

# Joseph Osgood School

## Family Handbook

### 2021-2022



210 Sohier St.  
Cohasset, MA 02025  
781-383-6117  
[www.cohassetk12.org](http://www.cohassetk12.org)

The Cohasset Public Schools policy of nondiscrimination shall apply to the District's students, staff, and families, and shall extend to the District's dealings with the general public and those with whom it does business, in accordance with applicable law. No individual shall be discriminated against in admission, employment, or access to educational opportunities, courses of study, programs, activities, or facilities of the Cohasset Public Schools on the basis of actual or perceived race, color, ethnicity, national origin, ancestry, immigration status, religion, creed, sex, sexual orientation, gender, gender identity or expression, genetic information, veteran status, U.S. uniformed military service member status, disability, age (student age eligibility requirements excepted), homelessness, marital or parental status, pregnancy or pregnancy related condition, or any status or characteristic protected under applicable federal, state or local law. Cohasset Public Schools is an equal opportunity employer. Any complaint of a violation of the District's nondiscrimination policy should be directed to the Superintendent of Schools or to the relevant District Officer or Coordinator (e.g., Title VI, Title VII, Title IX, ADA, Section 504, McKinney-Vento).

## Table of Contents

|   |           |
|---|-----------|
| <b>Letter to Families</b>   | <b>4</b>  |
| <b>Cohasset Public Schools Guiding School Committee Policies</b>  | <b>5</b>  |
| <b>Notice of Equal Opportunity</b>  | <b>5</b>  |
| Abbreviated Reference to the Legislation and Specific Criteria of Civil Rights Laws, and<br>School and District Coordinator Information | 6         |
| <b>Cohasset Public Schools Mission, Vision, &amp; Core Values</b>   | <b>8</b>  |
| <b>Cohasset Public Schools Equity Vision Statement</b>  | <b>8</b>  |
| <b>Staff Directory</b>  | <b>9</b>  |
| <b>District Calendar</b>  | <b>15</b> |
| <b>School Attendance</b>  | <b>16</b> |
| Absences  | 16        |
| Tardies and Early Dismissals  | 16        |
| Family Vacations  | 16        |
| Notification of Absences and Tardies  | 17        |
| <b>Media Release</b>  | <b>17</b> |
| <b>Technology Network Access &amp; Acceptable Use Policy</b>  | <b>17</b> |
| <b>Dress Code</b>   | <b>17</b> |
| <b>Personal Items at School</b>   | <b>17</b> |
| Electronic Devices  | 18        |
| Toys, Fidgets, & Gum  | 18        |
| <b>Drop-Off Procedures for Student Items</b>  | <b>18</b> |
| <b>Lost and Found</b>   | <b>18</b> |
| <b>Communication</b>  | <b>18</b> |
| <b>Curriculum</b>   | <b>19</b> |
| <b>Homework</b>   | <b>19</b> |
| <b>Assessment &amp; Progress Reports</b>  | <b>19</b> |
| Assessment  | 19        |
| Progress Reports  | 20        |

|  |           |
|--|-----------|
| <b>Field Trips</b>                         | <b>20</b> |
| <b>Volunteers and Chaperones</b>           | <b>20</b> |
| <b>Community Involvement Organizations</b> | <b>20</b> |
| <b>Lunch Program</b>                       | <b>21</b> |
| <b>Classroom Snacks</b>                    | <b>21</b> |
| <b>Health Services</b>                     | <b>22</b> |
| <b>Safety Plan</b>                         | <b>23</b> |
| <b>School Culture</b>                      | <b>23</b> |
| <b>Social Emotional</b>                    | <b>24</b> |
| <b>Code of Conduct</b>                     | <b>27</b> |
| Expectations for Behavior                  | 27        |
| Inappropriate Behaviors                    | 28        |
| Possible Consequences                      | 28        |
| Bullying Policy                            | 29        |

## Letter to Families

Dear Osgood Families:

The Joseph Osgood School is an early childhood education program serving students in pre-kindergarten to grade two, our faculty and staff extend a warm welcome to you and your family! We have approximately four hundred students in attendance, provide full-day and part day kindergarten and provide a rigorous learning environment while being mindful of the developmental breadth of our student body.

The motto of The Osgood Elementary School is “It’s Who We Are and What We do!”, we teach all members of our community to:

- Be Safe
- Be Respectful
- Be Responsible

With this in mind please review this handbook so that you are familiar with expectations for our students.

We hope that the Osgood Parent Handbook will be a useful reference for reviewing school and district policies and procedures, it is tailored to the Joseph Osgood School; for a comprehensive guide to district policies and procedures, please reference the [Cohasset Public Schools District Student/Parent Handbook](#). We will make every effort to keep parents informed through additional communications such as the school newsletter, website, and social media such as Twitter (@JOsgoodppal) and Facebook (Osgood Elementary Updates). It is our belief that an effective partnership between home and school is essential to student success.

