

Sippican School 2021-2022 Student Handbook



Our Mission:

The Sippican School community will be responsible, respectful and kind to ensure a nurturing learning environment.

Our School Rules:

*Be Respectful
Be Responsible
Be Kind*

Sippican Elementary School

16 Spring Street

Marion, MA 02738

(508) 748-0100

(508) 748-1953 FAX

sippican@oldrochester.org

Sippican School is a member of School Superintendency Union #55

Superintendent:

Mr. Michael S. Nelson M. Ed.

Assistant Superintendent of Teaching and Learning:

Dr. Jannell Pearson-Campbell Ph.D.

Assistant Superintendent of Finance and Operations:

Mr. Howard Barber CPA, MCPPO

Director of Student Services:

Mr. Craig Davidson

Marion School Committee

- Chairperson: Michelle Smith • Vice Chairperson: April Rios
- Mary Beauregard • Nichole Daniel • Christine Marcolini

The **Marion School Committee** meets monthly on scheduled Wednesdays throughout the school year. These meetings may be in person or remote. The purpose of the Marion School Committee is to: set strategic direction for the school system; develop, oversee, and evaluate educational policy; act as the legal agent for the Commonwealth, and represent the Marion community.

Sippican School Council

Co-chairs: Principal Marla Sirois, Anna Ward

Parents: Helen Keane, Kristen Saint Don Campbell, Tangi Thomas, Anna Ward

Staff: Leanne Dineen, Chelsey Lawrence, Hannah Moore

Community: Barbara Moody

The Sippican School Council was established pursuant to the Massachusetts Education Reform Act of 1993. In coordination with the principal of the school, the Council assists in the identification of educational needs of the students and in the review of the annual school budget. In addition, the Council has an ongoing responsibility to assess the needs of the school with respect to its educational goals and standards and to formulate and review annually a school improvement plan to advance these goals, to address identified needs, and to improve student performance.

The Sippican School Council meets the third Tuesday of each month, from 3:15- 4:15 p.m. Meetings Will be held in person or remotely over Zoom. All are welcome to attend. Please check the posting at Town Hall or the school calendar on our website for meeting agendas each month.

Welcome to the 2021-2022 school year at Sippican School

Dear Sippican School Families,

Welcome back to all in the Sippican School Community! We look forward to a successful year of teaching and learning.

We are thankful to families for entrusting your children to us. Sippican School will continue to be a place where students thrive under the guidance of a professional and nurturing staff.

The District continues to follow through on it's strategic plan. Each child will be immersed in 21st century skills. They will be collaborating and thinking with peers as well as being immersed in developing skills related to project based learning .

We are here to support families and answer any questions you may have. We look forward to working together to make this a happy, safe, and successful year.

Best,

Ms. Marla Sirois, Principal

Mr. Peter Crisafulli, Assistant Principal

Important Telephone Numbers

Sippican School	(508)748-0100
Ms. Sirois	ext. 315
Mr. Crisafulli	ext. 305
Superintendent's Office	(508)758-2772
Assistant Superintendent of Teaching and Learning	(508)758-2772
Assistant Superintendent of Finance and Operations	(508)758-2772
Director of Student Services	(508)758-2772
ORR Junior High School	(508)758-4928
ORR High School	(508)758-3745
Early Childhood Coordinator/Project GROW	(508)748-1863

In order to ensure the safety of our students, all doors at the school are locked during school hours.

All visitors to the school must report to the main office, entering through the Spring Street entrance, unless otherwise instructed for specific events. Sippican School is a smoke-free learning environment. Smoking is prohibited in the building, on the school buses, and anywhere on school grounds.

- Sippican School Staff -
2021-2022 Administrative Staff

- Marla Sirois - Principal • Peter Crisafulli - Assistant Principal
- Principal's Secretary -Kristin Rego • Special Education Secretary-Lisa Daniels
- Meagan Morais, RN-School Nurse

Classroom Teachers

Project Grow: Sarah Goerges

Kindergarten: Emily Bourgeois, Lisa Horan, Melissa Rogers

Grade One: Molly Cruise, Marti Medeiros, Jean Roseman

Grade Two: Julie Bangs, Leanne Dineen, Ashley Sweatland

Grade Three: MaryJayne Couet, Paula McKeen, Kimberly Souza

Grade Four: Tracy Feeney, Amanda LeMarier, Susan Swoish

Grade Five: Cathleen Furtado, Elizabeth Milde, Heather White

Grade Six: Nicole Boussy, Erin Furfey, Bill Roseman

Specialists:

- Jessica Barrett – Library Media Specialist • James Oliveira - Physical Education • Grace Rodrigues-Physical Education • Erin Kirk - Art • Hannah Moore - Instrumental Music • Patricia Richard - General Music • Chelsey Lawrence-Enrichment

Student Support Staff

- Caroline Cartmill - Behavior Specialist • Brenda Mannix - School Psychologist • Tracy Anthony • Denise Bouvette - Special Education • Emilee Cote - Special Education • Penny Sullivan - Special Education • Melissa Cieto - Special Education • Amanda LeMarier - Special Education • Stacey Riquinha - Reading Specialist • Sarah Jacques - Speech & Language • Amy Wiggin – Reading Recovery/Sped • Doreen Lopes – Early Childhood Coordinator • Jaryd Gioiosa - Special Education • Shannon Ahern - School Social Worker

School Assistants / Special Needs Assistants: • Taylor Mitchell • Heidi Kilpatrick • Jenna Sylvia • Pamela Waugh-Wagoner • Lynne Frade • Jennifer Nye-Denham • Tammy Szteliga • Donna Dunn • Meghan Allen • Julie Papadakis • Sydney Swoish • Debra Smith • Jocelyn Ulloa

Title I: • Lynn-Ann Dixon • Lucy Lizotte

Cafeteria Staff: • Paula White • Jacqueline L'Heureux • Noreen Mackie

Supervisor of Building Maintenance: • Gilly Leonardo

GENERAL SIPPICAN SCHOOL INFORMATION

SCHOOL HOURS: 8:40 AM - 3:00 PM

Sippican Transportation Information

Bus Transportation

Bus routes for the Old Rochester Regional School District and Massachusetts School Superintendency Union #55 for the Towns of Marion, Mattapoisett, and Rochester are established yearly. Eight buses transport our students. Routes are modified slightly each fall to accommodate new membership. Any questions regarding bus routes and/or stops that affect your child should be addressed to the District's transportation provider, **Amaral Bus Company Inc.** Ms. Cheryl Sweeney, Dispatch Manager at amaralbustritown@gmail.com or (774) 507-6082.

