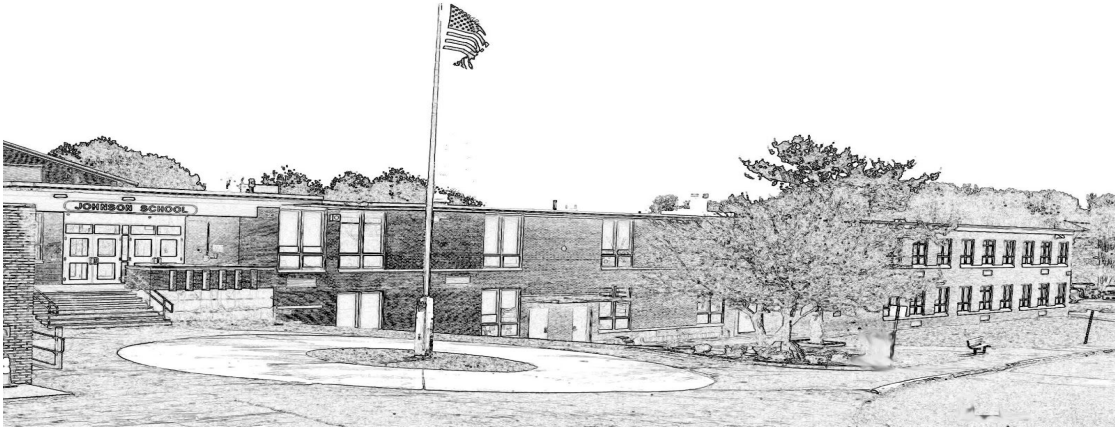


# ***Johnson School***

**290 Castle Road, Nahant, MA 01908**



## **Johnson School Handbook 2020–2021**

Principal

Kevin Andrews

[kandrews@johnsonschool.org](mailto:kandrews@johnsonschool.org)

School Office Hours 7:30 AM – 3:00 PM

Phone: 781-581-1600

Fax: 781-581-0440

[www.johnsonschool.org](http://www.johnsonschool.org)

The Nahant Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual identity, disability or housing status.

## School Committee

Lori Ballantine, Chair	jballa3771@aol.com
Patricia Sheehan, Vice Chair	pattyryan@gmail.com
Lauren Sherlock, Secretary	lsherlocknp@gmail.com
Michael Flynn, Member	flmi@verizon.net
Thomas Tria, Member	tomtria@gmail.com

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Superintendent	Tony Pierantozzi	tpierantozzi@johnsonschool.org
Director of Special Ed.	Debbie Connell	dconnell@johnsonschool.org
Principal	Kevin Andrews	kandrews@johnsonschool.org
504 Coordinator & Title I	Kevin Andrews	kandrews@johnsonschool.org
Title IX Coordinator	Cheryl DiLisio	cdilisio@johnsonschool.org
Administrative Assistant for Business & Finance	Chris Katsos	ckatsos@johnsonschool.org
Administrative Assistant & Student Attendance	Sherri April	sapril@johnsonschool.org
Food Service	Roxanne Schena	rschena@johnsonschool.org
Custodians	Vinnie Gagliolo James Federico	vgagliolo@johnsonschool.org jfederico@johnsonschool.org

## MISSION STATEMENT

The Mission of Johnson School is to facilitate, support, and celebrate academic excellence as students are challenged individually and inspired to reach their full potential as productive members of our community and global society.

Dear Community Members,

Thank you for taking the time to review this Handbook. In it you will find the procedures and practices of the Johnson School. Please take time to review this document and to make your student(s) aware of relevant sections.

Additional information about our school can be found at [johnsonschool.org](http://johnsonschool.org). For the complete Nahant School District's policy manual, please visit the District's website, at [district.johnsonschool.org](http://district.johnsonschool.org). If you have any questions regarding these items, or would like more information about the school, please contact me via email, [kandrews@johnsonschool.org](mailto:kandrews@johnsonschool.org), or by calling 781-581-1600.

Sincerely,

Kevin Andrews

Principal

Johnson School

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## ~ COUNCILS, BOARDS, and ORGANIZATIONS ~

There are several groups that advise and support the Johnson School. Each has a specific function, and offers an opportunity for parent engagement.

The School Committee is a board of five elected officials who make policies for the School District, develop the school budget, and hire and evaluate the superintendent. Notices of meetings are posted at Town Hall, the school, and on the Johnson School's [website](#). Most meetings are held on the second and fourth Tuesday of every month and broadcast on local cable channel 8.

The Johnson School Council is a representative committee made up of parents, teachers, community members, and the principal. The School Council helps the principal to identify the educational needs of the students, adopts educational goals, reviews the school budget, develops a school improvement plan, and reviews the student handbook. Notices of meetings are posted in the main office and [online](#).

The Parents and Teachers Organization (PTO) is a group of parents and teachers who volunteer to help all students receive an engaging, enriching education. Those interested in helping are invited to attend the PTO's monthly meetings. The PTO raises money for cultural enrichment, field trips, and the purchasing of equipment and materials.

The Johnson School Special Education Parent Advisory Council (SPAC) is an organization made up of parents whose children have been identified as having a learning disability or may be having difficulty in school, although all parents are welcome.

[The Nahant Educational Foundation \(NEF\)](#) is an independent, non-profit organization that raises funds in support of the pursuit of excellence at the Johnson Elementary School.

## ~ COMMUNICATION ~

Our goal is to provide timely communication to parents through a variety of methods, each with its distinct purpose, outlined below. Announcements will often go out through these methods simultaneously, but each will be tailored to the platform that is used.

Email - Used by teachers and administration for 1:1 correspondence, as well as to provide digital fliers and newsletters.

Website - Provides calendar information about upcoming events via [Google Calendar](#). This is also a place where parents can learn about our procedures and policies, what the cafeteria is serving for [lunch](#), and find links to [teacher websites](#).

“Backpack Express” - Hard copies of fliers are sent home in the blue Communication folder. Any fliers being sent home with students must first be approved by school administration.

Emergency School Closings - Families will receive an automated phone call in the event of a school closing or emergency. The phone numbers for this phone call can be updated using the Parent Portal, which can be found on our school website. In addition, the following media stations will also carry this information:

WBZ (4) - [www.cbs4.com](http://www.cbs4.com)  
WHDH (7) - [www.whdh.com](http://www.whdh.com)

WCVB (5) - [www.thebostonchannel.com](http://www.thebostonchannel.com)  
WRKO (680 AM) WBZ (1030 AM)

## **~ FAMILY ENGAGEMENT ~**

The Nahant Public School District encourages the involvement of the community, including families, teachers, paraprofessionals, specialized instructional support personnel and community representatives in the Title I allocation of funds, as well as in the development of the annual School Improvement Plan.

## **~ STUDENT RECORDS AND ACADEMICS ~**

### **Academic Progress**

Report cards are issued in November, March, and June. A parent conference is scheduled in conjunction with the first report card. Additional conferences may be scheduled whenever parents or teachers feel there is a need. To schedule a conference, please write to or email your student's classroom teacher.

Child Study Team - The Child Study Team is a group of educators consisting of an upper and lower grade elementary teacher, related service providers, and the school principal that meets to discuss students that are brought to the team by their teacher in order to seek support and strategies for working with a student. Interventions, whether academic or behavioral, are recommended, and implemented, for a period of 6-10 weeks. The team then reconvenes and determines if additional interventions are necessary for the student to make progress.

If you suspect your child may have a learning disability, please speak directly with your child's teacher or contact the Special Education office by calling the school at (781) 581-1600. Special Education services are strictly regulated by State and Federal laws to insure that all students receive an appropriate education. Children with learning disabilities may or may not qualify for a specially designed curriculum or modified instruction, based on state and federal criteria. However, other services may be available for your child.

### **Homework**

Homework is intended to provide for the review and reinforcement of concepts and skills presented in class, as well as to encourage students to expand upon basic mastery. Parents are also encouraged to either read to or enjoy shared reading time with their children on a daily basis, regardless of age. General guidelines for homework are as follows -

- K & Grade 1 : 15 minutes of reading, sometimes short assignments
- Grade 2&3 : 15-20 minutes of work, plus reading
- Grade 4 : 40 minutes of work, plus reading
- Grade 5&6 : 20 minutes of work per subject, plus reading

Long-term assignments and projects are also assigned and may involve weekend work. Students are encouraged to take advantage of the resources available to them in organizing and successfully completing their homework assignments. Each teacher is available at least one day per week to provide additional assistance, and can be contacted via email to consult on the topic.