We look forward to welcoming you and working with you as partners in your child’s education. Please call the school office if we can be of assistance to you at any time. Have a happy, healthy, and productive school year!

Sincerely,

Lisa M. Farrell, Principal

## **School Committee Policies**

Guiding policies for the Cohasset Public Schools are set by the School Committee and can be accessed in the [Policy Manual](#) on the district website.

## **Notice of Equal Opportunity**

The Cohasset Public Schools reaffirms that they do not discriminate based on race, color, religion, sex, national origin, age, disability or sexual orientation in admission to, access to treatment in or employment in its programs or activities. Consistent with M.G.L. Chapter 76, Section 5, the Cohasset School District also affirms the commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age disability or sexual orientation. Any harassment based on sex, race, national origin, religion, age, disability or sexual orientation will not be tolerated and will be punishable to the full extent of the law.

If you should have any questions about the district's policy, please feel free to contact the Director of Student Services. She has been designated to respond to your inquiries and to be the district's Equal Opportunity, Title IX, Section 504, and Americans with Disabilities (ADA) Coordinator. The Director of Student Services can be reached at (781) 383-6104.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violations to any staff member in the Cohasset Public Schools. He/she will notify the building Principal or grievance coordinator. The building Principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced by the school district investigators in each area, within a reasonable period of time. The building principal will issue their decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity, Title IX, Section 504, ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the Principal's decision.
3. The Equal Opportunity, Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days

after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Superintendent of Schools or the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack POICH, Room 222, Boston, MA 02109-4557.

**Abbreviated Reference to the Legislation and Specific Criteria of Civil Rights Laws, and  
School and District Coordinator Information**

| <b>Law</b>   | <b>Coordinator</b>  |
|--|---|
| <b>Title VI of the Civil Rights Act of 1964</b> – prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.   | Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104  |
| <b>Title IX of the Education Amendments of 1972</b> – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.   | Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104<br>Assistant Superintendent: Dr. Leslie Scollins, 781-383-4210   |
| <b>Title I of the Americans with Disabilities Act of 1990</b> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.                              | Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104  |
| <b>Title II of the Americans with Disabilities Act of 1990</b> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities. | Director of Student Services, Ms. Barbara Cerwonka, 781-383-6104  |
| <b>Section 504 of the Rehabilitation Act of 1993</b> – prohibits discrimination, exclusion from participation, and denial of benefits based on disability.   | District – Mrs. Barbara Cerwonka<br>781-383-6104<br>Osgood – Mr. David Vinton<br>781-383-6117<br>Deer Hill – Ms. Robyn Costa<br>781-383-6115<br>Middle School – Dr. Kathryn Salas<br>781-383-6100<br>High School – Ms. Tara Noyes<br>781-383-6100 |
| <b>Massachusetts General Laws, Ch. 76, S.5</b>   | Director of Student Services, Ms. Barbara   |

|  |   |
|--|---|
| – prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.                                       | Cerwonka, 781-383-6104  |
| <b>Title I of the Elementary and Secondary Education Act of 1965</b> – designed to help disadvantaged children meet challenging content and student performance standards. | Dr. Leslie Scollins<br>Assistant Superintendent<br>781-383-4210       |
| <b>603 CMR 4600</b> – governs the use of physical restraint on students in publicly funded schools.  | Mrs. Barbara Cerwonka<br>Director of Student Services<br>781-383-6104 |
| <b>McKinley-Vento Act</b> - Homeless   | Mrs. Barbara Cerwonka<br>Director of Student Services<br>781-383-6104 |

Cohasset Public School policy, AC, “Nondiscrimination” states, “Individuals who have a complaint or feel they have been discriminated against because of race, color, gender, religion, national origin, sexual orientation and disability, should register their complaint with the Title IX compliance officer.” The above references laws and coordinators indicate whom individuals should contact in the event they feel they have been victims of discrimination.

If any individual associated with the Cohasset Public Schools feels discriminated on the basis of race or national origin (Title VI), gender (Title IX) or disability (Section 504), s/he may file a complaint with the appropriate school or district coordinator.

**Grievance Decision APPEALS: Dr. Patrick Sullivan, Superintendent, 781-383-6111**



## **Cohasset Public Schools Mission, Vision, & Core Values**

### **Cohasset Public Schools Mission**

Cohasset Public Schools places students first. We provide an optimal teaching and learning environment by cultivating empathy, global citizenship, agency, inclusivity, and community engagement to empower students to realize continuous personal growth and achievement.

### **Cohasset Public Schools Vision**

Empower students to improve communities.

