



www.tritownschoolunion.com

TOPSFIELD SCHOOLS HANDBOOK

Tri-Town School Union Vision Statement

The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.



Superintendent's Office:

Superintendent: Scott Morrison

smorrison@tritownschoolunion.com Tri-Town School Union 28 Middleton Road Boxford, MA 01921 978-887-0771
EXT. 224

Assistant Superintendent for Operations: Steve Greenberg

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Steward School Principal: Carroll Willa

261 Perkins Row, Topsfield, MA 01983 Phone: 978-887-1538 Fax: 978-887- 7462 cwilla@topsfieldps.org

Office Staff: Darcy Rubino, Leslie Quigley School Nurse: Cathy Rhuda, R.N.

Proctor School Principal: Sarah O'Leary

60 Main Street, Topsfield, MA 01983 Phone: 978-887-1530 Fax: 978-887-1531 soleary@topsfieldps.org

Office Staff: Jennifer Hutt, Helen Dukehart School Nurse: Melissa West, R.N.

School Committee:

Shawn Malloy 617-201-4273 18 Howlett St .smalloy@topsfieldps.org

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School Hours:

Steward and Proctor School begins at 8:45 a.m. School ends at 3:10 p.m. Please refer to the school calendar for early release and delayed opening days.

Steward Kindergarten: Three-day program runs on Tuesday, Wednesday and Thursday from 8:45-3:10. Five-day tuition-based program runs Monday through Friday from 8:45 - 3:10

Steward Preschool Please contact Judy LeBlanc, jleblanc@topsfieldps.org Preschool Coordinator at 978-887-1538 for information regarding preschool program options or visit our preschool webpage at <http://www.tritownschoolunion.com/>

Attendance School attendance is very important. It is necessary for children to receive continuous instruction. Please refer to the school calendar for scheduled vacation days. Since assignments are based upon material which has been previously taught, work must be made up after a child returns and cannot be sent home in advance. When parents/guardians voluntarily take their children out of educational programming, upon the child(ren)'s returning to school, the parents/guardians have the responsibility to see that the children complete all make-up work in a timely manner. The school system cannot look with approval upon absences for non-medical or non-emergency reasons. In the event of medical or emergency absences, the teachers will work cooperatively with the parents/guardians to provide assistance during the absences and after the child's return to school to minimize the educational loss to the student.

Parents/guardians must call the school on days of student absence before 8:50am. If no call is received, the school will attempt to call the parent/guardian. If a parent/guardian cannot be contacted after multiple attempts, the police will be called to make a visit to the home to ensure safety of the child. A child reporting to school late must be walked into the main office and signed in by parent/guardian. Absences for reasons other than medical or family emergency are unexcused.

Massachusetts General Law 76:1-2 defines truancy as unexcused absences totaling more than 7 full days in a 6 month period. After 7 days, parent/guardian excused absences are no longer classified as excused. In addition, a tardy or dismissal could be considered a 1/2 day absence by the state. If a student is absent, tardy or dismissed beyond the law's threshold, parents/guardians will receive a written letter from the principal detailing next steps.

Behavior and Discipline-Tri-Town Behavior Flow Chart

Please [click here](#) to access the TTSU Behavior and Discipline Flowchart.

Please [click here](#) to access the TTSU Bullying Prevention and Intervention Plan.

Child Care Before and after-school care is available to families with children enrolled in the Topsfield elementary schools. The care is provided by Steward Station. The hours that extend the school day are 7:00am to 8:30am and 3:10pm to 6:00pm. Contact Renee Caputo at 978-887-2665 or visit their webpage at

<http://www.tritownschoolunion.com/> for more information.

Class Lists Class lists will be made available to families for students in grades PK through 6 when class placement is published. In addition, our parent teacher organizations publish class lists in their directory each year. Class lists are not to be used for any non-school purposes and for student privacy and safety reasons, should not be posted on social media.

Counseling Services Topsfield Public Schools offers counseling as a supportive service to students who may be experiencing a social, behavioral or emotional challenge. The school psychologist, school adjustment counselor or behavior specialist are able to provide school-based counseling to assist students in developing strategies to cope with emotional issues. School-based counseling is intended to support students through short-term issues and not as a replacement for ongoing therapy.