## **Right to Know**

Massachusetts General Laws, Chapter 71, section 34H specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal.

## **~ ATTENDANCE ~**

Regular and punctual school attendance is essential for success in school. The School Committee recognizes that parents of children attending the Johnson School have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly.

### **Arrival and Dismissal**

Arrival - Student supervision begins outside of the school at 7:45. Students may enter the school between 7:45 and 7:55 in the morning. Students arriving after 7:55 must be signed in by a parent or guardian at the main office, and are considered tardy. Students in grades K, 1 and 2 meet outside the front entrance of the school. Students in grades 3, 4, 5, and 6 are dropped off at the top of the faculty parking lot, and enter using the side entrance.

Dismissal - Students are dismissed at 2:15, from the same doors that they enter through. Students in grades K through 2 must be picked up by an adult. Students dismissed early are signed out in the main office by a parent or guardian. Please see the school calendar for scheduled early dismissal days.

Change in Dismissal- If a student is going to be picked up by another adult, or is to go home with a friend after school, we request that written notification be provided.

### **Absences**

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and 16 must attend school. We are able to excuse up to seven full days or fourteen half-days per six month period.

1. Excusable absences include illness, recovery from an accident, court attendance, professional appointments, death in the immediate family, observation of a religious holiday, and other good cause as deemed acceptable by the Superintendent.
2. Absences for reasons such as vacations, non-school activities or visiting are unexcused absences.
3. A student who arrives after 7:55 is considered tardy. A student who arrives after 11:00 AM will be reported as tardy and absent. A student who leaves before 2:15 PM will be reported as dismissed early.
4. If your child is ill and cannot attend school, please call the office any time before 8:00 AM. If we do not receive a phone call, the school is required by law to contact the parents regarding a child who is unaccounted for.
5. If your child was absent or dismissed from school they may not attend after school programs or events on the same day. (ex. Enrichment programs, concerts) In the event of an extenuating circumstance you may contact the Principal for permission to attend.



When a student has been absent for five (5) or more consecutive days, parents must obtain a doctor's note and submit it to the school. In the event that a student is absent or tardy 10 times, a letter is sent to the student's parents. Following 15 tardies or absences, a parent conference will be requested.

## **~ SAFETY and SECURITY ~**

### **Traveling to and from School**

Student safety to and from school is of utmost importance. We encourage students to walk or ride bicycles to school, provided they wear a helmet. Students must not walk or ride through the parking lots, must slow their bicycle when approaching pedestrians, and walk on school sidewalks and crosswalks.

### **Driving to School**

Students may be dropped off at either the Castle Road entrance by pulling through the main driveway in the front of the building, or by driving behind the school and coming up to the Flash Road side entrance.

No motor vehicle operator shall cause or allow any motor vehicle operated on or within 100 feet school grounds to idle unnecessarily. Signs are posted to remind operators of this regulation, a violation of which carries fines up to \$1000. MGL Ch. 90 Sec. 16A, Ch. 111, Sec. 142A & 310 CMR 7.11.

### **Pets**

Pets are not allowed in the building or on school grounds for the safety and the protection of all students. School grounds include all areas around the school building and playgrounds. Fences on Flash Road, sidewalks and fences on Castle Road and the driveway behind the school mark school grounds. This includes the fenced in playground as well. Animal waste on school grounds and play areas is unsanitary and problematic for our students and staff. This is a town by-law that is enforced.

### **Visiting the School**

Visitors to the school must enter through the main entrance near the flagpole, using the main office door buzzer system. Once approved to be in the building, visitors will sign in and out at the office and wear a Visitor's identification badge. Students and staff are not allowed to open exterior doors to allow visitors into the building. Parents are asked to make an appointment prior to meeting with a teacher.

### **Safety Drills**

Emergency evacuation and shelter-in-place drills occur on a regular basis, with police and fire personnel participating. Johnson School's Crisis Response Team continues to develop and refine emergency procedures to keep our Johnson School family safe and secure in a variety of situations. In the event of an emergency that requires Johnson School students to be picked up early, parents/guardians will be telephoned and alerted via email.

### **Security Cameras**

The School Committee works to maintain a safe and secure environment for its students, staff,

visitors, and facilities. In pursuit of this objective, the School Committee authorizes the use of security cameras on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee. The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

## ~ STUDENT CONDUCT ~

All students and staff deserve to be in an environment that promotes learning. To accomplish this, all students, staff, and families are expected to follow the Code of Conduct.

### Code of Conduct

As we strive for excellence at the Johnson School we will be

*kind, cooperative, respectful, responsible, honest, and we will always do our best.*

At the Johnson School we recognize that students are developing the social, emotional, and behavioral skills that are expected of them. We believe discipline should be a learning experience, and that consequences for not meeting expectations should be logical, predictable, consistent, and related to the incident.

### Logical Consequences

When students do not meet behavioral expectations we work to respond with Logical Consequences, from the [Responsive Classroom](#) approach to working with students. For example, if a student writes on a wall, they will likely be required to remove the writing, or if they are unkind to a student, they may need to speak to the principal.

We also use a system of progressive discipline. When a student first makes a mistake, they may need to speak to the principal and agree to not repeat the behavior. If a significant anti-social behavior continues, the student may need to spend time away from their class, working with another educator. When significant infractions are repeated, out of school suspension, and much less frequently, expulsion, are options that are considered. Please refer to Appendix A for our complete suspension and expulsion guidelines.

### Expectations at Lunch and Recess

Students are expected to behave appropriately in the lunchroom. Lunchroom and recess supervisors will handle inappropriate behaviors in an age-appropriate fashion. While in the lunchroom students are expected to:

- Enter the lunchroom in a quiet, orderly manner
- Speak in conversation-level volume
- Clean up their area

### Student Dress

Clothing may not have any words, slogans, or graphics that promote inappropriate activities. Appropriate coverage is required at all times. Any article of clothing that distracts from learning or endangers the health and safety of students is prohibited. Please note the following:

- Shoes should be suitable and safe for recess activities to prevent slips/falls or injuries on the playground or climbing structures. Sandals must have ankle straps.
- Hats (caps, hoods, head scarves, bandanas) may not be worn in school except when authorized.
- Undergarments should not be visible.
- Clothing must provide adequate protection from cold weather.

## **Nondiscrimination**

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business, including scholarships, prizes, and awards. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or housing status. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or housing status their complaint should be registered with the Title IX compliance office, Cheryl DiLisio, School Nurse, at 781-581-1600 x304.

The School Committee is an affirmative action/equal opportunity committee and does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, age, ancestry, athletic performance, special-need, proficiency in the English language or a foreign language or prior academic achievement or any other legally protected group, including those who are considered homeless.

For more information on our policies and procedures related to this section, please refer to appendix D.

## **Bullying Prevention**

A safe learning environment is one in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of intimidation and abuse. Bullying of any type has no place in a school setting. The Nahant Public Schools will endeavor to maintain a learning and working environment free of bullying. For more information on bullying behavior and our prevention plan, please see appendix B.

## **Vandalism**

Any student who willfully and maliciously paints, marks, scratches, etches or otherwise injures, mars, defaces or destroys school or personal property will be subject to the penalties described in General Law c. 266, 126A & 126B which punishes such vandalism with fines and imprisonment.

## **Harassment**

Harassment of students by other students will not be tolerated in the Nahant Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment is conduct of a verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion. For additional information on harassment, discrimination and our related complaint procedures see Appendix D.

## **Hazing** CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be

punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

#### CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

### **~TECHNOLOGY AND INTERNET USE ~**

#### **Student Digital Technology Safety**

The Nahant Public School's computer network blocks classroom and computer lab access to inappropriate content, and all internet use is to be conducted under faculty supervision. Students are also expected to develop individual responsibility for appropriate internet and device use, and to agree to follow the District's Acceptable Use Policy. This Policy helps to ensure that students use this valuable resource in a safe and appropriate manner. Before students are authorized to access the Internet, they will take part in a discussion about the rules set forth below with their teacher and/or building Technology teacher.