### **Cohasset Public Schools Core Values**

#### **Placing Students First**

- Create and maintain an environment that places students first and is focused

#### **Continuous Personal Growth and Achievement**

- Encourage students to achieve their full potential socially, emotionally, and academically
- Empower students to embody equity, cultural responsiveness, inclusivity, empathy, and global citizenship
- Support students in developing agency (to act independently and make their own free choices) with an innovative and creative mindset

#### **Creating an Optimum Teaching & Learning Environment**

- Provide personalized learning experiences that foster student voice, advocacy, and real-world application
- Create a safe, compassionate, and empathetic learning environment to ensure every student feels included, valued, and respected in the school

#### **Strong School - Community Engagement**

- Cultivate an environment of open communication, engagement, and collaborative learning opportunities among home, school, and community

#### **Utilization of Resources to Support the Teaching, Learning, & Leading**

- Support optimal teaching, learning, and leading through responsible funding that provides academic excellence, appropriate staffing, state of the art facilities, and quality instructional materials

## **Cohasset Public Schools Equity Vision Statement**

We believe that educational equity means that every child receives what she/he/they need to develop her/his/their full academic and social potential in order to thrive in a global community. We are committed to ensuring that every individual who enters Cohasset Public Schools feels included, valued, and respected.

## Staff Directory

Joseph Osgood School Main Line: 781-383-6117

Fax: 781-383-0255

| Name                                 | Ext. | Email                          |
|--------------------------------------|------|--------------------------------|
| <b><u>Office</u></b>                 |      |                                |
| Lisa Farrell, Principal              | 4300 | LFarrell@cohassetk12.org       |
| Lisa Gowell, Secretary               | 4301 | LGowell@cohassetk12.org        |
| Sandra Crough, Nurse                 | 4303 | SCrough@cohassetk12.org        |
| Kelli Gildea, Nurse                  | 4303 | KGildea@cohassetk12.org        |
| David Vinton, Adjustment Counselor   | 4306 | DVinton@cohassetk12.org        |
| Laurie Dolan, Adjustment Counselor   | 4232 | LDolan@cohassetk12.org         |
| Alyson Doyle, School Psychologist    |      | ADoyle@cohassetk12.org         |
| Aleisa Gittens-Carle, METCO Director | 4305 | AGittens-carle@cohassetk12.org |
| Atisha Winslow, METCO                | 4305 | AWinslow@cohassetk12.org       |

|                       |      |  |
|-----------------------|------|--|
| <b><u>Grade K</u></b> |      |  |
| Kristi Capobianco     | 4102 | KCapobianco@cohassetk12.org  |
| Michelle Curtin       | 4106 | MCurtin@cohassetk12.org  |
| Devin Guerard         | 4115 | DGuerard@cohassetk12.org   |
| Stephanie Kennedy     | 4159 | SKennedy@cohassetk12.org   |
| Beth Owens-Rigby      | 4174 | <a href="mailto:BRigby@cohassetk12.org">BRigby@cohassetk12.org</a> |
| Meg Stillman          | 4164 | MStillman@cohassetk12.org  |
| <b><u>Grade 1</u></b> |      |  |
| Colleen Gibson        | 4247 | CGibson@cohassetk12.org  |
| Lee Harms             | 4241 | LHarms@cohassetk12.org   |
| Jennifer McPhillips   | 4248 | JMcphillips@cohassetk12.org  |
| Gina Steele           | 4243 | GSteele@cohassetk12.org  |
| Allison Sullivan      | 4237 | ASullivan@cohassetk12.org  |
| Caitlin Carabba       | 4252 | CCarabba@cohassetk12.org   |

|                                   |      |                            |
|-----------------------------------|------|----------------------------|
| <b><u>Grade 2</u></b>             |      |                            |
| Diane Barbieri                    | 4212 | DBarbieri@cohassetk12.org  |
| Stephanie DeLeo                   | 4205 | SDeleo@cohassetk12.org     |
| Meghan Endrusick                  | 4216 | MEndrusick@cohassetk12.org |
| Lauren Linde                      | 4206 | LLinde@cohassetk12.org     |
| Laura Uhlar                       | 4201 | LUhlar@cohassetk12.org     |
| <b><u>Specialist Teachers</u></b> |      |                            |
| Felicia Frank, Art                | 4268 | FFrank@cohassetk12.org     |
| Sarah Kane, Music                 | 4176 | SKane@cohassetk12.org      |
| Mrs. Kristen Lewis, Music         | 4176 | KLewis@cohassetk12.org     |
| Leslie Diminnie, Library          | 4276 | LDiminnie@cohassetk12.org  |
| Rebecca Lehr, Technology          | 4183 | RLehr@cohassetk12.org      |
| Kevin Dykas, Physical Education   | 4308 | KDykas@cohassetk12.org     |

