each school to provide individualized programming for students in need of instructional and supportive services within a small group environment on a part-time basis. The goal of these centers is to assist the student in improving academic performance within the regular education program.

## **PARENTAL RIGHTS**

Parents are entitled to...

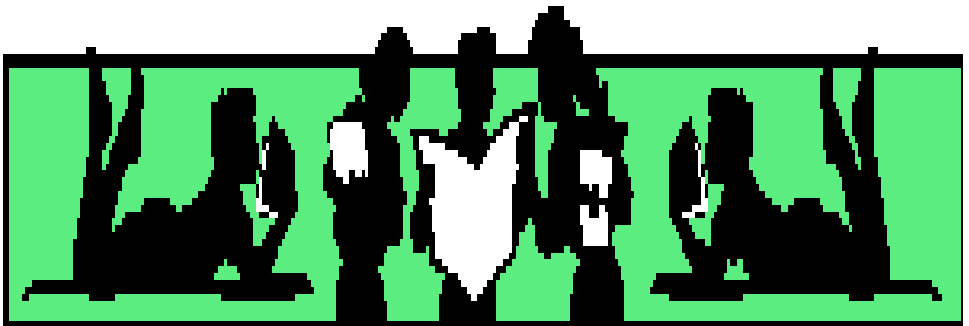
- Refer their child for a special education evaluation or re-evaluation.
- Know why their child is being referred for an evaluation by the school and who is referring them.
- Be an active, participating team member.
- Participate in the development of the child's educational program.
- Accept, reject, or ask that the educational program (IEP) be modified.

## **COUNSELING**

The elementary schools currently share the services of two school adjustment counselors who deal with a variety of emotional and social problems. Referrals can be initiated by the school principal, a teacher or the student's family.

## **HOME TUTORING**

Students out of school for fourteen (14) days or more due to illness or accident may receive at least four (4) hours per week of tutoring at school expense. If more help is needed, up to ten (10) hours of tutoring per week may be authorized.



# HEALTH

## HEALTH ENTRY REQUIREMENTS

### IMMUNIZATIONS

All immunizations must meet Massachusetts minimum requirements and must be certified in writing by a licensed physician before a child is admitted to school. State law requires the following immunizations\*:

- DPT (Diphtheria, Pertussis, Tetanus) - 5.
- DT
- ORAL POLIO - 4.
- MMR (Measles, Mumps, Rubella) - 2.
  - #1 Must be given after age one.
  - #2 Given for entry into kindergarten
- Hepatitis B (series 3) - Entry into Kindergarten
- Varicella - 1.  
(Or proof from doctor that child has had chicken pox)



\*Exemption is possible for medical or religious reasons.  
See school nurse for more information.

### PHYSICAL EXAMINATIONS

All students are required to have a physical examination six months before entering kindergarten and in grade four. Families are encouraged to have physical examinations performed by their family physician.

### HEALTH SERVICES-NURSING SERVICES

School nurses are on duty at each school. The nurse provides (1) standard first aid, and the evaluation of illness occurring during the school day including those of a communicable nature which would warrant exclusion from school, (2) further coordinates the resources of the school, home and community as they pertain to the health of the children, (3) participates in team evaluations and conferences on all children with medical problems, (4) works with the school staff in planning for health needs of those children with health conditions.

## **MAJOR ILLNESS OR ACCIDENT-DIFFERENTIATION AND PROCEDURE**

### **1. Major Emergencies (Life Saving)**

Major emergency is a situation that requires immediate medical attention to save a life. Examples are hemorrhaging, state of unconsciousness, anaphylactic shock due to bee or food allergy and neck and back injuries where there is a question of cord injury. In this situation it is our policy to use the nearest available hospital.

## **RESPONSIBILITIES OF PARENTS AND SCHOOL PERSONNEL**

The primary responsibility for the overall health of the child lies with the parent. It is expected that children will not be sent to school if they show signs of illness or other conditions which require medical care.

The school provides school health services to students during the school day, including the emergency handling of sudden illness and accidental injury. The parents are responsible for subsequent treatment and are to be encouraged to report the results to the school nurse.

The school is not legally authorized to diagnose conditions or prescribe medications. This is the function of the private physician or other medical facility designated by the parent.

The school has responsibility for assisting parents to promote and maintain the highest possible level of health for each child.

## **EMERGENCY PROCEDURE**

1. Call 911 for emergency situations which require emergency treatment and transportation to a hospital.
2. Start first aid (see specific condition under (FIRST AID PROCEDURES)).
3. If a second person is available, see that a hospital is alerted to inform them that a student is on the way and call the parent to inform him/her of the situation.
4. Notify school nurse and principal.
5. Complete accident form.

## **2. MAJOR EMERGENCIES (OTHER THAN LIFE SAVING)**

An emergency is a serious situation that requires the professional services of a physician within a reasonable time, but one in which the student's life does not appear to be in immediate danger. Examples are dislocations and fractures, penetrating eye injuries, extensive burns, diabetic reactions.