#### **Safety Procedures and Guidelines**

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).
- Safety and security of minors when they are using email, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

### **Acceptable Use of Electronic Devices**

Students are permitted to bring cell phones to school for the purposes of family communication. However, they must have them turned off and stored in their personal storage area during the school day. No individual may use any type of phone, camera, video, audio or computer recording device in any manner that interferes with or is disruptive to the educational process, invades the privacy of any individual, or violates the academic integrity of any school activity. Photographing or recording is prohibited in the Nahant Public Schools unless authorized for educational or school purposes.

### ***Unacceptable Uses***

Violations of this Policy include, but are not limited to the following conduct:

- Using the Internet for illegal purposes or in support of illegal purposes. This includes, but is not limited to sending threatening material or spreading computer viruses.
- Posting or divulging private or personal information about yourself or another person on the Internet. This includes, but is not limited to, the student's location, personal e-mail address, personal home address or telephone number.
- Attempting to log on through another person's e-mail account or to access another person's files.
- Using the network to access, retrieve, transmit or make available to others messages that are inconsistent with the educational purposes for which students are allowed use of the Internet.
- Using the network in a fashion inconsistent with the directions from teachers and other staff and generally accepted network etiquette.
- Taking material created by others and presenting it as if it were one's own (plagiarism).
- Reproducing or transmitting material that is protected by copyright without permission of the copyright owner (copyright infringement).
- Using the network for political or commercial purposes without the prior permission of a teacher or other staff member.
- Using the network in a manner that disrupts the educational goals of Nahant Public Schools.
- Downloading of any harmful files or any large files without the permission of a teacher or other staff member.
- Attempting to gain unauthorized access to systems, programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
- Attempting to harm, modify or destroy the data of another user.

### **Disclaimer of Liability**

The Nahant Public Schools disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use, including but not limited to any financial obligations arising out of the unauthorized use of the system for the purchase of products or services, and any unauthorized charges or fees, such as telephone charges, long distance charges, per minute surcharges and/or equipment or line costs. The Nahant Public Schools reserves the right to seek restitution from any user for costs incurred by the school district, including legal fees, due to such user's inappropriate use of the school district's electronic resources.

## **~ STUDENT SERVICES ~**

### **Special Education Services**

The Nahant Public Schools, in accordance with state (603 CMR Section 28) and federal (Individuals with Disabilities Education Act 97) law, provides a variety of instructional programs and support services designed to meet the needs of students with disabilities. Any high school student up to age 22 is entitled to an evaluation to determine if he/she has a disability that interferes with the student's ability to make progress in the general curriculum. Students may be referred for evaluation by any professional staff, parent/ guardian or student if 18 years of age or older. Letters requesting evaluation should be addressed to:

Special Education Department  
290 Castle Road  
Nahant, MA 01908

Eligibility for services often results from the evaluation and the finding of a disability. These services are determined through a Team Meeting that includes parents, the student, administrators, evaluators, guidance counselors, teachers and other support staff. An Individualized Education Program (IEP) is developed at the meeting that outlines the scope and effect the disability has on learning, and the type and amount of service required by the student to make progress in the general curriculum. Among the support services provided to students through the IEP are academic instruction and support, counseling, vocational and related services such as speech/language therapy, occupational therapy, etc.

### **Home Schooling Policy**

Parents are required by state law to have a home school plan approved annually by the School District for any child who is under 16 years of age. Plans are submitted to and approved by the Superintendent prior to the start of the home schooling program. Program requirements are available through the Superintendent's office.

Parents are responsible for maintaining all pertinent records concerning home schooling. Parents should provide documentation of the student's completion and achievement results, consistent with the approved plan, to the Superintendent no later than June 30 of each school year.

### **Title I Services**

Title I services are provided to the eligible students in the Johnson Elementary School. Consistent with the Nahant School Committee policies, the goal of Title I services is to maximize student learning (Policy IHBD, IHA).

Parents and guardians are encouraged to participate in all school related activities. All school activities are communicated on our school website, our weekly school newsletter, and if appropriate by individual communication. (Policy IK).



## ~ HEALTH and WELLNESS ~

### **Foods and Beverages**

All Johnson School students have an opportunity to have a snack in the morning. When planning what to send in with your child, we strongly encourage healthy options such as vegetables, fruit, cheese, water, and milk. Candy, soda, other carbonated beverages or “caffeine containing beverages” are not allowed.

Due to several life-threatening allergies, products containing tree nuts, peanuts, or nut oils are not allowed in the classrooms. This includes food products with labels stating “may contain nut products” or “processed in a facility” which may contain nut products, or a similar statement. We have other food allergies within our community as well that require more specific accommodations in the classrooms. A more detailed letter is sent home each year in the First Day packet. For these reasons, and many others, sharing of food at snack and lunch is strongly discouraged.

Lunches and/or milk are available for purchase. Lunch menus are sent home each month, posted on the school website, and information is available in the main office.

### **Health Conditions**

The school nurse must be informed if your child has any medical or health conditions (ex. diabetes, life threatening allergies, asthma). The school nurse develops individual healthcare plans and emergency plans for children with medical conditions and will discuss any necessary plans or accommodations with the school staff as deemed appropriate.

### **Medication**

According to Massachusetts Department of Public Health medication guidelines, 105 CMR 210.000 children may not possess medication of any kind in school at any time without authorization of the school nurse. This includes but is not limited to, cough drops, Tylenol, Ibuprofen (Advil), or medicated creams. Medication Administration forms, signed by both the physician and parent, are available from the school nurse for administration of medication in school. Medications must be supplied in the original containers with a pharmacy label.. (Pharmacies will provide an extra labeled bottle if asked.) Over-the-counter (OTC) medications cannot be administered in school by the school nurse without a medication authorization form, with the exception of a few specific medications for which we have standing medication orders signed by the school physician. (the OTC medication form is available in first day packet at the beginning of each school year to be completed and signed by the parent.) Short term medication administration in school (<10 days) for treatment of a specific illness or condition (ex. Strep throat, ear infection) may occur without the medication authorization form, but must include a pharmacy labeled container or bottle and the parent must discuss with the school nurse prior to administering in school.

Do not send medication to school with your child. Medication must be brought by a parent to the health office and discussed with the nurse prior to any administration.

### **Physical Exams, Immunizations, Screenings**

The school nurse oversees all matters pertaining to student health. This includes all mandated health screening and state reporting, as well as providing first aid to both students and staff. The nurse serves as a liaison to community health services for students and families. Contact the school nurse if you have questions related to obtaining medical care or health insurance for your child.

Required documents:

- Massachusetts State law requires a signed physical examination for all children enrolled in Preschool, Kindergarten and fourth grade.
- Immunizations are mandated by the Massachusetts Department of Public Health and a current record of these must be provided with the physical exam.
- Transferring students must provide a signed physical exam, which is within one year prior to entry, and proof of immunizations before enrollment is complete.

Required Health Screening:

The Department of Public Health sets all health screening guidelines. The school nurse conducts the following screenings in the grades outlined in the guidelines and reports to the department as directed:

- Hearing and Vision
- Height/Weight/BMI
- Postural (scoliosis)

### **Medical Emergencies**

In addition to our school nurse, many staff members are trained in CPR/AED and First Aid. In an emergency, all efforts will be made to contact a student's parent or guardian. If deemed necessary, children will be transported by Emergency Medical Services (EMS) to the nearest available facility.

### **Injuries or Medical Conditions**

If your child has been injured in school and receives treatment from the school nurse, appropriate first aid measures will be taken and the use of antiseptic solutions and wound care products may be used. Please inform the Health Office if your child has any allergies to first aid products, antiseptic solutions or wound care treatments (ex. Bacitracin, wound cleansers) You may receive a call or note from the school nurse if there is an injury to report that necessitates follow up treatment or care at home.

Please Note: If your child has been hospitalized, has had surgery, is diagnosed with a concussion, OR sustains an injury requiring the use of crutches, a splint/brace, a cast/sling while in school, parents must provide a note from the physician and inform the nurse before the child returns to school. The note should state the medical condition, any limitations, restriction of activities, or accommodations necessary for classroom attendance and participation in gym or recess activities. The date for resumption of normal school activities should also be stated unless a follow up appointment is required by the physician.