Changes in student transportation plans is strongly discouraged at this time. Please Contact the main office with any questions or requests.

For Marion Routes, please use the following link.

<https://sites.google.com/oldrochester.org/orrbusroutes/marion?authuser=0>

The following safety precautions will be followed on school buses if necessary:

1. Masks will be worn on buses at all times;
2. Windows on buses will be kept open to circulate fresh air;
3. Students will be assigned to a seat, and bus drivers will mark their seat locations in advance;
4. Children from the same household should be assigned seats together.
5. Seating arrangements will also account for students with disabilities who require close contact from adults.
6. Routine cleaning of buses will be implemented.

The buses will continue to use the back loop of the building. Students will be encouraged to social distance if DESE guidelines recommend.

Arrival

Upon entering the building, students will proceed directly to their classrooms. Students are also encouraged to get breakfast in the cafeteria before proceeding to class.

Departure

Students will be dismissed following the afternoon announcements. Walkers will leave the building through the Spring Street entrance. Bussers will access the buses through the Bus Loop doors.

Student Emergency Information or Status: Parent Notification to Sippican School

To ensure student safety, changes in family situations, addresses, or cell and telephone numbers **must be** reported to the school office **immediately**. It is important that all our records are up to date.

Please return the Student Information Update Form, included in your opening day packet, to your child's homeroom teacher, or the school office, immediately. This form serves as an annual 'affidavit', attesting to a student's residency in our community.

Families moving from the community should notify the school office at least three days before their

departure so transfer materials can be prepared. A *release of information* form must be received from the “new” school before any records will be forwarded.

Attendance

School attendance is compulsory. Attendance law states that:

- ***The Commonwealth of Massachusetts G.L. c. 76 sect. 1 requires that every child, with certain exceptions, between ages established by the state board of education, must attend a public day school or some other approved school, during the time when public schools are in session.***
- ***Under G.L. c. 76, sect. 1, necessary absences by a student may not exceed 7 full-day or 14 half-day sessions in any 6-month period.***
- ***Under G.L. c. 76, sect. 1, a pupil who is not present during at least half a session must be marked and counted as absent on the school register.***

All Massachusetts schools are accountable for student achievement. Every Student Succeeds Act (ESSA) mandates particular indicators of success for all schools with one being “chronic absenteeism.” All students are considered “chronically absent” if they miss 10% of the school year.

Full days of attendance are essential to the learning process. If a child is to be out of school, parents/guardians should call the nurse’s office at **508-748-0100** before 9:00am on the morning of the absence. Please provide the following information in the message that you leave on the answering machine: **student’s name, teacher, and reason for absence**. If a call is not received and a student is absent, the School Nurse uses the *Blackboard Connect* messaging system to contact parents/guardians at home or work. **After any absence, students should present a parent’s note indicating the reason for the absence to the School Nurse.**

Absences are “excused” for only the following reasons:

- Bereavement
- Hospitalization
- School-sponsored trip
- Documented court or legal commitment
- Obligatory religious holidays
- Illness substantiated by a note (Five or more continuous absences for medical reasons must be substantiated by a physician’s note).

Some excess absenteeism occurs because families take vacations during school time. This is strongly discouraged. Teachers will not provide assignments prior to vacations taken during school time. After students return to school they will be made aware of missed assignments, making them up as soon as possible. Missed assignments are factored into students’ grades.

When Absences Exceed Five or More Days

On the fifth day of consecutive absence or tardiness, the school nurse or a designee of the principal will call the student’s home. On the eighth day of an unexcused absence, the school attendance officer will be notified and a complaint for Failure to Cause School Attendance pursuant to *G.L. c. 76, sect. 2* **may** be filed in Wareham District Court.

If the students’ absences or tardiness occur on a regular basis and impede their academic progress, the school, as a mandated reporter, must consider filing a Child Requiring Assistance (CRS) report. Depending on circumstances, the school district may choose to file a 51A with the Massachusetts

Department of Children and Families.

Tardiness

Tardiness negatively impacts the educational progress of all students. Therefore, the above policy will also be followed for excessive tardiness.

Dismissals

All dismissal policies are developed with students' learning and safety in mind. Policies are developed with input from the Sippican School Committee and town safety officials.

Dismissals During the School Day

No child will be dismissed from school during the day unless an authorized adult has come to the office to sign the child out. This applies to daily, or occasional, pickup arrangements. Students being dismissed before the end of the school day must bring a note to the homeroom teacher that morning. Students will be called from class *when the parent/guardian arrives*.

Any Change in Dismissal Routine

A note or alternative transportation forms from a child's parent/guardian must be provided before a child is allowed to leave school with any adult other than a parent or if he/she is normally transported by bus. There must be a note for each change to a child's routine. Bus changes are allowed for childcare purposes only, not for play or party dates. Parent(s)/Guardian(s) must arrange with the office beforehand for a bus switch. This restriction is in place for each child's safety.

Riding Bicycles to School

Students may ride their bicycles to school provided that they wear a helmet (as required under state law) and obey all traffic regulations. **A blanket permission note is required before students begin riding to and from school.** Bikes should not be ridden on sidewalks just outside school where children and adults are walking. Students not following safety rules may have their riding privileges revoked.

School Breakfast & Lunch - Food Service

Full student breakfast and lunches are available for \$2.25 for each breakfast meal and \$3.00 for each lunch per day. Milk costs \$.65. A la Carte menu choices are available at a variety of prices. *Free and Reduced Lunch Assistance* forms are sent home at the start of the school year, but applications are available at the school office and accepted throughout the year. Review them carefully and refer to these forms that are part of the opening packet to see if they pertain to you.

Lunch Procedure

Brief description:

- Lunch in the building cafeteria
- Students will come to the cafeteria line child's meal choice (hot or cold) is placed on the counter, the student takes their meal package and proceeds to the cashier.
- Students enter their lunch code.
- Children eat their meals at tables or a desk safely spaced.
- Lunch monitors clean and sanitize desks after children leave and prior to the next group entering.

Lunch Menus

Lunch menus will be posted on the District Food and Nutrition Website at the following link: [Sippican Lunch Menus](#)

Free and Reduced Lunch Application (LunchApplication.com)

Due to Covid-19, USDA announced that there will be no charge for meals through June 30, 2022, or possibly longer providing funds are available. (students wanting milk only is not part of the free program and will be charged).