### **Procedure**

1. Call 911.
2. Call nurse for evaluation and first aid.

## **ILLNESS**

Children who are ill or show signs of becoming ill should not be sent to school. A child with a fever should remain home until the temperature has been normal for 24 hours (without medication). If a child becomes ill at school, parents will be notified and will be expected to provide transportation of their sick child. Children will not be allowed to leave school alone and should be picked up from the school office.

## **COMMUNICABLE DISEASES**

Children showing symptoms of communicable disease (sore throat, red eyes, unusual skin eruptions, head lice, etc.) are not permitted to attend school. No child shall be readmitted until the school nurse is satisfied that the condition is no longer transmittable.

- Children with Group A streptococcal infections (strep throat, scarlet fever) should remain at home until they have at least 24 hours of antibiotic treatment.
- Children with impetigo should have 24 hours of prescribed medication before returning to school.
- Children with conjunctivitis (Pinkeye) may return to school the day after treatment has begun.

The school nurse works with all personnel, including the Special Education team, to provide needed health services to all students. She consults with parents concerning any health related issues.

## **EMERGENCY INFORMATION**

Parents should ensure that the school office has current emergency information. This information should include:

- Home and work telephone numbers for parents/guardians.
- Other responsible adults to contact in the local area in the event of the parent/guardian cannot be reached.
- Physicians name and phone number.
- Medical alert information - All known allergies and if treatment for child is necessary.
- Complete and current address.

This information must be updated yearly.

## **FIELD TRIP MEDICATIONS**

If a child must take medication during school hours on days when he/she will be on a field trip, the school nurse will send home a permission slip to be signed to allow the child's teacher to administer medication under the direction of the school nurse.

## **ADMINISTERING MEDICATION. PROCEDURE**

School personnel must refer all requests for administration of medication to the school nurse. The procedure for administering medication in the Stoneham Public Schools includes:

1. Written orders from a physician must detail the name of the drug, dosage, and time interval medication is to be taken.
2. Written permission from the parent/guardian of the pupil requesting must request that the school district comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or the Physician.
4. All medications are administered by the school nurse.
5. The school nurse will inform the appropriate school personnel of the potential benefits and side effect of the drug being administered.
6. A locked cabinet, desk or other similar area must be provided for the storage of the medication.

The school nurse should be informed of any student on daily medication at home, including inhalers.

## SCREENING

The following health screenings are routinely administered to all students. Questionable cases will be rescreened and parents will be notified if necessary.

- Hearing and vision (administered annually)
- Postural Screening (administered annually in grade 5)
- Heights and weights (taken annually)

## HEAD LICE

### Head Lice

A notice will be sent home to all parents to make them aware if we are faced with the possibility of head lice becoming a problem in our school. This is done in an effort to avoid major breakouts. If head lice is discovered in your child's classroom, we will notify (those) parents with instructions. We will continue to educate your child about good hygiene. Please continue to check your child's head every night so that we can avoid an unpleasant situation.

### *Reporting Cases*

The sooner we become aware of the problem, the more successful we will be in preventing a wide outbreak of head lice in school. Do not be embarrassed to notify the school. Also, please notify the parents of your child's recent playmates. Parental cooperation will help protect all children, including your own.



# TRANSPORTATION

## WALKERS-CROSSING GUARDS

Uniformed crossing guards are assigned by the Stoneham Police Department to designated intersections crossed by students going to and coming from school. Parents should be aware that children traveling to and from school during times other than normal school hours will not be assisted by crossing guards and travel at their own risk. It is recommended that students not arrive at school before 8:15 a.m. (Central 8:05 a.m.)



## DROP OFF AND PICK-UP PROCEDURES



Each school principal will inform parents of specific safety issues as well as designated drop-off and pick up areas. Avoid parking in assigned fire/bus lanes. Please exercise extreme caution when driving on or near school grounds.

## BICYCLES, SKATEBOARDS AND ROLLERBLADES

Fourth and fifth grade students may ride bicycles with written permission of their parents. Helmets are required. Due to heavy pedestrian and automobile traffic before and afterschool, bicycles are to be walked on school grounds. Bicycles must be secured. Failure to follow these rules will result in loss of bicycle privileges. The Stoneham Public Schools will not be responsible for vandalized or stolen bicycles. No skateboards, rollerblades or scooters are allowed on school grounds.



## **DOGS**

Please refrain from bringing dogs or other pets onto school grounds during arrival and dismissal times.



## **STUDENT TRANSFERS**

When a student is transferring to another school district, parents are to notify the school office at least one week in advance. This will enable his/her teacher to complete a transfer for describing his/her program.

Please see that the student's textbooks, library books and other school materials have been turned in to his/her teacher before the child's last day.

## **DIGITAL RECORDING POLICY**

Parents are reminded to observe School Committee Policy 8.0 that ensures that the digital recording or videotaping of students shall be for educational, non-commercial purposes and only with