Curriculum The curriculum is based on the Common Core State Standards (Massachusetts Edition). Curriculum resources are available on the Director of Curriculum's webpage (www.tritownschoolunion.com) and on each school's website.

Delivery of Articles If it is necessary for articles of clothing, lunches, instruments, etc., to be brought to school during the day, parents/guardians can drive to the front of the school and ring the doorbell, we will come out to you as we are limiting the number of adults inside the buildings.

Dress Recommendations It is expected that students will take pride in their personal appearance. Student dress should be within reasonable limits and not be extreme. Personal appearance, dress or grooming must not disrupt the education process or threaten the health or safety of any individual. Please label everything with your child's name, so that they can be returned if lost.

Electronic Devices Ownership of student cell phones, Apple watch and other such devices that receive calls and texts has increased measurably over the past several years. All student cell phones and other such devices should be turned off when entering school grounds and placed in his/her backpack. This restriction is also in force on school bus rides which are an extension of the school day. When trying to contact your child during school hours, please do so by contacting the school office.

Tablets, eReaders and other electronic devices are allowed in school for instructional purposes only with prior approval from the teacher and/or principal. A permission slip will be sent home to families prior to the device being used at school stating the school is not responsible for the loss or destruction of the property. All devices must stay in a student's backpack until instructed by the teacher. While using these devices, students must adhere to the acceptable use policy and internet policy established by the Topsfield Public Schools.

Emergency Closings In times of emergency it is extremely important that the school office have information that will enable us to contact parents/guardians immediately. Therefore, parents/guardians are asked to complete and return to school the Emergency Card sent home at the start of the school year. This card should be completed for every child attending school. Please notify the school of any change in this information during the school year and also update your information in [School Brains](#).

Should it be necessary to close school for loss of power, heat, or another emergency, the school offices will attempt to notify as many families as possible. A telephone notification system, through School Brains, is arranged each year for such an occasion. Radio and television stations will be requested to broadcast the early dismissal time.

Such closings are infrequent. However, it is wise to make specific plans for each child as to what they should do if a parent/guardian is not at home at such a time.

In the event of stormy weather, a joint decision will be made as to closing the elementary schools and Masconomet for the day or to have a delayed opening. The no-school announcement or the delayed opening announcement will be on the local news channels and you will also receive a call from the School Brains notification system.

Enrollment

Age of Admission: Children who will be five years of age on or before September 1st of the school year during which they wish to enroll will be eligible to enter kindergarten for that school year.

Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

Proof of Residency: A child must be a resident of the Town of Topsfield to be enrolled as a student. Proof of residency (deed, lease agreement, rental agreement, or notarized letter from owner of the home) will need to be submitted to the school office.

Change of Address: The school must be notified immediately of any change of address or phone number, or emergency contact numbers and the parent/guardian must update this information in [School Brains](#).

Withdrawal from the School System: The principal should be notified (by a note or a telephone call to the school) a week in advance of a child's withdrawal from school. The note or call should indicate the last day that the child will be in school and the child's new address. An official transfer will be sent from the school office to the receiving school upon receipt of a signed release form.

Entering School Grounds Parents/Guardians and others driving to the school for any purpose should be aware of posted parking rules and areas in order to allow buses to arrive and depart with safety. Drivers are asked to drive slowly and exercise extreme caution. Drivers are expected to follow the instructions of staff members who are on duty during arrival and dismissal times. Drivers may not pass school buses or other cars at any time. Drivers are expected to observe the Town of Topsfield and state restrictions on engine idling on school grounds for no more than five minutes. No parking is allowed in the fire lanes.

Field Trips The teacher and all adult chaperones are responsible for student conduct. Each field trip bus must have at least one supervising teacher on board. Appropriate dress for the weather and type of trip by the students and adults is required. Younger siblings are not allowed on field trips. No peanut/nut products or glass containers allowed. Students will not be allowed to spend personal funds unless prearranged with the classroom teacher as part of the experience.