Families that need assistance should complete a [Free and Reduced Lunch Application](#) immediately. Each application can be downloaded and emailed to the Food and Nutrition Director or by clicking the link and applying online. Online applications will be processed much faster.. The application for Free and Reduced Lunch can be found on the District website [District Food and Nutrition](#)

Even though lunches are free until June, we still need to maintain our K12PaymentCenter accounts in good standing with a debit balance. If students want an extra milk or snack, there will be a charge for those items and the student's K12PaymentCenter account will be used.

Here is a link on how to create a K12Payment account. There are also settings to automatically replenish your account once the balance reaches a minimum amount. Here is a link to [K12 Payments](#)

Bringing Lunch from Home

If you choose to have your child bring lunch from home each day, to keep it cold, we recommend (1) bringing food in an insulated lunch bag with a frozen gel pack or frozen juice box; (2) freezing the sandwiches overnight (will thaw by lunchtime but keep cold until then); (3) packing the foods in a cooler with ice or another cold source.

Please note District Life Threatening Allergy Policy Below.

[Life Threatening Allergy Information](#)

School Visits

All visitors and volunteers are required to have a valid driver's license or Massachusetts issued identification card to be scanned-in upon entering the building *for any reason*; office staff will provide badges to wear once the ID is scanned into our system and each visitor is approved to enter. This includes stops at the Nurse's station. All visitors who do not have a valid driver's license or Massachusetts issued ID card will not be allowed to enter the school during operating hours.

Parents or guests wishing to visit a particular class are asked to plan with the teacher or the principal at least one day in advance. Teachers will always welcome an extra pair of hands; we encourage you to become an active part of our volunteer staff. Massachusetts State Law requires that all regular classroom volunteers, lunchroom visitors and field trip chaperones have a Criminal Record (CORI) check. These forms must be completed in the school office before your first volunteer visit.

Dress and Appearance

School is a place where student learning is a priority. A student's attire may influence his/her attitude as well as how much he or she learns. Student dress, therefore, is expected to be in good taste, appropriate for the weather and for academic work. It is not our purpose to dictate specific dress, but rather to ensure that our students are dressed in such a way as to contribute to their success and help generate a positive learning environment throughout our school. Students are not to be attired in clothing, which compromises safety or modesty or is disruptive to the educational process.

In order to assist parents in planning for their student's school apparel, the following guidelines are presented. Students are prohibited from wearing any clothing, including masks, that contain offensive or obscene symbols, slogans or words that degrade any gender, cultural, religious, or ethnic values, clothing that contains language or symbols oriented toward violence, drugs, or alcohol.

The administration reserves the right to determine appropriateness of clothing consistent with these guidelines. A student whose clothing is determined inappropriate for school will be required to arrange for other, more appropriate clothing to be provided.

All coats, boots, sweaters, sweatshirts, backpacks, lunchboxes and hats should be clearly marked with students' names. For those of you who have seen our Lost and Found area, you know that this can be a problem. Take the time to label! This will allow items to be returned easily if lost, or avoid confusion when two items are similar. Several cases of lost clothing were donated to charity during the last school year.

Recess

All students will have outdoor recess. Only in very inclement weather is recess held indoors.

Please be sure that your child is properly dressed. Decorative footwear and flip-flops can create a safety issue when students play at recess. Therefore, flip-flops or any other type of opened-toe shoes are discouraged. We strongly recommend sneakers for all students.

Student Valuables

It is strongly recommended that students do not bring large sums of money, cell phones, hand-held video games, toys or stuffed animals to school.

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Inclement Weather: Cancellations and Delays

Please be attentive to our telephone messaging system for news of school cancellations or delays. During stormy weather the District may call school for an entire day, or for a one to two hour delayed opening. If bad weather develops during the school day, afternoon classes or special programs and after-school activities may be cancelled. It is important that families have plans in place for dealing with these possibilities.

We utilize the "BlackBoard" communication program that is capable of contacting all RMS families within a five to ten-minute window. As soon as the Superintendent has determined a delay, closing, or early dismissal, we will send out a "BlackBoard" call.

Because all district schools utilize the BlackBoard system, storm delays and closings may not be broadcast on local television stations. We ask that you not call the school office or the police station. The dispatcher reports they receive many calls that interfere with their ability to handle true emergencies.

Should the decision be made to close school early or cancel after-school activities, due to inclement

weather, an attempt will be made to contact parents, using all emergency contact numbers within the “BlackBoard” system. In the event of a non-weather emergency, we will contact all parents using the same system.

Telephone Calls

Responsibility is an important attribute for all students. If students have forgotten books, classwork, or musical instruments, classroom teacher discretion will determine whether a call can be made via the classroom telephone. Teachers’ classroom phones are capable of local calling only. In cases of illness or emergency, calls will be made by the school nurse, an administrator, guidance counselor or personnel in the main office. Students will not be called to the phone for any reason. Messages will be taken in cases of illness and emergency.

Cell phones

A student may carry or keep a cell phone in his/her backpack **if authorized by the school office**. The phone must be shut off and kept in the child’s locker/backpack and may be used only for emergency or unusual circumstances as agreed by parents and administration. The phone may not be used to receive or send messages anytime during school hours **or on school buses**. Student phones used to make, or receive, unauthorized calls during school hours, or on a bus, will be confiscated by the school administration or the bus driver.

Homework and Independent Reading

The School Committee has established homework guidelines that all teachers follow. Your child’s teacher will establish homework routines appropriate to his/her grade level. The School Committee policy can be acquired through the main office at the school. We ask all family members to become “Reading Partners” with our students. Research shows the more children read, the better readers they become. We encourage all students to read independently each night for 20–30 minutes before bed. In some classrooms, Student Reading Logs are sent home for students and/or parents to initial.

Photographs of School Activities for Local Papers

Opt-Out Procedure for Parents Who Do NOT Want Their Child’s Picture to Appear

As part of our public relations efforts, local newspapers are invited to photograph many school programs and events. Students are often included in these photos. As a parent, you have the right to request that no picture of your child is used in this way. **You must make this request in writing by completing a FERPA Privacy Form, included in this packet, and returning it to the Principal before September 10, 2021.** If no letter is on file, we assume parental permission is granted for photographs to appear in local newspapers or on our school website

<https://www.oldrochester.org/ss>.