### **Care of Students with Concussions**

In order to protect all NPS students, and as defined in MGL 111:222; CMR 201.000, it is required that any student who suffers a concussion, whether such injury occurs in or out of school, be medically cleared to return to school as well as participate in school activities. The School Nurse, parent, teacher, and student if appropriate, will follow the MA DPH guidelines for graduated return to academic and physical activities tailored appropriately to the student's age and condition. A completed medical clearance form by a licensed, approved provider per MDPH will be required before the student is allowed to return to complete academic and physical activities.

### **Life Threatening Allergy, Allergy Awareness**

Due to severe and life threatening allergies to food, insects, latex and other items, the Johnson School nurses have developed, and continue to review, the Johnson School Life Threatening Allergy

guidelines. These guidelines are available for review on the [nurse's website](#). We ask your assistance in providing these students with a safe learning environment. Strict avoidance of the allergen is the only way to prevent a life-threatening allergic reaction. Parents will receive information regarding life-threatening allergies, classroom restrictions and school-wide modifications in the First Day packet sent home each year.

### **Illness/Communicable Disease**

The Johnson School Sick Child Guidelines can be found on the Nurse's website to refer to when considering whether your child should attend school due to an illness. If a student is observed to be ill, or complains of illness, the staff will send the student to the Health Office for evaluation. If a staff member has a concern about a student's health, the school nurse may be consulted. There should be an emergency contact available to dismiss the child within a half hour if illness or an urgent medical need arises.

The student may be dismissed from school if, after evaluation, any of the following occurs:

- The student's temperature is elevated
- The school nurse determines dismissal is appropriate
- The parent/guardian and the nurse determine it is in the child's best interest to be dismissed

**Students with the following symptoms should remain home from school until the student has been symptom free for at least 24 hours, fever free for 24 hours (and not taking any fever reducing medications like Tylenol or Advil) and tolerating a normal diet.**

- Respiratory infection/persistent cough
- Vomiting, diarrhea or nausea
- Fever
- Severe/persistent sore throat
- Impetigo/staph infection
- Eye redness/irritation/discharge
- Undiagnosed rash

Parents are responsible to notify the school nurse if their child is diagnosed with any communicable diseases such as, but not limited to, influenza (flu), conjunctivitis, strep throat, pertussis (whooping cough), fifth's disease, head lice, impetigo, scabies. A student must receive at least 24 hours of any medication prescribed for a condition (ex. antibiotics) before returning to school.

### **Health Education and Parent Notification**

Students are offered education related to achieving optimal health and wellness through our Health Education program. Topics discussed in these courses may include the following: wellness, illness prevention, nutrition, injury prevention, responsible decision making, substance use prevention, (alcohol, drugs, tobacco) personal health and hygiene issues, personal safety, violence prevention and sexual harassment. These topics are designed to provide the students with information and decision making techniques. The units will also help the students develop responsible behavior as well as reinforce the values of home and family. In accordance with MGL Chapter 71 Section 32A, parental notification relative to curriculum that primarily involves human sexual education or human sexuality issues shall occur prior to the presentation of the material to students. Under Massachusetts' Law you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption from this portion of the curriculum, please contact the Principal in writing about the topic(s) from which you want your child excluded.

## **Substance Abuse**

When there are Signs of Possible Substance Abuse staff members will report their concerns to the nurse, principal, and superintendent. They will then follow the school's Substance Abuse protocol to ensure their safety. All cases of possession, use, sale, or distribution of drugs, alcohol, or any controlled substance in school, upon school property, or at school-sponsored events regardless of location, will be reported to the Chief of Police or his designee for appropriate action.

The School Committee prohibits the consumption of any alcoholic beverage or tobacco product on school property or at any school function. LEGAL REF: M.G.L. 71:37H

## **Asbestos-Free School Building - AHERA Compliance**

As per 40 CFR 763.93 (g) management plans are available in the LEA office as well as in the main office. There are no Asbestos containing materials in the Johnson Elementary School.

The contact person for questions regarding this is Kevin Andrews, Principal, 781-581-1600

## **APPENDICES**

### **Appendix A - Suspension and Expulsion - Section 37 H <sup>3</sup>/<sub>4</sub>**

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

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

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

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

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

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

days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

(g) Any student who is suspended or expelled for 10 or fewer consecutive days shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed, including but not limited to, homework, quizzes, exams, papers and projects missed. The principal will develop an individual educational service plan for students suspended for more than 10 consecutive school days.

(h) Parents of students who qualify for an Individualized Special Education Plan shall have a manifestation hearing to determine if the student's infraction, which resulted in suspension or expulsion, is related to the disability. In addition, the parent or guardian shall have the right to an expedited special education evaluation.

(i) **Requirements applied to students not yet determined to be eligible for special education**

If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

1.
  - a. The parent had expressed concern in writing; or
  - b. The parent had requested an evaluation; or
  - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
2. The district may not be considered to have had prior knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
3. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
4. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

**State Requirements**

**Federal Requirements**

34 CFR 300.534

(i) The Principal shall review quarterly the school's disciplinary data, with a focus on student

demographic data.

**Re-entry:** Prior to reinstatement the Principal will request a conference with the parent, either in person or by telephone, and will define the behavior change that the school is hoping to see in the student

### **Safeguards for Students with Disabilities**

All federal and state laws and procedures pertaining to Special Education students, and those identified as having a disability under section 504, will be followed. Students may be suspended for up to 10 cumulative school days, and will be afforded the same access to education that is available to students without a disability. The 504 or IEP Team will convene by the 10th day of suspension to consider the underlying reason(s) for the suspensions, relationship, if any, of the identified disability to the action(s) that resulted in suspension(s), and whether the IEP or 504 plan has been fully implemented. Students with an IEP or a 504 plan, who are suspended beyond 10 cumulative days in a school year, will receive special education services, and access to curriculum and instruction that will allow them to make progress in meeting their IEP goals. and provide access to a free, appropriate, public education.

### **Appendix B - Bullying Prevention**

**Definition:** “Bullying” is the repeated use by one or more students or by a member of the school staff including, but not limited to an, educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber- bullying.

“Cyberbullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or

impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school- sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

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

#### **Bully Prevention Plan:**

The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

The school district shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

The school district shall develop, adhere to, and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a nonpublic school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyberbullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or



guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

The school district plan shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyberbullying.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyberbullying. The plan also requires that the school principal or designee notify the parents or guardians of a victim about DESE problem resolution system, and the process for seeking assistance or filing a claim under the problem resolution system. The principal is required to provide that information when he or she notifies the parent or guardian about the bullying incident.

The school district shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

The school district shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook. The plan shall be posted on the website of each school district.

The school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at the school. A member of a school staff, including, but not limited to, an educator, administrator, school nurse, secretary, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall; (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or

guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

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

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. The anti-bullying plan is required to recognize that certain students may be more vulnerable to become a target of bullying or harassment on actual perceived "differentiating characteristics" that may make certain students more vulnerable to bullying including: race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who is perceived to have 1 or more of these characteristics.

#### **Appendix C - Weapons/Controlled Substances Education Reform Act of 1993 Section 37H ~**

(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 knife; or a controlled substance as defined in chapter ninety-four C, may be subject to expulsion from the school or school district by the Principal.

(B) The building Principal or his designee has the right to decide, based on sound judgment, whether any object is to be considered a weapon or a "dangerous weapon". The Nahant Public Schools, as interpreted by the building Principal, will define a weapon or a "dangerous weapon" in the broadest sense to protect the health and safety of all students, staff and visitors and to prohibit the possession of any gun, or form of a knife, or sharp objects capable of causing harm.

(C) According to MGL Chapter 269, Section 10 (j), it is a crime for any officer in charge of a school, and any faculty or school administrator not to report the possession of a "dangerous weapon" to the local Police Department. If there is any uncertainty about whether a particular object is a "dangerous weapon" the Police will be consulted.

(D) Any student who assaults a Principal, Principal, teacher, teacher's aid or other educational staff on the 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.

(E) Any student who is charged with a violation of either paragraphs (A) or (B) above 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, at 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).

(F) Any student who has been expelled from a school district pursuant to these provisions shall

have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(G) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the district to which the application is made may request and shall receive from the school expelling said student a written statement of the reasons for said expulsion.