Fire Drills and Emergency Response Plans Fire drills are conducted in conjunction with the Topsfield Fire Department periodically throughout the year. Students are to walk quietly and in an orderly manner as they exit the building. There is to be no talking. Students are to return to the building when an all-clear signal is

given. During an emergency requiring a shelter in place or lockdown of the building, children remain silent in their classrooms and staff follow a detailed protocol to ensure the safety of all. Students are expected to follow adult directions at all times during drills and emergency situations.

Each school has developed Emergency Response Plans in cooperation with the Police, Fire and Health Departments. Various elements of these plans are reviewed and practiced periodically during the school year.

Gift Giving Regarding the acceptance of well intended gifts, teachers and staff members are bound by state statute and regulation (MA General Laws Chapter 268A). In all cases, the cumulative value of any personal gift or donation to staff shall not exceed \$50. Gifts from parents/guardians to the classroom for support (i.e. books, school supplies, etc.) will be permitted.

Health Services The schools are served by school nurses who are available in each school during the school day. They administer vision and hearing tests to all students annually and make referrals in cases of deficiency. They also schedule clinics, maintain health records, and administer first aid to injured or ill children.

In case of an accident or illness, after first aid is administered, the parent/guardian is notified and further care is given if necessary.

General Health Considerations:

Illness: The following guidelines are intended to give parents/guardians some understanding as to when their child may be ready to return to school after illness.

- • Temperature normal for 24 hours & child has not vomited or had diarrhea for 24 hours.
- • Three days elapsed since the onset of a cold (may return if they have no temperature, sore throat or severe cough).
- • Child is ready to participate in all activities, including gym and outdoor play. If a child cannot participate in all school activities, a signed doctor's note must be provided to the Health Office to make any accommodations.
- • Isolation periods of common communicable diseases:
- • Chicken Pox - one week from appearance of eruptions
- • Strep infections - a child who is awaiting laboratory results for a strep infection should not return to school until a negative culture is confirmed OR the following isolation period is completed: 1 week without drug therapy (penicillin or like) or 24 hours of antibiotic therapy, provided therapy is continued for 10 days.
- • Conjunctivitis: may return to school when eyes are clear with no drainage and antibiotic drops or ointment has begun.

Head Lice: On finding live lice or untreated nits within 1 cm of the scalp, the school nurse will notify the parent/guardian who is responsible for treating the child and checking them daily for 10-14 days. The student may be picked up at school by an authorized adult and return after treatment. Nit removal will be encouraged and preschool through third grade students will be checked for lice when a case is discovered in a classroom because of their close proximity during group activities. Please see the schools' website for the full protocol.

Rashes: Per the Massachusetts Department of Health, children with undiagnosed rashes should not attend school. The nurses may request a doctor's note if there is a question of the rash being contagious.

Serious Emergencies: The school nurse will take primary responsibility. If the nurse is not in the building, the principal or teacher in charge will assume primary responsibility. First aid will be administered and, if necessary, the student will be transferred by ambulance to the nearest hospital. Every effort will be made to contact the parents/guardians. The parent/guardian may be requested to call the emergency room to give permission for treatment.

Medication: The school nurse is the only school personnel authorized to administer medication. Whenever possible, the medication schedule should be adjusted to fall outside school hours. A signed medication order by the physician and a signed consent by the parent or guardian are required to dispense medication at school. This includes over-the-counter medications. An authorized adult should deliver the medication to the school nurse. No student should carry medicines on the school bus or in the school building. All medications must be delivered by an adult in the original container with the prescription label intact. If you have any questions please contact the School Nurse. If a parent/guardian prefers, they may come to school and administer the medication. During field trips parents/guardians of children who require medication must accompany the trip or designate a responsible adult who is able to administer the medication in their absence.