Parent Involvement/Parent Concerns

1. Being actively involved in your child’s school is one way to alleviate concerns about his or her education. The parent volunteer group at Sippican (VASE) meets for an hour once a month either on Zoom or in person at the school.
2. Parent volunteers are needed to be a part of our School Council. In June of 1993, the Massachusetts State Legislature passed and Governor Weld signed into law The Education Reform Act of 1993. Section 53 of Chapter 71 of the Education Reform Act of 1993 calls for the establishment of a School Council at each elementary, secondary, and vocational school in the Commonwealth. The school council provision of the act is intended to enhance parent and community participation in the school. The PTA, by law, is responsible for conducting the election of all parent representatives to the School Council. The nomination and election process is conducted each September. The School Council meets monthly with the principal of the school and assists in the writing and implementation of the School Improvement Plan and the review of the

annual school budget.

Representation from primary and intermediate grade students' families, as well as special education parents (if available), staff members and the community sit on this advisory team. Meetings are typically one afternoon per month from 3:15-4:15pm.

3. The Sippican School Committee sets its meeting schedule at the start of the school year, but these meetings are typically on the second Wednesday of each month in the evening (6:30pm). Meetings are held over Zoom or at the Sippican School and are televised.

Constructive criticism of our school is welcomed on the assumption that it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its tasks more effectively. Complaints are resolved most expeditiously if they are first taken to the staff member or administrator immediately in charge of the area in which a problem arises, then through successive administrative levels to the Principal, Superintendent, and subsequently to the School Committee, if necessary. Anonymous letters serve no positive purpose when trying to resolve problems and will not be given the same weight as an identified correspondence. The School Committee has adopted a policy to be followed when a parent/guardian has a concern that has not been satisfactorily addressed. A copy of that policy is available at the school office.

Our principal, Ms. Marla Sirois, is available to all parents. Please call the school office or contact the principal directly via e-mail: marlasirois@oldrochester.org. All teachers are accessible via the school's e-mail carrier as well. Go to our school website, <https://www.oldrochester.org/ss>, to access a list of those emails.

First Aid/Emergencies

If a sudden illness or an accident occurs at school, the school nurse will administer first aid and immediately notify parents. Parents are responsible for transporting the student home in the event of illness or injury. If a serious illness or accident (life-threatening accident) occurs at school, the Marion EMS will be called for transport to the hospital.

Health Information

COVID-19 Health Guidance

We take great pride in caring for the students of the ORR School District and we want you to be as informed as possible before the school year begins. The parents and guardians of our district will play a major role in keeping our community safe and healthy. We are going to need your help with many things this year but foremost, we

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are going to ask you to check your child's temperature every morning as well check them for certain symptoms each morning. If your child has any of the symptoms listed below we are asking for you to please keep them home from school and to notify the school of your child's absence.

- Fever - 100 degrees Fahrenheit or higher, chills, or shaking chills
- Cough (not due to other known cause)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue

- Nasal congestion or runny nose (not due to other known cause)

Preparation is essential and we have listed below a few ways for you and your child to prepare for the upcoming school year. Please be aware that face coverings will be required for grades 2-12 and strongly encouraged for our younger students.

- Practice thorough hand washing for at least 20 seconds and practice applying hand sanitizer correctly by rubbing a small amount into hands for 20 seconds until the hand sanitizer is dry.
- Practice putting on/taking off a mask/face covering, taking care not to touch their face.
- Practice wearing a face covering/mask for an extended period of time as masks will be required.
- Purchase or make extra masks/face coverings as we are asking students to bring their own and have one as a backup.
- Practice physical distancing from others, maintaining 6 feet apart.
- Make sure your child is up to date on their physical and immunizations. Talk to your health care provider and school nurse about health concerns you have for your child.
- Submit emergency health information forms with correct contact information as soon as the school year begins. If your child exhibits any of the symptoms listed above during the school day they will need to be picked up from school promptly.

The Sippican School is committed to providing a safe environment during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to provide students with in-person classroom learning. Due to the fluctuating nature of the pandemic and resulting guidance and recommendations from public health experts, such as the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), the Massachusetts Department of Public Health (DPH), and the local Board of Health, Sippican School may, from time to time, establish health and safety requirements, including but not limited to, mandatory face coverings, to ensure the health and ongoing operations of the school community. Sippican School will provide notice of any health requirements to students/parents/guardians. The Sippican Schools reserves the right to establish such health requirements, in a manner consistent with state and federal law, and which will remain in place until rescinded by the School Committee and/or Superintendent.

Health Records

Student health records are kept in a locked file in the nurse's office. It is the parents' responsibility to keep the nurse informed of new medical information. Students are required to have physical examinations in grades 3 and 6.

Vision/hearing screenings and height/weight measurements are done yearly. Parents are notified only if the results are not within normal limits. Postural screening is done only for students in grade 5. Screening for head lice is done as needed.

Dispensing Medications

Children are not permitted to carry medications on the bus or in the school building. A signed order from a physician, dentist, nurse practitioner, or physician's assistant is required to administer any prescription medications in school, as required by Massachusetts General Law. Parental permission is also required. A Medication Protocol form that covers non-prescription medications is included in this packet. Special arrangements for medication administration during field trips must be made with the school nurse. Medications will be given by a parent or by a school representative who has permission from the parent. Children will be allowed to self-administer inhalers on field trips only, with permission of the school nurse and when parental permission is on file at the nurse's office.

Additional Services Available

Sippican School offers a stimulating learning environment; there is a blend of the basics such as reading, language arts, mathematics, higher order skills such as decision-making and processing, blended with a rich offering of music, art and physical education.

The academic program at Sippican School is enriched by a variety of programs offered at varying grade levels. These include:

- ❖ Title I
- ❖ Social Work/Counseling Services
- ❖ Availability of the School Psychologist
- ❖ Reading Recovery and Reading Specialist Support
- ❖ Enrichment Specialist
- ❖ Choral and instrumental music programs
- ❖ Science Fair
- ❖ Garden Club
- ❖ Lego Club
- ❖ Drama Club

Since we are all different with varying needs, Sippican School provides many Special Education services to students (who are eligible) including:

- Inclusive support in regular classrooms
- Pull-out instruction when warranted
- The availability of the school psychologist
- Speech and Language therapies
- Occupational and physical therapies
- School Social worker small group/individual support

Health and Guidance Curricula

ORR District Health and Guidance Curricula have been implemented across all grade levels at Sippican. There are nine general topics covered with the specific content tailored to the developmental needs of our differing age groups. The topics are as follows:

Growth & Development

Students will learn the basic characteristics of physical growth and development, including body functions and systems throughout the life cycle, and will acquire skills to promote and maintain positive growth and development (At the fifth-grade level, students will have an introduction to the human reproductive system. A parent letter will be sent out prior to the presentation).