### **Students Found with Weapons - Section 37L**

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall then file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment. A student transferring into a local system must provide the new school system with complete school record of the entering student. Said record shall include, but not be limited to, any incident involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

### **Students Charged with Criminal Complaints - Section 37 H ½**

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

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

decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or Principal of a school in which the student is enrolled may expel said student if such principal or Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or Principal, including recommending an alternate educational program for the student.

The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

## **Appendix D - Non-discrimination, Harassment, Sexual Harassment**

### **Title IX - Including Equal Access, Non-discrimination, and Harassment Complaints**

The committee's policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or housing status. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

Officer : Cheryl DiLisio email [cdilisio@johnsonschool.org](mailto:cdilisio@johnsonschool.org)

phone 781-581-1600 x304

### **Sexual Harassment**

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

#### **Complaint Procedure:**

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the

following process:

- a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
- b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
- c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
- d. On the basis of the grievance officer's perception of the situation he/she may:
  - Attempt to resolve the matter informally through reconciliation.
  - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45 Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX) Board of Education 603 CMR 26:00

### **Level 1**

Sexual harassment which includes any unwanted verbal or written sexual comments or randomly observed incidents involving complaints of unwanted actions which cause discomfort, but which do not involve fear.

1. All incidents should be reported to the Principal for review and intervention. A plan of action will be formulated after the Principal meets with the reporting student.
2. A meeting and/or mediation between the aggressor and the reporting student can be part of the resolution only if the reporting student desires the meeting and feels safe.
3. If students are in a dating relationship they may be referred to the Adjustment Counselor who will investigate further resources.

## **Level 2**

Sexual harassment or dating violence complaints which include a pattern of harassment, stalking, physical or emotional intimidation, non-homicidal threats (see Level 3), and fear for safety on the part of the reporting student. The goal of Level 2 is to assess how best to approach each student with the hope of de-escalating violence and with an outcome of helping the aggressor deal with and change behavior.

1. Complaints are reported to a Principal who files an incident report and informs the Superintendent.
2. At this level there is a need to establish the physical safety of the victim. The Principal will determine at what point to notify parents/guardians or to make a referral to the police.
3. The incident may be referred to the Child Study Team, where a plan of intervention will be formulated by the Principal, student, student's family/guardian and essential staff members which ensures the student's safety.

## **Level 3**

Sexual harassment or dating violence involving physical harm which rises to the level of criminal assault, threats of homicide or suicide (particularly by a known violent person), violation of an existing restraining order, or an act of sexual assault or rape. The goal of Level 3 is to intervene immediately in a violent situation, interrupt serious threats of harm to self or others, involve police in appropriate situations and to assist students with further services (medical/psychological).

2. Complaints are reported to a Principal who discusses the situation with the Principal. At this level there is a need to ensure the physical safety of the victim.
3. The Principal contacts the police and the students' parents/guardians. A court advocate may be notified if necessary.
4. Students may be referred to the Child Study Team.

### **Parents and students should be aware of their rights.**

If they have any concerns, they may refer complaints or grievances regarding compliance to the Title IX or Chapter 622 coordinator, the Office of the Superintendent of Schools, 290 Castle Road, Nahant, MA 01908 (781) 581-1600).

Title IX of the 1972 Education Amendment prohibits sex discrimination in the programs, policies and practices of education. Chapter 622 of the General Laws Acts of 1971 states that "no person shall be excluded from or discriminated against in admission to a public school of any city or town, or in obtaining the advantages, privileges and courses of study for such public school on account of race, gender identity, color, sex, sexual orientation, religion or national origin."

All persons associated with the Nahant Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

The Nahant Public Schools strictly enforces a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees, by anyone, including any fellow student, teacher, supervisor, co-worker, vendor, or other third party, as such conduct is contrary to the mission of the Nahant Public Schools and its commitment to equal opportunity in education and employment.

The Nahant Public Schools will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual's school or work performance or that creates an intimidating, hostile, or offensive work or school environment.

Because the Nahant School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- A. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or educational development.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

## **Appendix E**

**McKinney-Vento Homeless Education Assistance Act** ~ The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The Nahant Public Schools (NPS) shall ensure that every effort is made to comply with this legislation.

### ***Definition***

NPS is in compliance with the Massachusetts Department of Education (DESE) which has adopted Section 725 (2) of Act regarding the definition of homeless children and youth:

- Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping

accommodation for human beings.

This definition shall include:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement (temporary, transitional or emergency placements);
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- unaccompanied youth – a youth not in the physical custody of a parent or guardian.

### ***Liaisons***

The McKinney-Vento Act requires the every school district to designate a staff person to serve as the Homeless Education Liaison whose role is to assist homeless students enroll in school, remove all barriers to enrollment, ensure that homeless students receive the educational services for which they are eligible and have access to all school activities and events. This liaison may have other duties within the school district. The liaison for the Nahant Public Schools is the school principal. He/she may be reached at 781-581-1600.

### ***Enrollment***

The Nahant Public Schools will immediately enroll (students attend class) homeless students in school, even if they do not have the documents usually required for enrollment – such as school records, medical records, proof of residency, discipline records, or birth certificate. Furthermore:

- homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
- students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;
- The Homeless Education Liaison will assist students who arrive without records by contacting the previously attended school system to obtain the required records.

### ***Transportation***

The Nahant Public Schools shall ensure that transportation is provided according to state guidelines, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin:

- if the homeless student continues to live in the area served by the district in which the school of origin is located, that district must provide or arrange transportation according to the established school committee policy;
- if the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin; and
- if the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

### ***Access to Comparable Services***

Homeless students are to be provided services and education programs comparable to those received by



other students and for which they meet eligibility criteria, such as services provided under Title I or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; tutoring; MCAS remediation; homework assistance; referral to counseling; medical services; school supplies; and school nutrition programs. Homeless students will be enrolled immediately in the free breakfast and lunch program.

**NOTE:** To expedite the delivery of nutritional benefits, school officials may accept documentation that students are homeless from the local educational liaison or the director of homeless shelter where the students reside as the determination of eligibility for free lunch.

### ***Access to Preschool***

An important goal of McKinney-Vento is to offer homeless preschoolers the same opportunity to enroll, and attend and succeed in preschool as non-homeless preschoolers, thereby minimizing their educational disruption due to homelessness. The Nahant District Homeless Education Liaison and early care and education providers, including child development and preschool program personnel child care resource and referral agencies and other service providers, must coordinate and collaborate to review and revise practices, or policies that inadvertently act as barriers to the enrollment of homeless children in childcare and early education programs.

### ***Dispute Resolution***

If a dispute arises over school selection (school of origin or school in which homeless child is residing) or enrollment, the Nahant Public Schools will immediately enroll the homeless student – pending resolution of the dispute – and must provide the parent, guardian or unaccompanied youth with both a written statement of the school placement decision and a notice of the right to appeal the decision. The NPS shall refer the unaccompanied youth, parent or guardian to the Homeless Education Liaison, who will expeditiously carry out the dispute resolution process. Disputes which cannot be resolved within the district will be sent to the Massachusetts Department of Education, and the final decision in such a situation resides with Massachusetts Commissioner of Education

### ***Unaccompanied youth in state care or custody***

Unaccompanied youth are youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency. This definition includes youth living on the street, in inadequate housing, denied housing by their families, those who have left home voluntarily, even when their parent/s want them to return home, and youth doubled up with friends or relatives. Also, in collaboration with the Department of Social Services, MADOE has determined that children and youth in state care or custody who have been placed out of their homes into temporary, transitional, or emergency living placements are awaiting foster care placement and are therefore homeless. For example, Stabilization, Assessment and Rapid Reintegration/Reunification (STARR) Programs are short-term DCF placements that have replaced the temporary, transitional, or emergency housing previously provided by “bridge” homes, diagnostic assessment centers, and shelters, and as a result, placement in STARR Programs, both latency and adolescent, are considered temporary, transitional, or emergency homeless housing under the McKinney-Vento Homeless Assistance Act.

Unaccompanied youth or students in state care or custody who are awaiting foster care are entitled to the same educational rights and services; including transportation, under McKinney-Vento as any homeless child or youth in the care of their parent(s)/ guardian(s).