|                                       |      |                            |
|---------------------------------------|------|----------------------------|
| <b><u>Special Education/ESPs</u></b>  |      |                            |
| Mrs. Catherine Breen, SPED Team Chair | 4154 | CBreen@cohassetk12.org     |
| Dr. Jacqueline Potter, BCBA-D, LABA   | 4304 | JPotter@cohassetk12.org    |
| Lisa Ripley, STARS                    | 4294 | LRipley@cohassetk12.org    |
| Sarah Cucinatto, Teacher              | 4286 | SCucinatto@cohassetk12.org |
| Lauren Winter, Teacher                | 4289 | LWinter@cohassetk12.org    |
| Monique Morgano, Speech               | 4210 | MMorgano@cohassetk12.org   |
| Christina Doble, Speech               | 4210 | CDoble@cohassetk12.org     |
| Anne Bloomer, OT                      | 4294 | ABloomer@cohassetk12.org   |
| Marianne Menesale, PT                 | 4294 | MMenesale@cohassetk12.org  |
| Kristin Astley, ESP                   |      | KAstley@cohassetk12.org    |
| Robert Baum, ESP                      |      | RBaum@cohassetk12.org      |
| Victoria Cifuni, ESP                  |      | VCifuni@cohassetk12.org    |
| Susan Donahue, ESP                    |      | SDonahue@cohassetk12.org   |
| Carolyn Farrell, ESP                  |      | CFarrell@cohassetk12.org   |
| Aimee Gibbons, ESP                    |      | AGibbons@cohassetk12.org   |
| Jillian Gilmartin, ESP                |      | JGilmartin@cohassetk12.org |
| Julie MacNeil, ESP                    |      | JMacneil@cohassetk12.org   |
| Emily Malone, ESP                     |      | EMalone@cohassetk12.org    |
| Judith Schmitt, ESP                   |      | JSchmitt@cohassetk12.org   |
| Emily Simpson, ESP                    |      | ESimpson@cohassetk12.org   |
| Jill Spano, ESP                       |      | JSpano@cohassetk12.org     |

|   |      |  |
|---|------|--|
|   |      |  |
| <b><u>PreSchool</u></b><br><br>Michelle Joyce, Teacher<br><br>Michelle Christian<br><br>Anna Grudinskas<br><br>Deirdre Hobson | 4298 | MJoyce@cohassetk12.org<br><br>MChristian@cohassetk12.org<br><br>AGrudinskas@cohassetk12.org<br><br>DHobson@cohassetk12.org |
| <b><u>Reading Specialist</u></b><br><br>Elizabeth Deininger   | 4258 | EDeininger@cohassetk12.org   |
| <b><u>Math Specialist</u></b><br><br>Marcia Campbell  | 4254 | MCampbell@cohassetk12.org  |
| <b><u>Technology Integration Specialist</u></b><br><br>Cassandra O'Brien  | 4254 | CObrien@cohassetk12.org  |
| <b><u>Activity Aide</u></b>   |      |  |
| <b><u>Custodians</u></b><br><br>Ted Holland<br><br>Al LaFountain  |      | THolland@cohassetk12.org<br><br>ALafountain@cohassetk12.org  |

|                                    |      |                             |
|------------------------------------|------|-----------------------------|
| Noah Pescatore                     |      | NPescatore@cohassetk12.org  |
| <b><u>Cafeteria</u></b>            |      |                             |
| Marilyn Haraden, Food Service Dir. | 4153 | MHaraden@cohassetk12.org    |
| Carrie Brown                       | 4153 | CBrown@cohassetk12.org      |
| Bobbi-Jo Hamilton                  | 4153 | BHamilton@cohassetk12.org   |
| Anne-Marie Papasodero              | 4153 | APapasadero@cohassetk12.org |

## District Calendar

The district calendar can be accessed and downloaded by clicking [here](#).

## Arrival and Dismissal

Start Time: 9:10 am

Dismissal: 3:30 pm

Half Day: 1:20 pm (lunch is served)

Early Dismissal: 12:15 pm (no lunch is served)

### Arrival

Doors open at 9:10 each morning. No supervision is provided before this time. Students are not permitted in the building before 9:10 unless they have a scheduled meeting or event. All students who arrive after 9:20 are tardy and must check in at the office for a late slip before going to class.

### Dismissal

**Notes:** Students who are being picked up by an alternate person by car (i.e., for a playdate) must bring a note to school. Students who have a change in plans (i.e., a typical bus rider who is walking home or getting picked up by a parent) need to bring in a note. However, if an unexpected change of plans occurs during the school day, please call the office to communicate that change before 2:30. While you are welcome to notify the classroom teacher, calling the office is important so that we can ensure the student and proper staff are notified. Teachers don't always have time to check email during the school day.