- **Nutrition**

Students will gain the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic diseases.

- **Social & Emotional Health**

Students will acquire knowledge about emotions and physical health, the management of emotions, personality and character development, and social awareness; and will learn skills to promote self-acceptance, make decisions, and cope with stress, including suicide prevention.

- **Family Life**

Students will gain knowledge about the significance of the family on individuals and society, and will learn skills to support the family, balance work and family life, be an effective parent, and nurture the development of children.

- **Interpersonal Relationships**

Students will learn that relationships with others are an integral part of the human life experience and the factors that contribute to healthy interpersonal relationships, and will acquire skills to enhance and make many of these relationships more fulfilling through commitment and communication. • **Disease Prevention & Controls**

Students will learn the signs, symptoms, and treatment of chronic and communicable diseases, and will gain skills related to health promotion, disease prevention, and health maintenance. •

Safety & Injury Prevention

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Students will gain the knowledge and skills to administer first aid and carry out emergency procedures, including cardiopulmonary resuscitation, will avoid, recognize, and report verbal, physical, and emotional abuse situations, and will assess the factors that contribute to intentional and unintentional injury, including motor vehicle accidents, fire safety, and weapons safety.

• **Violence Prevention**

Students will learn how their actions affect others, will understand the power that positive character traits can have in violence prevention, will gain skills to report incidents of violence and hurtful behavior to adults in the school and community, will avoid engaging in violence, and identify constructive alternatives to violence, including how to discourage others from engaging in violence.

If parents/guardians wish their children to be exempt from any portion of the Health Curriculum, a written request should be addressed to the school principal.

The Massachusetts Comprehensive Assessment System (MCAS) Testing

Once during the school year, students in grade 5 participate in the Science Massachusetts Comprehensive Assessment System (MCAS) Test. Also, once a year all students in grades 3-6 will participate in the English Language Arts & Mathematics Massachusetts Comprehensive Assessment System (MCAS) tests. Testing during the 2021-2022 school year will take place at the following times:

Grades 3–8 ELA and Mathematics, and grades 5 and 8 STE (computer-based tests)	
ELA test sessions	TBA
Mathematics test sessions	TBA
STE test sessions	TBA

It is critical that all students be present during MCAS testing.

Student Records

The privacy of student records is guaranteed. Only parents/guardians and appropriate school personnel are allowed access to the information in a student's record. Specific written consent provided by the parent or legal guardian is necessary for any other examination. A student transcript, which includes name, address, and grades, is kept for at least sixty years. However, the student's temporary record, containing standardized test scores, evaluations by teachers, Special Education records, and the like, is given to the student upon graduation or destroyed within five years after the student leaves the school system.

In accordance with the student record regulations of the Massachusetts Department of Education, parents have the right to inspect a student's record. Records are made available within two (2) working

days of a request being made. Copies of any part of the record may be requested and a reasonable fee may be charged for the cost of duplicating these materials. It has been our practice to make any student records easily accessible to parents and you will find the office staff most cooperative in this matter.

The Commonwealth of Massachusetts has adopted procedures for non-custodial parents who wish to receive separate copies of student records or school notices. Information is available in the school office.

Report Cards and Parent Conferences

It shall be the duty of each teacher at the end of each term or at the end of any period of time designated by the Superintendent, to estimate and to record the progress of students. The report card is an effective means of 14 communicating an individual student's progress in relation to the curriculum and his/her own mastery of skills and social development. In the elementary grades, the written record is a standards-based report that indicates a student's progress.

Sippican School operates on a three-term grading cycle.

Marking Periods	Report Cards go home
Term 1: Marks Close 11/19/21	12/8/21
Term 2: Marks Close 3/4/22	3/16/22
Term 3: Marks Close 6/3/22	6/16/22 (Day 180)

Regular communication between school and home is important if we are to be successful. Conferences between parents and teachers are scheduled once during the school year, but if questions about your child's progress should arise in any curricular area, do not hesitate to initiate a conversation with teachers at any time.

Promotion/Retention of Students

It is expected that students progress annually from grade to grade. Exceptions are made only when it is in the best educational interest of the student.

Student Enrichment

Sippican offers various ways for students to enrich their academic learning. Here are some examples:

- Annual Talent Show
- Science Fair
- Band opportunities for grades 4-6 including the *FORM* concert which showcases all bands in the district.
- Choral opportunities for grades 4-6 including the *FORM* concert which showcases all choruses in the district.
- Drama Club
- After School Activities: These are a collaboration between VASE and teachers. Brochures are sent home with students before the sessions begin
- Destination Imagination: Teams form in the fall for this out-of-school activity. Teams work together to develop a solution to an assortment of challenges using a variety of skills, including: creative problem solving, critical thinking, research, communication, and teamwork. Teams present their solutions at a regional tournament in March.

FIELD TRIPS

During the year, field trips may be scheduled at each grade level. A student's behavior while on these trips will reflect upon his/her school. Misconduct will not be tolerated. A permission slip must be signed by one of his/her parents or guardians before a student can participate in the field trip. The form must be returned to the teacher in charge prior to the trip. All school rules apply to field trips. Any child may be denied the privilege of going on a field trip based on poor academic performance or inappropriate behavior.

INTERNET USE POLICY

An Internet user agreement is given to students at the beginning of their elementary experience. Students and parents sign and return the agreement and it is kept on file.

General Statement and School Rules

Sippican School emphasizes a positive, community-based sense of responsibility and respect throughout the school day. Students learn what is expected of them through the consistent modeling from the adults around them. Students, teachers, administrators and parents all work together to maintain a safe, orderly school environment where everyone can learn and grow.

Students are expected to follow the school-wide rules that follow. These rules apply at all times, in all areas of the school.

- **Be Respectful**
- **Be Responsible**
- **Be Kind**

The following matrix outlines Sippican School rules.