Immunization Requirements: (Board of Health) No child shall be admitted to kindergarten through sixth grade without a physician's certificate or copy of an immunization record from a school in the Commonwealth that the child has received at least the following immunizations:

1. Entering Kindergarten, 1st grade and 2nd grade: five doses of diphtheria and tetanus toxoid-pertussis vaccine (DTP), unless 4th dose was given after 4th birthday;
 - a. where pertussis vaccine is medically contraindicated, diphtheria-tetanus toxoid (DT) is to be substituted for DTP vaccine; a physician waiver is required for the substitution.
 - b. when the child is 7 or more years of age and requires additional immunizations to satisfy this subsection, tetanus-diphtheria toxoid (Td) may be substituted for DTP or DT vaccine;
2. Entering Kindergarten four doses of trivalent polio vaccine, unless 3rd dose given after the 4th birthday;
3. Entering Kindergarten 2 doses measles, 1 dose mumps, 1 dose rubella;
4. 3 doses of Hepatitis B vaccine are required for entrance into kindergarten;
5. 2 doses of chickenpox vaccine (varivax) or disease documented by an M.D.
6. Lead test is required after the 3rd birthday;
7. Upon Entry to school TB risk assessment documented by an M.D.

Physical Examination Requirements: School policy calls for a physical examination of each pupil entering kindergarten and at the fourth grade level. Fourth grade examinations may be done by the family pediatrician or the school physician. Parents/guardians will be contacted relative to which option they wish to exercise

Medical Appointments: Parents/guardians are requested to make appointments with physicians, dentists, or for any special lessons, before or after school hours whenever possible.

Screenings: The following health screenings are administered to all students:

- VISION screening performed annually in grades K-6
- HEARING screening performed annually in grades K-3
- POSTURAL screening performed annually in grades 5 & 6
- HEIGHT & WEIGHT measured annually in grades 1 & 4
- PEDICULOSIS (head lice) screening, as needed, in all grades K-6.
- BMI (Body Mass Index for Grades 1 and 4)

COVID Protocols

Protocols related to COVID will be communicated by the superintendent, principals and school nurses throughout the year.

Homework Policy

Types of Homework Research has revealed that elementary homework assignments should be brief, allow children to easily reach success, and occasionally involve parents/families.

In grades K – 3, homework is assigned for students to practice newly taught skills and review previously mastered skills generally in reading, mathematics, and spelling/phonics.

In grades 4 to 6, homework is assigned for the same reasons stated above and may also include assignments to extend and enrich the curriculum such as long term assignments. However, long term assignments must state the objective and guidelines including any expectations for parent/family participation. Teachers will adjust homework assignments during a period that long term assignments/projects are assigned to ensure that guidelines on the amount of time designated to homework is honored.

Frequency / Duration of Homework

Research deems appropriate that the average elementary students receive homework four nights per week, not on weekends, via the “10 Minute Rule”.

Grades K and 1 – 10 minutes Grade 2 – 20 minutes Grade 3 – 30 minutes Grade 4 – 40 minutes Grade 5 – 50 minutes Grade 6 – 60 minutes-we are constantly reviewing the research regarding homework.

Library / Media Circulation Policies and Practices Our school library collections are made up of quality books that are selected to meet our circular needs as well as students' interests. During library classes, students have an opportunity to explore the collection and to make independent choices of the books they would like to take home. Our goal in having this independent selection is to foster the student's confidence in his or her own curiosity and interests. If a book is lost or damaged, we will request a replacement fee to be paid before the student may check out additional books.

Lost And Found All personal belongings should be permanently marked with the child's name. Items found will be placed in a designated “Lost and Found” area where the owner may claim them. Parents/guardians are encouraged to check regularly for lost items belonging to their children. Periodically, all unclaimed articles are donated to charity

Money in School Money brought to school for lunch or other school purposes should be turned over to the teacher or other personnel at first opportunity. Money sent with younger students should be put in an envelope

labeled with the child's name and the purpose for which the money is sent. Children should not bring large sums of money to school. Children should not lend or give one another money or buy or sell any items or information from each other.

Parental Concerns If a parent/guardian has a question relating to classroom matters, the classroom teacher should be the first to be consulted. Questions relating to general operations or other areas of activity should be brought to the attention of the building principal. Parents/guardians are encouraged to bring their concerns to the attention of the child's teacher, building principal, the Superintendent and the School Committee, in the form of a telephone call, email, and/or a letter. Generally, a reply should be expected within 24 hours.

Parent/Guardian Conferences Formal conferences will be arranged twice a year in connection with the issuance of report cards. Please check the school calendar for conference dates. However, parents/guardians are urged to maintain close contact with the school. Conferences in addition to the report card conferences can be initiated by the parent/guardians or the teacher at any time.