**Bus Riders:** Buses will unload and load in the front of the school. Please note that all bus riders are required to obtain a bus pass from the Central Office. Students may only ride the bus(es) to which they are assigned and must get off at their stop; exceptions will only be made in case of emergency and must be pre-arranged by calling the Osgood office.

**Car Pick Ups:** Students being picked up by car must be dismissed through the front doors by the office. Students will be dismissed by supervising staff as cars pull forward.

**Walkers :** Walkers will be dismissed through the side doors of the school, by the cafe. All walkers will be dismissed by staff to an adult who is listed on the dismissal plan.

## School Attendance

Absence Line: 781-383-6117 (press 1 at the prompt), please call the office by 9:20.



## **Absences**

Absences will be excused under the following circumstances:

- After a doctor's appointment that is documented with an appointment card or a note from the doctor's or dentist office
- Observance of a religious holiday
- Bereavement
- Verified court summons

**Procedure:** Please call the absent line before 9:20 am in the event that your child will be absent or tardy. Your cooperation is appreciated. If your child is absent and it has not been reported, you will receive an automated courtesy communication via email from the school asking you to call for confirmation of the absence. This procedure promotes student safety by ensuring that we have accounted for all students.

## **Tardies and Early Dismissals**

A tardy is an arrival to school after 9:20 am. An early dismissal is a departure prior to 3:30 pm. For the purposes of school attendance records, a student must arrive at school before 12:20 pm to be considered "present." A student who begins the school day at 9:10 am must remain in school at least until 12:20pm in order to be considered "present." Refer to MGL Chapter 72, section 8: "A pupil who is not present during at least half of a session shall be marked and counted as absent for that session." Tardies and early dismissals will be excused under the following circumstances:

- After a doctor's appointment that is documented with an appointment card or a note from the doctor's or dentist office
- Observance of a religious holiday
- Bereavement
- Verified court summons

**Procedure:** All students who arrive after 9:20 must check in at the office for a late slip before going to class. For dismissals, please come to the front office to sign out your student.

## **Family Vacations**

Joseph Osgood School considers that its first responsibility to students is to provide them with an education and that attendance in school is the responsibility of the family. In that regard, the school discourages absences due to family vacations. If an absence from school is due to a family vacation, teachers will not be expected to provide school work in preparation for the

absence. Students may be provided with make-up work upon their return as deemed appropriate by the classroom teacher. Extended absences due to travel may result in unenrollment from school.

## **Media Release**

Many school-related activities are photographed for newspapers, our website, or social media. They may also be videotaped for public broadcasting. In order to protect your child's right to privacy, please carefully review the Parent/Guardian Permissions for Use of Student's Photograph, Likeness, and/or Voice that can be found on the Handbook Acknowledgement Form that is sent home for your review at the start of each school year.

## **Technology Network Access & Acceptable Use Policy**

Osgood students utilize and integrate technology into many aspects of their school day and are expected to demonstrate digital citizenship. There are three key features of our acceptable use policy for technology: we use technology as intended, we do not conduct inappropriate searches, and we do not use devices from home at school. Students are reminded of the school motto and their responsibility to act appropriately when using technology. More details on Technology Network Access and our district Acceptable Use Policy can be found in the [Cohasset Public Schools District Student/Parent Handbook](#).

## **Dress Code**

Dress code policy is determined by the Cohasset School Committee. Please reference the [Policy Manual](#) for more detail. Osgood nurses recommend appropriate shoes and clothing for physical education classes, recess activities, and weather.

## **Personal Items at School**

### **Electronic Devices**

Osgood strongly discourages students from bringing electronic devices including, but not limited to, cell phones, tablets, and wearable technology devices (i.e., Apple watches) that text/call/connect to the internet to school. We are not responsible for loss or damage to these items, and they **MUST** remain in students' backpacks for the duration of the school day. Students may not access or use these devices during the school day or on field trips. Any communication between students and their families must be placed via the classroom or office phone.

## **Toys, Fidgets, & Gum**

Osgood also strongly discourages students from bringing toys and fidgets to school. We are not responsible for loss or damage to these items, and they **MUST** remain in students' backpacks for the duration of the school day. Because we recognize that fidgets can support specific learning and social emotional objectives, there may be exceptions to this policy, the details of which must be documented in writing between the appropriate staff member and the student's family. Gum is not permitted to be brought from home, and exceptions for specific learning and social emotional objectives must similarly be documented between the appropriate staff member and the student's family.

## **Drop-Off Procedures for Student Items**

If families need to drop off forgotten items (i.e. a lunch, gym sneakers, homework, etc.) they are asked to bring them to the school office labeled with the student's name and to place the item in the window area in the front foyer. Thank you for understanding the importance of uninterrupted instructional time. We appreciate your help in minimizing classroom disruptions.