Sippican School Wide Behavior Expectations

School-Wide Rules/Expectations	Typical Settings/ Contexts						
	All settings	Assemblies	Restroom	Cafeteria	Recess	Hallway	Bus
Be Respectful	*Calm and quiet bodies	*Calm and quiet bodies *Polite clapping *Still feet	*Quiet voices	*Wait quietly in line *Stay in your seat	*Take turns	*Walk single file on the right *Voices off in line	*Quiet voices *Calm and quiet bodies
Be Responsible	*Take care of materials *Do your best *Follow Directions and stay on task	*Raise a quiet hand *Listen with your whole body *Eyes on the speaker	*Think 2 2 Pumps 2 Pulls 2 points	*Use quiet voices *Raise your hand *Take only what you will eat *Eat your own food	*Use equipment safely *Keep your hands and body to yourself *Line up safely and silently when the whistle blows	*Go directly where you need to go *Have what you need *Eyes forward	*Sit facing forward in your seat *Keep things in your backpack *Walk to your bus *Keep aisles clear
Be Kind	*Treat others with respect	*Hands to yourself	*Gentle knock on stall door *One student per stall	*Help a friend in need *Say please/thank you *Hands and body to yourself	*Share *Include everyone *Use kind words	*Hands and body to yourself	*Kind words *Hands and body to yourself

Most of the expectations stated in this handbook are district-wide policies. Within Sippican School, an office referral form is available for teachers to fill out when a student needs to go to the office for disciplinary reasons. This form allows teachers to communicate the particular offense. Students who are referred to the office for serious offenses will meet with the principal, assistant principal. Consequences vary depending on the offense.

Classroom teachers implement the Responsive Classroom curriculum to proactively teach and reinforce courtesy, assertion, responsibility, empathy, and self-control (CARES).

Party Invitations

In keeping with Sippican's C.A.R.E.S. philosophy, and not wanting any child to feel hurt or excluded, we remind parents of the insensitive practice of students bringing party invitations to school. It puts students who are not invited (and many times the student doing the inviting) into unnecessarily uncomfortable situations. Please take the time to mail party invitations, or see that they are delivered outside of the school community and school day unless ALL students in the class are being invited.

School Staff Role in Establishing High Behavioral Expectations

Teachers and support staff model and reinforce positive behavior and compliance with school-wide rules and values. In addition, teachers implement classroom rules and policies. Generally, these rules are developed with student involvement appropriate to age and social development.

Teachers follow all disciplinary steps outlined in their program on a consistent basis. This may include notes or phone calls home, after school time, individual contracts as deemed appropriate, or other strategies. Teachers and parents who have ongoing concerns about a student's behavior have several

sources of support including the School Adjustment counselor and Administration.

Responsive Classroom

Sippican School utilizes the Responsive Classroom approach in supporting our students in the learning process. All Sippican teachers participate in Responsive Classroom training.

Responsive Classroom is a way of teaching that creates a safe, challenging, and joyful classroom and schoolwide climate for all students. Teachers who use the Responsive Classroom approach understand that all of students' needs—academic, social, emotional, and physical—are important. Elementary and middle school teachers create an environment that responds to all of those needs so that your child can do his or her best learning. The Responsive Classroom approach develops teachers' competencies in four key areas:

1. Engaging Academics—Teachers create learning tasks that are active, interactive, appropriately challenging, purposeful, and connected to students' interests.
2. Positive Community—Teachers nurture a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers.
3. Effective Management—Teachers create a calm, orderly environment that promotes autonomy and allows students to focus on learning.
4. Developmentally Responsive Teaching—Teachers use knowledge of child development, along with observations of students, to create a developmentally appropriate learning environment.

Bullying

In the spring of 2010 the legislature and governor enacted an anti-bullying law that impacts all schools in Massachusetts. Bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. The law recognizes bullying as any repeated word, look, sign, or act that hurts a person's body, feelings, or things. All staff members will receive training during this year that will better equip them to deal with students' needs in this area. We recognize each student for his or her unique qualities, attributes, and characteristics. We embrace the differences among all students and will continue to foster an environment of acceptance with an appreciation for those differences.

DISCRIMINATION

The Old Rochester School District, including Rochester Memorial School adheres to the following Anti-Racism Resolution:

- WHEREAS, as schools have the responsibility to equip students with their civil right of obtaining a free and appropriate public education, it is the responsibility of each school to ensure we create a welcoming community for ALL students;
- WHEREAS, it is the responsibility that every district provide to all district staff, including School Committee members annual professional development on diversity, anti-racism, equity and inclusion; WHEREAS, every district will commit to recruiting and retaining a diverse and culturally responsive teaching workforce;
- WHEREAS, every district will examine their policies for institutional and systemic racialized practices and implement change with sustainable policies that are evidence based;
- WHEREAS, every district will incorporate into their curriculum the history of racial oppression and works by diverse authors and works from diverse perspectives;
- WHEREAS, we as school district leaders can no longer remain silent to the issues of racism and hate that continue to impact our public and private institutions;

- RESOLVED: that the Old Rochester School District and all the school districts in the Commonwealth must guarantee that racist practices are eradicated, and diversity, equity and inclusion is embedded and 17

practiced for our students, families, faculty and staff. We must ensure our own school culture and that of every district in the Commonwealth is actively anti-racist.

Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

The Rochester School District does not discriminate on the basis of race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability in admission to, access to, treatment in or employment in its programs and activities.

HARASSMENT

Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related event, function or activity relating to an individual's action or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment.

RETALIATION

Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under the district's Comprehensive Civil Rights Policy, or for taking action consistent with the policy.

HATE CRIME

A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

Bullying Prevention & Intervention Policies

- Everyone has the right to feel safe in and out of school. Any form of bullying or cyberbullying is forbidden in any location. *Bullying* refers to repeated, intentional acts of physical or mental cruelty or intimidation between two people who are unequal in real or perceived social power. Targets of school bullies may be perceived as "different" in either subtle or noticeable ways. Bullying is *not* simply "conflict". The most common type of bullying is verbal or psychological but technological advances in our society mean that the next most common type of bullying is, or soon will be, written in the form of cyber bullying.
- Every reported act of bullying will be investigated, action will be taken where necessary, and parents will be notified. The school can investigate any bullying or cyber-bullying that occurs on or off school grounds if it is having an apparent impact on the student's education.
- School disciplinary actions will be taken if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, disrupts the education of the victim or disrupts the orderly operation of the school.

- Disciplinary actions range from a warning to after school detention, an in or out of school suspension, and may include notifying police.
- Targets must seek help from an adult. Reports of bullying can be made to parents, guardians, principals, teachers, counselors, or any trusted adult. The adult will immediately inform the principal and an investigation will begin. It is important to note that a member of the school staff may be named as the “aggressor” or “perpetrator” in a bullying report. For example, the following staff members (but not limited to) could be named: educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, and advisor to an extracurricular activity or paraprofessional.
- Retaliation is prohibited against a person who witnesses and reports bullying, provides information during an investigation, or has reliable information about bullying.