Parent/Guardian Responsibilities If you are interested and able to participate in your child's education you may help at school in the following areas:

- Classroom Volunteer
- Room Parent
- Chaperone for field trips
- Active Member of Parent Organizations: TESPTO, TEF, Band Boosters, SEPAC
- Cafeteria and Playground Supervisor (paid position if available)

Confidentiality: If you are involved in school sponsored programs or events it is essential that confidentiality be maintained. To that end, volunteers will be asked to sign confidentiality statements validating their sensitivity and responsibility to our students.

C.O.R.I. Check: By Massachusetts state law, parents/guardians wishing to become involved in ANY volunteering capacity must undergo a C.O.R.I. check. This includes chaperoning for field trips. Information concerning the C.O.R.I. process is available in each of our school offices.

Steps to Mediate Incidents as a School Volunteer:

- Contact the Teacher, Principal or the Teacher in Charge
- Ascertain true facts on incidents
- Support the administration's authority and the resultant resolution efforts involved in any incident.

Personal Property in School Ordinarily, students should bring to school only those items of personal property necessary for completing class assignments successfully. Teachers may grant specific permission for items needed for special projects. Certain items of personal property are not appropriate for use in school, on the playground or on the school buses for academic, safety and security reasons. The school cannot be responsible for money or valuable items that are lost. Items determined to be inappropriate in school will be kept in the office for pick-up by the parent or guardian.

Preschool Steward School offers a Preschool Program serving students three- and four-years of age living in Topsfield. The classes are integrated with students who are in need of special education and peer

models. Classes are taught by a licensed teacher and classroom assistant. Anyone interested in knowing more about the program is encouraged to contact the Preschool Coordinator, Judith Leblanc

Professional Development/Early Release Dates Professional development days are scheduled to provide time during the school day for staff development. Please refer to the current school calendar for those dates, which can be found at the back of this handbook or on the school's web page. Dismissal is at 12:00 p.m., without lunch served or 1:15 p.m., with lunch served.

Parent/guardian conferences will be scheduled during the school year. Please refer to the current school calendar for those dates. Dismissal will be at 12:00 p.m., with no lunch served. The last day of school is also an early release day with dismissal at 1:15 p.m. with lunch served.

Progress Reports/Report Cards for Grades K - 6 There is general agreement among educators and parents/guardians that close cooperation and communication between home and school enhance the social and academic development of a child. The purpose of the progress report system, both through conferences and written reports, is to provide a basis for effective parent/guardian and teacher communication.

School Nutrition and Lunch Program **This year, lunches will be free for all students.** A school lunch is available to all students in Grades K-6. Menus are posted on the school websites.

Special Education Parent Advisory Council (SEPAC) The State Special Education Regulations mandate that any school district operating a special education program must establish a Parent Advisory Council. The SEPAC meets regularly with school officials to develop a productive working relationship and to have a voice in the delivery of special education services. The SEPAC also provides support, information sharing, speakers, and referral to community and educational resources. Membership in the SEPAC is open to any parents/guardians of children in Topsfield, Boxford or Middleton considered for IDEA services. The Elementary and Masconomet Schools have combined the SEPAC so that parents/guardians have a more unified system of support from PK-12.

Student Drop - Off Children driven to school in the morning may arrive between 8:30 and 8:45. Students may not be dropped off before 8:30 AM. Children are to be dropped off in front of the building as a line of cars form. At 8:30, staff will be available to direct students who are being dropped off by a family member or by the bus. Students should not get out of the vehicles until staff members are present. If a child arrives at school past 8:45, the child should report to the school office.