## Appendix E - Notification of Rights Under the Protection of Pupil Rights Amendment

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Nahant public schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Nahant Public School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Nahant Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in

the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Nahant Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Appendix F - Covid-19 Procedures and Protocols

### Covid -19 Overview

COVID-19 (coronavirus disease 2019) is caused by a novel virus. The virus that causes COVID-19 is thought to spread mainly from person to person, through respiratory droplets produced when an affected person, coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

#### SYMPTOMS

- Fever ( $\geq 100.0^{\circ}\text{F}$ ), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

Even mild symptoms could be indicative of a COVID infection.  
Co-infection with other pathogens is probable and possible.

#### DEFINITIONS

##### Isolation:

- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items like cups, towels, and utensils
- Wear a mask when around other people, if able

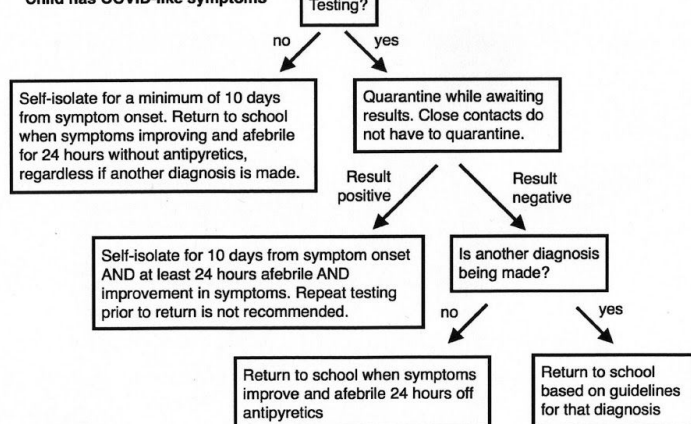
##### Quarantine:

- Stay home
- Stay away from high risk individuals

Source: CDC

## COVID & KIDS

#### Child has COVID-like symptoms



#### SCENARIOS

This handout is for use by Massachusetts pediatric health care providers (e.g. school nurses, pediatricians, nurses) to decide when Massachusetts students in grades preK-12 can return to school after having been exposed to a positive COVID case, having COVID-like symptoms, or both. This is for guidance only and does not replace individual clinical judgment. Note that each school district may have their own guidelines.

This handout was created by the Massachusetts Chapter of the American Academy of Pediatrics Task Force on School Reopening based on the guidelines published by the Massachusetts Department of Elementary and Secondary Education (DESE) updated September 2020 (<http://www.doe.mass.edu/covid19/online-desktop/protocols/protocols.docx>) and is available as an interactive tool that will continue to be updated at <https://forms.gle/QzBEUGV8FG42TILW6>.

#### Interactive Tool



#### DESE Guidelines



#### ABOUT

**TESTING SITES**

- Map: <https://bit.ly/32q76Yo>



- List: <https://www.mass.gov/doc/mass-covid-19-testing-sites/download>

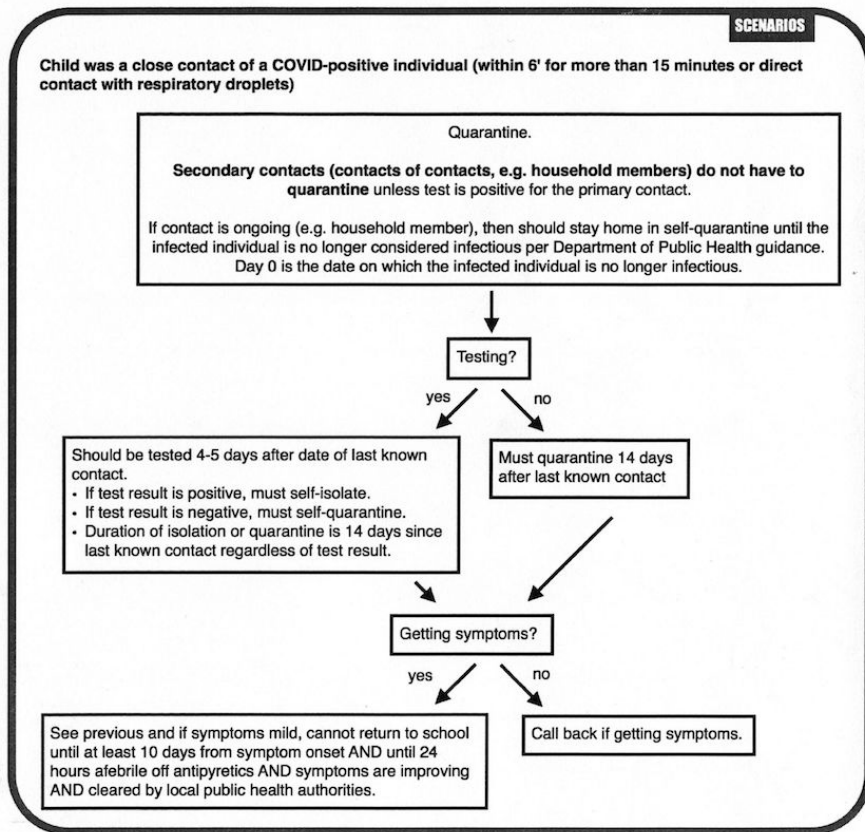


- Stop the Spread: <https://www.mass.gov/stopthespread>



## COVID & KIDS

American Academy of Pediatrics  
DEDICATED TO THE HEALTH OF ALL CHILDREN™  
The Massachusetts Chapter



Anyone can have mild to severe symptoms. **\*\*Current MDPH guidance is that ALL symptomatic individuals in MA, even with mild symptoms, should be tested for COVID 19.** The symptoms of COVID-19 are similar in children and adults; however it can look different in different individuals. People with COVID-19 have had a wide range of reported symptoms-ranging from no symptoms to mild symptoms to severe illness and symptoms may appear **2-14 days** after exposure to the virus.

### Staying Home from School

Students/Staff should not attend school if they have any of the following symptoms :  
Fever of 100.0F or above, chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, loss of taste or smell, unexplained rash, nausea, vomiting or diarrhea or the above combined with runny nose/congestion, or have. . .

- been given any fever reducing medication in the last 6 hours for any illness. (ex. Tylenol, Advil, Motrin)
- been in “close contact” with an individual diagnosed with COVID 19 or with symptoms of COVID 19
- been asked to self-isolate or quarantine by their doctor or a local public health official or contact tracer

- been tested for COVID 19 and are awaiting lab results
- been exposed to anyone with any of the above COVID 19 symptoms including but not limited to, fever, cough, sore throat, chills/body aches, new loss of taste or smell, headache
- traveled outside of Massachusetts in the last 14 days and not completed the steps outlined in the MA Travel Order Guidelines

<https://www.mass.gov/info-details/covid-19-travel-order>

Please refer to the [COVID 19 Return to School Protocol](#) if any of the above is present. Some students may require documentation before returning to school and contact with the School Nurse to review the guidelines. \*\*Current Massachusetts Department of Public Health guidance is that ALL symptomatic individuals in Massachusetts, even with mild symptoms, should be tested for COVID 19.

The *24-Hour Rule* still applies for ALL other illnesses, regardless of the diagnosis.  
*24 hours minimum without a fever* (without taking any fever reducing medications),  
*24 hours after receiving medications or antibiotics for the illness, 24 hours without nausea, vomiting, diarrhea (& tolerating solid foods for at least 2 meals)*

In addition to our **Johnson School Sick Child Guidelines** we have added the following COVID 19 procedures for a sick student or staff member, titled **COVID 19 Guidelines**.

The 24-Hour Rule still applies for ALL other illnesses, regardless of the diagnosis.

24 hours minimum without a fever (without taking any fever reducing medications),  
 24 hours after receiving medications or antibiotics for the illness,  
 24 hours without nausea, vomiting, diarrhea (& tolerating solid foods for at least 2 meals)

\*\* [LINK to COVID 19 Sick Student Guidelines](#)

## Mitigation Strategies : Creating a Culture of Health and Safety

A safe return to in-person school environments will require developing and maintaining strategies that create a culture of health and safety every step of the way.

Specifically, it is not one mitigation strategy but a ***combination*** of all these strategies taken together that will substantially reduce the risk of transmission.