School Contacts

- Marla Sirois, Principal (508) 748-0100 marlasirois@oldrochester.org
- Peter Crisafulli, Assistant Principal petercrisafulli@oldrochester.org
- School Social Worker
- Brenda Mannix, School Psychologist brendamannix@oldrochester.org

Video Cameras

The School Committee, after carefully considering the privacy rights of students and drivers and the District’s duty to ensure discipline and protect the health, welfare, and safety of staff and students on school transportation vehicles, has authorized the use of video cameras on its transportation vehicles when deemed necessary by school administration.

School Bus Conduct Rules

1. Treat your bus driver and other passengers with respect and courtesy.
2. Get on and off the bus by moving slowly and safely.
3. Passengers must be seated at all times with their feet on the floor, and facing forward. 4. Conversations should be carried on in a normal tone of voice. Shouting is inappropriate and unsafe.
5. Arms and heads must be kept inside the bus.
6. Windows may be open only by the bus driver or with his/her permission
7. Aisles must be kept clear at all times.
8. Profane and bullying language is forbidden.
9. Horseplay is unsafe and forbidden.
10. Throwing objects is unsafe and forbidden.

BUS DISCIPLINE POLICY

The driver to the offending student, school principal and the student’s parents in writing will report violations of bus rules promptly. Violations may result in the loss of bus privileges or application of discipline sanction up to and including suspension.

1st Offense – Warning

2nd Offense – **Assigned Seat at Front of Bus**– *This will be strictly enforced in conjunction with changes to our bullying policy*

3rd Offense - **5-day bus suspension**

Repeated Offenses* - Consideration of permanent exclusion

*Including exclusion from the bus for the balance of the school year.

Complete copies of the Transportation Policy are available upon request and for all new incoming students.

The Old Rochester Regional School District has established rules and policies regarding bus discipline. Bus drivers report violations of rules to administration. Parents receive a written notice of the incident and its consequences. are advised that school buses are equipped with videotape equipment. Taped incidents may be used in the process of dealing with infractions of school bus rules.

Copies of the Old Rochester Regional School District Bus Policy are available at the RMS office or by visiting the link below.

<http://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=oldrochesterset>

Old Rochester Regional District-Wide Behavioral Guidelines

Expectations

Expectations for behavior are necessary in order to guarantee that those who do not respect these rights do not interrupt the educational rights and privileges of well-behaved students. Rules are needed to ensure students' cooperation and responsible behavior. Self-control and consideration of others are the key components.

Students must behave appropriately and accept the leadership of teachers, school officials and others who have been assigned such responsibilities. Students must also adhere to school regulations on the way to and from school, on school grounds, on school buses, during extracurricular activities, or any time while under the school's supervision. Students may be disciplined for other behavior, which directly or indirectly impairs the educational process or good order of the school.

Due Process/Suspension and Expulsion

Teachers, administrators, and other authorized staff ordinarily will discipline students for inappropriate behavior. Consequences may include verbal warning, "time out", and notification to parents, referral to the principal, and/or detention. More serious cases, such as disrespectful language, stealing, destruction of property, fighting, drug possession and/or abuse, and possession of dangerous objects, will be referred to the administration, who may impose discipline, including suspension and/or expulsion, as provided by law.

Before a student is removed from the school for disciplinary reasons, the student will be provided with notice and a hearing, except that a student may be immediately removed from school if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such circumstances, the notice and hearing will follow the initial removal from school.

Notice and hearing will consist of the following: the designated disciplinarian will give the student and/or parent/guardian oral notice of the charges against him/her, and an opportunity to present his/her version of the facts. If the designated disciplinarian thereafter decides to suspend or expel the student, the student will be informed of the length of the suspension or expulsion.

The parent will be notified of the hearing and will be permitted to attend.

Sexual Harassment

We are committed to providing an educational environment that is free of sexual harassment. Sexual harassment is unacceptable and will not be tolerated in any form at any level of the school system. Any student or employee found to have condoned or engaged in sexual harassment may, depending upon the extent of his/her participation, be subject to disciplinary sanctions, up to and including suspension, in or out of school, or permanent exclusion from school in the case of a student, and up to and including termination of employment, in the case of an employee.

If a student or employee believes that s/he has been subjected to sexual harassment, whether by a student, a school employee, or any other person who comes on school property with permission, or that s/he has witnessed the sexual harassment of another, the student or employee should report the incident promptly to the Principal, the Assistant Principal, the Superintendent, the Assistant Superintendent, or any other administrator with whom the student or employee feels comfortable. A complaint of sexual harassment by a student, or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the appropriate administrator to initiate an investigation.

It is the policy of the school committee to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the Principal/Assistant Principal will conduct the investigation of a complaint of sexual harassment or a designee selected by the Principal and will include separate private interviews with the complainant, each person accused of harassment and each of the witnesses, if any. The administrator conducting the investigation will ordinarily document the interview, but those interviewed may also be asked to provide a written statement. All students and employees are expected to cooperate fully with any investigation of sexual harassment. Information provided during an investigation of sexual harassment will be accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recriminations or any attempted intimidation or coercion of the complainant or witnesses. At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and the person or persons accused of harassment. If the complainant or the accused is dissatisfied with the results of the investigation, either may discuss the issue directly with the superintendent.

Special Offenses

Massachusetts General Laws, Chapter 71, Section 37H

G.L. Chapter 71, §37H	G.L. Chapter 71, §37H ½	G.L. Chapter 71, §37H ¾
Offenses: On school premises or at school-sponsored events or activities: <ul style="list-style-type: none">● Possession of a dangerous weapon● Possession of a controlled substance● Assault on a member of the educational staff	Offenses: 1. A felony charge or felony delinquency complaint against a student. 2. Conviction, adjudication, or admission of guilt with respect to such felony.	Offenses: Any offense that is not addressed in 37H or 37H ½.