## **Lost and Found**

Articles of clothing, lunch containers, and other items found unattended around the school will be brought to the school office. If unlabeled they will be taken to the school's Lost and Found in the cafeteria, where they are displayed prominently. At various times during the school year students and families are reminded to check the Lost and Found. Before every school vacation, articles remaining in the Lost and Found are cleaned and donated to charity.

To avoid the loss of possessions, please label all clothing, lunch containers and any other items you deem appropriate. If something is of significant value, please do not send it to school.

## **Communication**

Communication is a key component to an effective home-school partnership. Families, teachers, and students must communicate efficiently and effectively in order to maximize student learning and provide an educational experience consistent with our mission and vision for Cohasset Public Schools. Forms of communication include conferences, e-mail, phone calls and written notes.

Conferences are offered two times during the school year, in October and March. Parents and guardians are welcome to request an appointment with their child's teacher(s) throughout the school year as necessary.

From time to time parents/guardians may feel that their child's needs are not being met adequately. They should make every reasonable effort to express such concerns to their child's classroom teacher and/or the specific subject/specialist teacher in order to work toward reasonable resolution of the matter before registering said concern with the principal. Should the principal receive a parent/guardian concern prior to this process or through other channels, the principal will defer the matter to the teacher before intervening. If attempts to reach resolution are not successful, the principal will, if asked, mediate the matter.

## **Curriculum**

Osgood implements a variety of curricular resources to support learning objectives through a standards-based approach. These standards are articulated by the Massachusetts Department of Elementary and Secondary Education in the curriculum frameworks. [Current frameworks](#) can be accessed on the DESE website. [Family-friendly guides](#) are also available on the DESE website.

## **Homework**

The purpose of homework is to reinforce, extend and/or enrich the learning that takes place during the school day. Individual teachers will communicate homework expectations for their classrooms. If parents find that their child is spending an extensive amount of time completing homework assignments, contact should be made with the classroom teacher and accommodations may be made.

### **Reading and Math**

Osgood students should be encouraged to read independently each evening for a minimum of 10 minutes. This extended reading can be related to classroom instruction, but should also include student-selected texts. Reading aloud to your child is encouraged as an important piece of your child's literacy development. Students should also practice math facts and math activities which support the building of a strong math foundation.

## **Assessment & Progress Reports**

### **Assessment**

Students participate in standardized testing and informal assessments on an annual basis as determined by the Cohasset School Committee, Superintendent, Assistant Superintendent for Curriculum and Instruction, and/or principal.

## **Progress Reports**

Osgood School is on a trimester reporting system and issues standards-based progress reports three times during the school year: December, March, and the last day of school. Dates for each term and the dates upon which report cards are sent home are listed on our school calendar on the school website.

## **Field Trips**

Field trips provide an opportunity to extend learning beyond the classroom. Permission slips must be signed by a parent/guardian prior to a field trip. A CORI check must be conducted for all parent chaperones/volunteers who may have direct and unmonitored contact with students while on a field trip as set forth in Mass. Gen. Laws Ch. 71, Section 38R. Permission Slips (also referred to as the Parental Permission, Release and Indemnification Agreement) will be provided by the school in advance of the trip. No student shall be denied participation due to inability to pay for a field trip.

## **Volunteers and Chaperones**

Parent volunteers have an important role at Joseph Osgood School. All volunteers must complete a CORI check prior to working with students in a capacity where they will have direct, unsupervised contact. This includes volunteers who wish to chaperone field trips. While many volunteer opportunities are coordinated through the PSO, classroom teachers may also request occasional assistance and/or volunteers may be coordinated through individual staff members (i.e. librarian) or the school office. Please be reminded that on any occasion when volunteering within the school, parents are required to sign in and out at the main office and to wear a visitor's badge or volunteer badge while in the school.

## **Community Involvement Organizations**

Parent and community involvement has many levels. In Cohasset, a number of different opportunities are available, two of which are outlined below:

### **PSO: Parent-School Organization**

Membership in the PSO is open to any parent in Cohasset who has a child attending the public schools. The main goal of the PSO is to facilitate communication among parents, faculty, administration, and staff for the benefit of the children. The PSO also organizes volunteers and actively raises funds throughout the year to support special curriculum enrichment activities and teacher grants for innovative instructional ideas, as well as school-based projects. More information can be found on their website: <http://www.cohassetpso.com/>

### **Cohasset Education Foundation (CEF)**

Founded in 1992, this group seeks to support the school district by raising private funds for the benefit of special projects the district may be unable to provide through the general budget. They provide generous grant opportunities for school faculty to enhance student learning. More information can be found on their website: <https://cohasseteducation.org/>