# Health Screening ---- Masks ---- Physical Distancing ---- Hand Hygiene

## Health Screening [Ready for School Checklist for students Link](#)

Although not every person who has symptoms will have Covid 19, conducting a daily health screening, consisting of a series of simple questions, can help identify those who need medical care or follow up.

Parents will be asked to review the Ready for School checklist daily, prior to sending their child to school. Staff will be asked to review a staff checklist prior to coming to work. We will not be asking for a copy of the daily checklist. We are requesting that if your child or the staff member cannot affirm ALL of the screening questions that you do NOT come to school that day and you contact your primary care physician and follow the Johnson School Covid 19 guidelines and return to school protocol. When in doubt, stay home.

*Here's a snapshot of what the Ready for School Checklist looks like!*

**Ready for School Checklist!**

YES	My child seems well. There are no signs or symptoms of illness including, but not limited to: fever, cough, difficulty breathing, loss of taste or smell, fatigue, muscle aches, headache, sore throat, or other symptoms, body or muscle aches, nausea, vomiting, diarrhea, loss of appetite or weight, confusion, or any other symptoms that are not typical for your child.	NO
YES	I have not had to give my child any fever-reducing medication (e.g., Tylenol, Advil, Motrin, Aleve, Motrin, Motrin, Tylenol, or the like) and have for illness.	NO
YES	In the past 14 days, my child has not been exposed to anyone with any of the following symptoms: fever, cough, difficulty breathing, loss of taste or smell, fatigue, muscle aches, headache, sore throat, or other symptoms, body or muscle aches, nausea, vomiting, diarrhea, loss of appetite or weight, confusion, or any other symptoms that are not typical for your child.	NO
YES	In the past 14 days, my child has not been in close contact (within 6 feet for 15 minutes or longer) with anyone who has been diagnosed with COVID-19 or who has been exposed to COVID-19.	NO
YES	My child has not been recently diagnosed with COVID-19 or is not awaiting test results for COVID-19.	NO
YES	My child has not been recently asked to isolate or quarantine by a local public health official.	NO
YES	In the past 14 days, my child has not traveled to any high-risk areas or states as designated by the MA Department of Public Health.	NO
<b>All Yes? You're Good to Go! One No? It's Better to Stay Home!</b>		

You may answer YES to questions 3 & 4 if you have been in contact with the School Nurse and cleared to return to school.

• Students with a fever >100.0 OR who do not affirm ALL of the above screening questions should NOT return to school and should contact their Primary Care Physician for guidance.  
• Students who have traveled outside of MA must follow the Massachusetts Travel Order: <https://www.mass.gov/info-details/covid-19-travel-order>

## Masks

According to public health experts, one of the best way to stop the spread of COVID 19 and to keep members of our school community safe is the use of face masks or face coverings. A mask or face covering creates a simple barrier and is one of the recommended mitigation strategies recommended by the Massachusetts Department of Public Health. A mask helps contain the respiratory droplets from falling to the ground, on an individual, or on a hard surface such as a desk.

The mask is meant to protect other people in case you are infected. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask in public settings and when around people who do not live in their household.

A mask is not a substitute for physical distancing. You should continue to keep six feet between yourself and others while wearing a mask. Choose a type of mask (disposable or cloth) that is at least 2 layers and comfortable for you. It is helpful to try different types of masks at home and choose a mask that fits properly over your mouth and nose to avoid frequently readjusting the mask.

A fitted face covering that covers both the nose and mouth is required. Bandanas and masks with exhalation valves or vents and not allowed. The school will have backup masks when needed should a mask or face covering become soiled, broken, forgotten, or misplaced by students or staff. A face shield is not an acceptable form of mask or face covering.

CDC recommends that you [wear masks](#) in public settings around people who don't live in your household and when you can't stay 6 feet away from others. Masks should be cleaned at least daily and whenever visible signs of dirt are present. Wash cloth masks daily! They should be able to sustain machine washing and drying and not get damaged.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Masks help stop the spread of COVID-19 to others. For more on mask wearing, cleaning, Do's and Don'ts and other information please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do **NOT** wear masks intended for healthcare workers, for example, N95 respirators
- CDC does not recommend the use of gaiters or face shields. Evaluation of these face covers is on-going but effectiveness is unknown at this time.

All parents, visitors, students, and staff must wear a mask when they are on school grounds. The only exceptions are for students two years or younger, those with a disability that prevents the wearing of a mask, or in the case of an adult that is remaining in their vehicle on school grounds, during drop-off.

Students who are not wearing a mask will be reminded to put theirs on by their teacher.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## **Physical Distance**

Social/physical distancing should be practiced in combination with other everyday mitigation strategies to reduce the spread of COVID-19, including wearing masks, avoiding touching your face and/or mask with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

Social distancing, also called “physical distancing”, means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet ([about 2 arm's length](#)) from other people who



are not from your household in both indoor and outdoor spaces. Physical distancing will be a regular part of the entire school day.

## **Hand Hygiene**

Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal. Parents can help by teaching and modeling how to wash hands with soap and water or use hand sanitizer for 20 seconds at a time at home. Handwashing removes pathogens from the surface of the hands.

While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropanol) may be utilized when handwashing is not available. CDC. (2020). The use of hand sanitizer as part of hand hygiene recommendations per Massachusetts Department of Public Health will be available and encouraged for student and staff use throughout the school day.

DPH guidance can be located at:

<https://www.mass.gov/doc/handwashingsanitizer-guidance/download>

Hand Hygiene Recommendations. Available at

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

### **Additional mitigation strategies:**

- Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus.
- Assigned seating is important because it effectively creates even smaller groups within cohorts which minimize transmission.
- Disinfecting and cleaning of the school on a frequent and regular basis.

### **Protocol for violations of Physical Distance and Mask Policy:**

- First offense: Discussion of safe practices with the teacher; teacher may inform Principal and parents. The student is reminded of the importance of PPE for health and safety.
- Second offense: Teacher sends the student to the office. Discussion of safe practices with the Principal and the completion of a "think sheet" relative to PPE safety and health. P/G are informed.
- Third offense: The student is sent to the office. The student meets with the principal. P/G are informed. The student may be required to work remotely for up to two weeks.
- Additional offenses: The student is sent to the office. The student meets with the principal. P/G are informed. The student will work remotely for two weeks.

## Management of children with COVID19 Symptoms in School

Although families are the most important first line of defense for monitoring symptoms at home, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact. People with COVID 19 have had a wide range of symptoms ranging from mild symptoms to severe illness and some people have shown no symptoms at all. Symptoms of COVID 19 may appear 2-14 days after an exposure to a person who is infected with the virus.

Johnson School staff will follow a protocol for sending a student to see the nurse for injuries, medication and illness related medical conditions. Students with symptoms of illness will be sent to the Medical Waiting Room for evaluation by the school nurse according to Department of Early and Secondary Education protocols (DESE).

**Snapshot of DESE protocol for Students who are symptomatic at home. [LINK to the DESE document](#)**

**Snapshot of DESE protocol for students who are symptomatic at school. [\\*\\*LINK to the DESE document](#)**

### Protocol: Student is symptomatic at school

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact. (Note: This will require training for teachers.)
2. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
3. Teacher calls the nurse or school medical point of contact to inform them that they have a possible case. Nurse or school medical point of contact comes to get the student from class.
4. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: "Most common symptoms of COVID-19").
  - a. **IF ANY SYMPTOM:**
    - i. Place the student in the designated medical waiting room. This space must be supervised. If feasible given space and staffing constraints, schools are encouraged to provide individual students with their own waiting room. If more than one student is in the same waiting room at a time, each student must be at least 6 feet apart (and should be spaced as far apart as possible) and wearing a surgical mask (non-N95 and non-cloth) while in the medical waiting room.<sup>24</sup> If a student does not already have a surgical mask, the school should provide one. Schools must also be equipped with the PPE for the staff involved with supervision of the waiting room. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.

### **Dismissals by the Nurse:**

Parents/Guardians will receive a call from the nurse or medical point of contact to dismiss a child with symptoms of COVID 19 per DESE guidelines. Parents/Guardians should make arrangements ahead of time with their emergency contacts in case it is necessary for their child to be picked up from school due to an illness **within 30-60** minutes of being contacted. Children with symptoms of illness or COVID 19 will remain

in the Medical Waiting Room with an attendant until dismissed. There may be multiple students in the medical waiting room at one time with the attendant all while remaining 6' apart.