Student Pick-Up and Early Dismissals Parents/guardians must send notes into school so classroom teachers can be notified if a child is to be dismissed during the school day. Please give requested dismissal time. **Parents/guardians must report to the office** to pick up the child at the designated time. If the child is returning to school the same day, they are expected to report to the school office for readmission. **Telephone calls to the school during the day regarding a dismissal change are for emergencies only and cannot be accommodated after 11:00 a.m. each day.** No student will be dismissed from school in the custody of a person other than the parent or guardian of the child. Exceptions will be made only when the parent informs the school in writing that a person other than the parent will call for the child. Proper identification may be requested. When sending notes to school about a child's early dismissal or going to another activity after school, please include the following information:

- **DATE**
- **CHILD'S NAME/TEACHER'S NAME**

- **TIME OF EARLY DISMISSAL**
- **WHO WILL PICK THE CHILD UP**
- **IF TAKING ANOTHER BUS INDICATE BUS # AND BUS STOP ADDRESS**
- **YOUR SIGNATURE**

Students Staying at School After Hours Occasionally, a teacher or principal may wish to keep a child after school hours for a reasonable time to give special instruction or for correction of behavior. If possible, 24-hour notice will be given. Always, the child will be asked to phone a parent if they will not be home when expected. If a parent cannot be reached, the child will not be kept at school. Children should not return to the school building after hours unless permission is given by school personnel.

Technology - Acceptable Use Policy

In the Boxford, Middleton, and Topsfield Public Schools, students are provided with electronic devices and storage space to facilitate learning and exploration and to enhance instruction in and out of the classroom. The Boxford, Middleton and Topsfield Public Schools believes that there is educational value in the internet, and recognizes the potential for its use in supporting our curriculum.

It is a privilege, not a right, to utilize these tools, networks and resources within and outside our schools; there is both enormous potential from using these tools, as well as responsibilities that come with using these tools.

As a result, we ask that parents/guardians review these expectations for appropriate and acceptable use with your child(ren). Students will only use the district's devices, network and resources for educational purposes (defined as purposes directly related to a Boxford, Middleton and Topsfield Public Schools assignment, project or activity) and agree to act in a responsible, considerate, ethical and legal manner. We expect our students to be responsible digital citizens.

By signing the handbook for your child's school, you are agreeing to this policy.

Telephone Use The children's use of the school's telephone will be restricted to emergency calls. If you wish to speak to your child's teacher or a support person, please feel free to call the school. However, if you call during school hours, you will be asked to leave a message on the voicemail and staff members will call you as soon as they are available. Unless there is an emergency situation, parents/guardians are respectfully requested not to call school from 2:45 to 3:15 as we are actively dismissing students.

Transportation The bus routes are established annually by the Assistant Superintendent of Operations and the bus company. **Any questions or concerns regarding the bus routes or operation of the buses should be directed to Steven Greenberg, Superintendent's Office-Assistant Superintendent of Operations via email at sgreenberg@tritownschoolunion.com.** Concerns regarding behavior issues on the bus should be directed to the appropriate principal.

Students generally will be transported only to and from school on the assigned bus. As we can no longer safely accommodate groups of children for scouts, parties, and/or team sports, a child may invite no more than two children to go home with him/her on a bus on any given day. Arrangements will be made, only if space allows, to permit students to transfer to another bus on a recurring basis, as long as one written note for the year is provided by the parent. Parents/guardians should **not** plan on using the school bus to transport children to birthday parties or other such activities.

In the event that a child needs to take a different bus or will be picked up, a written note must be provided by the parent and sent to school in the morning.

When sending notes to school about a child taking a different bus or being picked up, please include the following information:

- **DATE**
- **CHILD'S NAME/TEACHER'S NAME**
- **TIME OF DISMISSAL**
- **WHO WILL PICK THE CHILD UP**
- **IF TAKING ANOTHER BUS INDICATE BUS # AND BUS STOP ADDRESS**
- **YOUR SIGNATURE**

Bus Conduct: Parents'/guardians cooperation with the school staff in the development of good habits on the part of our students when boarding, riding, and leaving buses will help to maintain the high level of bus service in Topsfield. Students whose conduct on the bus or at the bus stop jeopardizes the welfare and safety of others may be deprived of the privilege of transportation by school bus.

Bus Rider Contract: The following contract provides clearly defined expectations and consequences. Parents/guardians should review the contract below with their children and both should sign the signature sheet at the back of this Handbook.

Remember, it is a privilege to ride the school bus! If you are not well behaved and courteous, or if you endanger the health and safety of other students, this privilege will be taken away from you. The bus driver shall be considered to have the same authority as a teacher in the classroom.