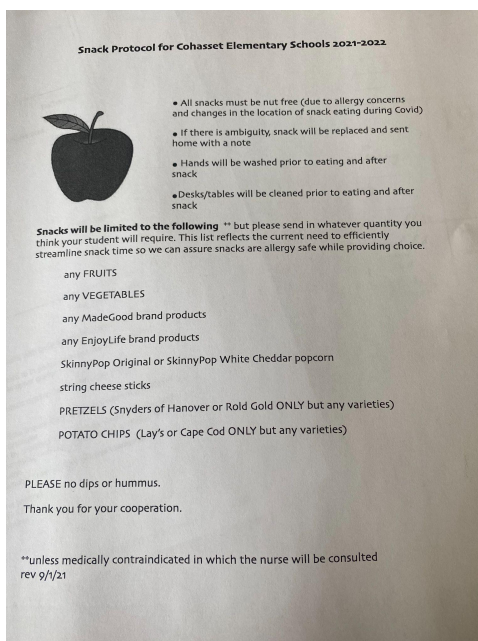
**Osgood Elementary School Council:** Established by law in June 1993, this Council meets monthly and serves to advise the principal on adopting educational goals for the school, identifying the educational needs of students, reviewing the school budget, and formulating a school improvement plan. Members of the council include the principal, teachers or other staff members, parents elected at-large, and selected members of the community.

## Lunch Program

For the 2021-22 school year, snacks and lunches are available to all students free of charge. The district website includes a section called [Nutrition and Lunch Program](#) for information about Food Services, including menus.

## Classroom Snacks

For the 2021-22 school year, snacks are also available to students free of charge. Additionally, Osgood welcomes students to bring a snack to school each day. These snacks must be peanut/tree nut free. Individual classrooms may have additional restrictions due to student needs in a given year. Please note that for the 2021-22 school year, only snacks listed below in the following graphic are approved. Please contact our school nurse if you have questions about appropriate choices.



## **Health Services**

Osgood has two part-time registered nurses on staff, Sandra Crough and Kelli Gildea. Parents should feel comfortable in communicating with the school nurse regarding any health-related matters via email or phone 781-383-6117, option 2.

### **Physical Examinations**

Physical examinations from your family physician are required in Grades K, 1, 4, 7, and 10. They are also required for any school year during which your child plays Middle/High School sports.

### **School Screenings**

Grades 3,4,5: Eye Exam

Grade 3: Hearing Screening

Grades 4: Height and Weight

Grade 5: Scoliosis Screening

### **Dispensing of Medication**

Any medication (prescription or over-the counter) administered to students during school hours requires a completed parental permission form. Forms are available in the nurse's office or from the district website. The medication must be delivered by a parent/guardian to the nurse's office in a properly labeled prescription bottle or in the manufacturer's labeled container. Students are not allowed to transport medication to or from school. Cough drops are considered medication. The first dose of any medication should be given at home for observation of an allergic reaction. A non-prescription medication may be given only for the condition indicated on the permission slip.

### **Allergies**

The health office should be made aware of all allergies in writing at the beginning of the school year. If a special accommodation is necessary for your child's allergy, your child's physician should complete the documentation outlining the accommodation needed. An individual health care plan can then be devised to implement the accommodation plan. Any student with a prescription for epinephrine should have a current epipen autoinjector supplied by the family available in the health office for his/her life-threatening allergy. Please access our district [Life Threatening Allergy Protocol](#) for more information.

### **Excusal from Physical Education/Modified Physical Activities**

If a student needs to be excused from physical education or engage in modified physical activities, a physician's note should be submitted to the health office indicating the extent of the injury and the duration of the limitation along with any other restrictions on student participation.

## **Safety Plan**

The staff and administration at The Osgood Elementary School are prepared for a variety of emergencies that may arise in the course of a school day. Selected staff members and the principal form the “Crisis Team” and are trained to respond quickly to an emergency according to protocol set forth by the Cohasset Public Schools Emergency Management Plan. All Osgood teachers and staff members are familiar with the emergency plan protocol. From time to time we will enact practice drills (fire, lockdown, evacuation, etc.) in order to keep procedures fresh in our minds and to help students understand their role in the event of an emergency. The principal will notify parents and guardians via email prior to a drill involving “lockdown” procedures. Parents will also be notified as soon as possible following the implementation of any of these procedures due to an actual event.

## **School Culture**

It is our goal to create a school-wide culture that is defined by our School Motto: Be Safe, Be Respectful, Be Responsible as well as the 5 core competencies of social and emotional learning defined by the Collaborative for Academic, Social, and Emotional Learning (CASEL). According to CASEL, “social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions” (<https://casel.org/what-is-sel/>).