A dismissal form with COVID 19 testing sites and recommendations for follow up with the child's primary care physician will be attached. Also included will be a COVID 19 Return to School Protocol with specific instructions on how to proceed and what documentation is required. Current MDPH guidance is that all symptomatic individuals in MA, even those with mild symptoms, should be tested.

**COVID-19 Return to school protocol: [LINK](#)**

## Additional Health Requirements

### Massachusetts Travel Order

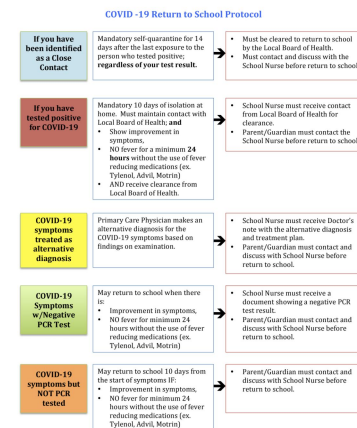
Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow new travel orders. The Commonwealth has made great progress to slow the spread of COVID-19 and gradually re-open the economy, and all visitors have a responsibility to help us keep transmission levels as low as possible.

All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to Complete the [Massachusetts Travel Form](#) prior to arrival, unless you are visiting from a lower-risk state designated by the [Department of Public Health](#) and Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts [COVID-19 Travel Order](#)

### Physical Exams, Immunizations and School Health Screenings:

The requirements for physical examination of students states that an in-person physical exam is required for students entering school for the first time (typically PK or K) and this should be conducted one year before or within 90 days of school start. A student who is transferring from another school system shall follow the guidelines for students entering school for the first time. For students in grade 4, the physical exam may be conducted within 120 days of school start.

<https://www.mass.gov/info-details/covid-19-public-health-guidance-and-directives>



The **NEW Influenza vaccine requirement** begins with the 2020-2021 school year. Influenza vaccine is always important to receive to reduce the risk of getting sick with influenza, reduce the severity of disease if one does get sick due to influenza, as well as preventing the spread of influenza to others. During the COVID 19 pandemic, influenza vaccine will be especially critical to reduce the overall impact of respiratory illness on the population, protect the most vulnerable populations from severe illness, and decrease the overall burden on the healthcare system. Students in PreSchool through Grade 12 will be required to receive influenza vaccine for the current flu season for school attendance unless they have a medical or religious exemption by December 31, 2020. This applies to all Massachusetts students enrolled in PK-12, regardless of whether the district is providing instruction in person, or remote learning models. <https://www.mass.gov/news/flu-vaccine-now-required-for-all-massachusetts-school-students-enrolled-in-child-care-pre>

Annual School based health screenings for Vision, Hearing, Height and Weight and Postural screening remain suspended per the MDPH Order issued on April 28, 2020. The MDPH will provide guidance for resuming health screenings.

## **Logistics and Facility Use**

### **Building Access**

Student access to the school building is only through the two designated entrances at drop off in the morning, Doors 4 and 12. All visitors to the building must enter through the main office by Ms. April and be cleared using our health screening. At no time are students, parents, or visitors allowed to enter any door or entrance on their own.

### **Visitors**

All necessary visits to the building must be scheduled in advance, with the individual that you will be meeting with. Forms and paperwork may be left in the Main Office using our new window, which has been updated to meet COVID-19 safety guidelines.

If it is determined that a face-to-face meeting or medication drop off is required the visit must be scheduled in advance and health screening must be completed at home and upon arrival to the main office.

### **Dropping off items at school once school has begun**

We must limit the number of items and trips to the school each day to drop off items from home that were forgotten. Please remember to send snack, lunch, a clean water bottle, a mask (and a back up if possible) and any necessary homework or other classwork with your child each morning before school.

### **Morning Arrival**

Students may be on the school grounds beginning at 7:45 am. All students and parents must wear masks while on school grounds, unless they are in a vehicle.

Students will wait outside, with social distance, from 7:45-7:50. At 7:50 they will enter the building. There is no supervision of students before 7:45.

### **Water bottles/Water fountain restrictions**

Clean water bottles should be sent in with each student and may be filled at the bottle filling station or at the classroom sink.

### **In-school travel**

Students will enter the building through Door 12 and Door 4 and proceed to class. The Doors will be held open by staff members. The stairwell at Door 12 is an “up only” stairwell. The stairwell near the mural and Door 11 is a “down only” stairwell.

Hallway access and use will be limited to necessary trips to the bathroom and main office if needed. Hallways are divided in two sides. Students and staff are to travel on the “right” side of the hallway, as indicated by arrows on the hallway floor.

### **Rest rooms**

Students in school are to use the bathroom that is assigned to their grade level. PreK and Kindergarten students will only use the bathroom that is connected to their classroom. First and second graders will only use bathrooms on the bottom floor, or the bathroom in the nurse’s office. Students in grade 3-6 will use bathrooms on the top floor.

### **Lunch and snack break**

At the start of the school year we will have lunch outside on the grass, or inside during inclement weather. Students will take their masks off and sit at least 6’ apart.

Students will be able to play together with masks, or go to the mask break area and read or talk, from a social distance (6+ feet). We are also building a set of activities that students can take part in independently.

**No nut or nut products will be allowed in your child’s snack OR lunch to avoid the risk of contamination of surfaces and exposure of an allergen to a child with Life Threatening Allergies.** Please read and review the Nurse’s forms in your child’s First Day Packet sent home for signatures.

### **Remote Learner Expectations**

Remote learners will start the day by giving a brief response to the morning message in the Google Classroom stream. This will serve as our attendance-taking procedure. Remote learners will be expected to complete the work as assigned by the classroom teacher, and will be graded and assessed using the same standards as in-school students.

Each day remote learners will have a mandatory meeting with their classroom teacher, lasting between 15 and 30 minutes. Students will be expected to attend this meeting in order to review assignments and participate in live instruction.

Students who benefit from live instruction, or who are not meeting expectations, will be able to attend additional tutoring sessions with a remote support teacher. Depending on their level of independence, they may be required to attend these remote support sessions.

### **Lunch and Recess**

We will have lunch and recess during this school year. At the start of the school year we will have lunch outside on the grass, or inside during inclement weather. Students will take their masks off and sit a distance away from one-another. We have ordered 100 hula hoops to help with this! All students will go outside, and those that have a school lunch will pick it up at Door 3, the double red doors that lead to the cafeteria.

We will also have recess. Students will be able to play together with masks, or go to the mask break area and read or talk, from a social distance (6+ feet). We are also building a set of activities that students can take part in independently.

### **Emergency Procedure Drills**

Emergency drills will be conducted as necessary by state guidelines with attention to current COVID-19 protocols and physical distancing.

### **Evacuation - Fire Drills**

As is typical, students will exit the building in an orderly and expeditious fashion. During drills and emergencies, students and staff may use the “up staircase” to travel down, as well both sides of the hallway to allow for a quick and orderly exit while maintaining a safe physical distance from others. They will proceed up Castle Road, forming lines and stretching up the road as far as necessary to maintain safe physical distances and while keeping masks on.

### **Student and Family Education:**

Three videos from the National Association of School Nurses are available and encouraged for parents to watch with their children. *Washing Your Hands, Wearing*

## **Appendix G - School Committee Face Covering Policy**

File: EBCFA

### **FACE COVERINGS**

The Nahant Public Schools is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Face coverings can be disposable or reusable and will need to: fully cover the nose and mouth and secure under the chin, be made with at least 2 (two) layers of breathable material, fit snugly but comfortably against the side of the face, and secured with ties or ear loops. Based on guidance from health authorities neck gaiters, open-chin triangle bandanas, and face covering containing valves, mesh material, or holes of any kind will not be considered appropriate face coverings.

Individuals may be excused from the requirement of wearing a face covering for the following list of reasons, per CDC guidance and verified by a medical professional.

The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

Masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. If a physician exempts a student from wearing a mask an alternative protection system, procedure, or device will be used which may include but

not be limited to wearing a face shield. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 - <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>  
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Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>



Commonwealth of Massachusetts – Mask Up MA! – <https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC – August 2020

First Reading: 8/11/2020

“No matter where I wander, no matter where I’ll be,  
I’ll always have memories of my school by the sea.”

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