General Regulations:

- Students shall always cooperate with the bus driver for the safety of all concerned.
- Animals shall not be transported on the bus.
- Students shall be picked up and unloaded only at regularly scheduled bus stops.
- Students will be responsible for their own behavior at all times.
- No list of rules can cover every possible situation. The bus driver and school principal have discretion to determine if a particular behavior violates the rights of others or endangers others' safety. The school principal will determine the appropriate consequence when they are not specifically determined by this contract.
- If bus rules are violated, students should report this immediately to the driver or principal. Delay in reporting problems can make it difficult to determine facts and take appropriate action.

Visitors To ensure that parents/guardians have the opportunity to visit their child's instructional program without disrupting normal classroom routines, and to provide for the safety of the children, the following conditions are to be observed:

1. All visitors must sign in. Each visitor will be given a badge to wear while they are in the building. In the case of special days and blanket invitations by a classroom teacher, parents/guardians should sign a guest list in the individual classroom. If the visitor is unknown to the teacher, the principal or an appointed staff member should accompany the visitor to the classroom.
2. A parent or citizen who wishes to visit classrooms while instruction is in progress should give the principal 24-hour

notice of such intended visit, except on such days as when blanket invitations have been extended to parents/guardians for special visitation days. If the planned visit is not at an appropriate time, the visit should be rescheduled to a time mutually agreeable to the visitor, the teacher, and the principal. In the event a person arrives at school for a visit without advance notice, whether he or she will be permitted to visit in the school or the classroom shall be at the discretion of the principal after consultation with the teacher.

3. In order not to interfere with the education of the students or the school program, the principal shall have the right to restrict the number of visitors to a classroom. Visits by a parent to a classroom generally shall be limited to one hour in length and to one such visit per month, except for special programs or in response to blanket invitations. The principal also reserves the right to assign a "co-observer" staff member during visits and observations in school, which may require a longer notification time frame.

4. When a visitor leaves the classroom, he or she shall return directly to the front office before leaving the building and record the time of departure in the logbook.

5. The principal shall have authority to exclude from the school premises any person he or she has reason to believe is disrupting the educational program, the children, or the building staff.

Volunteers When volunteering resumes, parents/guardians (and others) are welcome to volunteer in the school under the direction of their classroom teachers. All must complete a CORI form. Teachers will explain the best way to provide support for their classrooms during the Fall Parent Information Night/ Open House. Confidentiality of information regarding students must be adhered to at all times. Any misuse of information will result in the immediate termination of the volunteer services being provided. Volunteers will be required to sign a confidentiality statement.

Due to safety concerns, volunteers who spend a substantial part of a period in the school on a regular basis are asked not to bring younger siblings.

Walkers and Bike Riders If regular bus students walk or bicycle to and from school, parents/guardians are requested to send a note to that effect. Bike riders need to have a permission slip on file in the school office. This needs to be done on an annual basis. Bike riders are required to wear safety helmets. For security reasons, all bikes must be equipped with a lock. The school does not take responsibility for lost or stolen bicycles.

To access **Tri-Town School Union Policy Handbook** please click on the link below:

<https://docs.google.com/document/d/1tnbgDe5mu3vRIUubl-jkb6qrj1kENjGy3D4FphQGAGg>

Parent and Guardian Signatures:

Please use the links below to access all of the parent and Guardian signature forms:

Topsfield Public Schools Student/Family Policy Sign Off

[Complete the Topsfield Public Schools Student/Family Policy Sign Off](#)

Student Acceptable Use Policy for Technology:

https://docs.google.com/document/d/1Gu2M5CyzlhhGqEpejYMPUCuKId2b_UkybInUaygROQ/edit#

TTU Policy Handbook:

<https://drive.google.com/open?id=1tnbgDe5mu3vRIUubl-jkb6qrj1kENjGy3D4FphQGAGg>

Media Opt-Out Policy:

https://docs.google.com/document/d/1Gu2M5CyzlhhGqEpeyjYMpUCuKId2b_UkybInUaygROQ/edit#bookmark=id.gl0jt5oiwxg1

Media Opt-Out Form:

[Complete this form for Media Opt Out](#)