### Self-Awareness

The ability to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."

- Identifying emotions
- Accurate self-perception
- Recognizing strengths
- Self-confidence
- Self-efficacy

### Self-Management

The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations — effectively managing stress, controlling impulses, and motivating oneself. The ability to set and work toward personal and academic goals.

- Impulse control
- Stress management
- Self-discipline
- Self-motivation
- Goal setting
- Organizational skills

**Social Awareness**

The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports.

- Perspective-taking
- Empathy
- Appreciating diversity
- Respect for others

**Relationship Skills**

The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed.

- Communication
- Social engagement
- Relationship building
- Teamwork

**Responsible Decision-Making**

The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the wellbeing of oneself and others.

- Identifying problems
- Analyzing situations
- Solving problems
- Evaluating
- Reflecting
- Ethical responsibility

CASEL 2017 ([www.casel.org](http://www.casel.org))

# **Code of Conduct**

## **Expectations for Behavior**

Students are expected to behave in a way that promotes learning, and that fosters a positive, inclusive, environment. Teachers and students establish expectations for each classroom community. Below are school-wide expectations for behavior.

### **In the halls students are expected to:**

- Be respectful of classes that are in session
- Walk quietly and to the right
- Go directly to their destination
- Line up in an orderly fashion when traveling as a class and during dismissal procedures
- Maintain their lockers and belongings in a safe and orderly manner

### **In the cafeteria students are expected to:**

- Move through the serving area in a quiet, orderly manner
- Remain seated at their assigned tables
- Use appropriate table manners
- Refrain from sharing food or purchasing food for others
- Speak in an acceptable manner in regard to volume and topic of discussion
- Respect school property and the belongings/personal space of others
- Remain in the cafeteria unless given permission by a lunch supervisor; sign out once permission is granted
- Clear tables and dispose of trash before leaving
- Listen carefully, respond promptly, and demonstrate respect toward lunch supervisors
- Line up quietly when the signal is given for dismissal from the cafeteria

### **On the playground students are expected to:**

- Play carefully and in a manner that will not cause harm to self or others; games are touch only with no contact sports
- Follow established rules of the games
- Use playground equipment appropriately
- Follow the expectation that hard balls, toys, or electronic devices are not permitted on the playground
- Walk to their class line promptly when the signal is given by recess supervisors

### **On the bus students are expected to:**

- Board and depart the bus in an orderly manner
- Remain in their seats while the bus is moving
- Remain silent at all train crossings
- Speak in an acceptable manner in regard to volume and topic of discussion

- Respect school property and the belongings/personal space of others
- Keep the aisles of the bus clear
- Keep objects and any parts of the body from hanging out of bus windows
- Listen carefully, respond promptly, and demonstrate respect toward bus drivers
- Refrain from eating or drinking

### **Inappropriate Behaviors**

Students are subject to consequences for, but not limited to, the following inappropriate behaviors:

- Violation of the expectations outlined above in regard to appropriate behavior in the classroom, in the halls, in the cafeteria, on the playground, or on the bus
- Leaving the building or grounds without permission
- Unnecessary physical contact or aggressive behavior; fighting or threatening to fight
- Disrespectful behavior or threats toward any staff member
- Harassment or intimidation; bullying
- Stealing
- Cheating
- Possession of illegal substances
- Destroying or damaging school property
- Inappropriate, disrespectful, or abusive language
- Threatening the health, safety, and/or property of any student or staff member
- Refusal to obey a reasonable request from a staff member; defiance
- Possession or use of a weapon, including a replica or toy weapon
- Selling items without the permission of the principal
- Possession or use of personal electronic devices at school such as cell phones, tablets, and wearable technology devices that text/call/connect to the internet
- Plagiarism or forgery

### **Possible Consequences**

Possible consequences for students who engage in inappropriate behaviors in violation of the Code of Conduct are at the discretion of the principal and may include but are not limited to:

- Verbal warning
- Written reflection about behavior
- Timeout for reflection and calming
- Loss of privileges
- Meeting with principal
- Communication with parent or guardian

- Peer mediation/conflict resolution
- Restorative action
- In-school suspension (in accordance with Massachusetts General Laws); see below
- Out-of-school suspension (in accordance with Massachusetts General Laws); see below
- Expulsion (in accordance with Massachusetts General Laws)

For more information on school suspension, please see the [Cohasset Public Schools District Student/Parent Handbook](#).

In addition to or in lieu of consequences, students may also be provided supportive opportunities through work with the adjustment counselor, referral to the Child Study Team, and/or the development of a behavior plan.

### **Bullying Policy**

Osgood Elementary School is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

Please see our school website for Cohasset Public School's comprehensive [Bullying Policies and Reporting Forms](#).