<p>Consequence:</p> <ul style="list-style-type: none"> • Exclusion for amount of time up to expulsion; • Principal may suspend and not expel as he or she deems appropriate 	<p>Consequence:</p> <ol style="list-style-type: none"> 1. Felony charge or felony delinquency complaint: suspension for a period of time deemed appropriate by principal <i>if</i> the principal determines the student's continued presence would have a substantial detriment on the general welfare of the school. 2. Felony or felony delinquency conviction or adjudication or admission of guilt with respect to such felony: removal for a period of time up to expulsion (i.e. permanent exclusion) <i>if</i> the principal determines that the student's continued presence would have a substantial detriment on the general welfare of the school. 	<p>Consequence:</p> <ul style="list-style-type: none"> • May not suspend a student from school long-term (i.e. more than 10 days) until other remedies and consequences have been considered; consider ways to re-engage the student in learning. • Consequences other than suspension may draw from evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and behavioral interventions and supports. • No student may be suspended for more than 90 school days in a school year.
<p>Due Process:</p> <ul style="list-style-type: none"> • Constitutional due process; • Prior notice to student of charge and written notice of right to hearing; <ul style="list-style-type: none"> • Right to representation at hearing; and to present evidence and witnesses at hearing. 	<p>Due Process (for either suspension or expulsion):</p> <ul style="list-style-type: none"> • Constitutional due process; • Written notice of the charges and of the reasons before the suspension takes effect; • Principal may determine the appropriate amount of time for suspension; • Written notice of the right to appeal to the superintendent; • Suspension remains in effect pending appeal to the superintendent. 	<p>Due Process:</p> <ul style="list-style-type: none"> • Except for in-school suspension and emergency removals, prior oral and written notice of the charge to the student, and to the student's parent, and the opportunity for a meeting/hearing with the principal before suspension takes effect. Consult 603 CMR 53:08 for details on notices. • Consult 603 CMR 53:07 for emergency removal process and 603 CMR 53:10 for in-school suspension process • Explicit requirement to translate notice of the

		<p>charges and the reasons in primary language of the home if other than English, or other means of communication where appropriate.</p> <ul style="list-style-type: none">• Principal must make and document reasonable efforts to include the parent in meeting/hearing with the student.• Principal must audiotape the hearing if requested by the parent and all those attending the hearing must be informed of the taping.• Following hearing, principal must provide a written decision; and if a long-term suspension imposed, must inform student and parent in writing of the right to appeal to the superintendent and the process to be followed; translate notice of appeal rights in primary language of the home, or other means of communication where appropriate.• Before any out-of-school suspension of a student in preschool or grades K – 3, principal must notify superintendent in writing of the alleged misconduct and the reasons for suspending the student out-of-school.
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<p>Appeal from Principal's Decision:</p>	<p>Appeal from Principal's Decision to Suspend or to Expel:</p>	<p>Appeal from Principal's Decision:</p> <ul style="list-style-type: none"> • Timeline for requesting appeal: written request
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- Right to appeal **expulsion** decision to superintendent
- Timeline for requesting appeal: ten days from date of expulsion
- Right to counsel at hearing
- Superintendent can make factual determinations as well as determine consequence.

- Timeline for requesting appeal: no later than 5 calendar days following the effective date of the suspension/expulsion
- Superintendent must hold hearing within 3 calendar days of receipt of request and issue a decision within 5 calendar days.
- Superintendent may overturn or alter the decision.

A student may appeal a suspension decision and the subsequent expulsion decision (following the conviction, adjudication or admission of guilt) regarding the same offense.

not later than 5 calendar days following effective date of suspension; parent can request extension for up to 7 calendar days, which must be granted.

- The superintendent must hold hearing within 3 calendar days of the parent's request for a hearing. The student or parent may request up to 7 additional calendar days. If so, the superintendent must allow the extension. The superintendent may have the hearing without the parent if the superintendent has made a good faith effort to include the parent.
- The student has the right to present oral and written testimony, to cross examine witnesses, and to counsel at his or her expense at the hearing.
- The superintendent must audiotape the hearing and notify hearing participants that the hearing will be taped.
- The superintendent determines the facts and consequences, if any, but cannot impose a consequence greater than the principal decided. A written decision is due within 5 calendar days of the hearing.

<p>Provision of Education Services:</p> <p>Provide every student an opportunity to make <i>academic progress</i> during the period of suspension (whether in-school or out-of-school) or expulsion, to make up assignments, and earn credits missed. A district that suspends or expels a student for <i>more than 10 consecutive days</i> must provide the student and the parent with a list of alternative educational services.</p> <p>See G.L. c. 76, §21 and 603 CMR 53.13 for details, including required notice.</p>	<p>Provision of Education Services: Same</p>	<p>Provision of Education Services: Same</p>
<p>Discipline Collection and Reporting:</p> <ul style="list-style-type: none"> • Collect and report to the Department data concerning the types and lengths of removals, suspensions, and expulsions, and access to education services • Periodically review discipline data by selected student populations; determine extent of disciplinary removals and the impact on such populations; adjust practice as appropriate • Department will provide assistance to school(s) if Commissioner identifies school(s) in district that have the highest percentage of 	<p>Discipline Collection and Reporting: Same</p>	<p>Discipline Collection and Reporting:</p> <p>Same</p>

<p>suspensions or expulsions in Massachusetts for more than 10 cumulative days in a school year.</p> <ul style="list-style-type: none"> • Create a plan to address disparities if Commissioner determines that school or district discipline data reflect significant disparities by race and ethnicity, or disabilities. <p>See 603 CMR 53.14 for details.</p>		
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Procedure for the Discipline of Students With Disabilities

If a suspension of more than ten days is proposed, or if a shorter series of suspensions would result in more than ten cumulative days out of class, for any student who has an IEP or 504 Plan, the school must convene a TEAM meeting before the expiration of the ten-day period.

At that meeting, the TEAM must first develop or review a behavioral intervention plan, consistent with the functional behavioral assessment of the student, then review the relationship between the student's disability and the behavior that is the subject of the discipline action. If the TEAM determines that the student's misconduct is a manifestation of the student's special needs, or results from an inappropriate special education program/program placement, or from an IEP that was not fully implemented, the long-term suspension or expulsion may not be imposed.

If the TEAM concludes that the misconduct is not related to the student's special needs, and it does not result from an inappropriate special education program/placement, or an IEP that was not fully implemented, then the long-term suspension or expulsion may be imposed, following the procedures listed in the law. Among other things the TEAM must offer placement in an interim alternative setting that will (1) enable the student to continue to participate in the general curriculum, (2) enable the student to receive services listed in the last agreed upon IEP, and (3) include any services and modifications designed to address the student's behavior. The parents have the right to request an expedited hearing before the Bureau of Special Appeals (BSEA) to challenge the manifestation determination or the alternative program. If the parents request a hearing, the "stay put" provision of the IDEA entitles the student to remain in the last agreed upon educational placement while the procedures are pending before the BSEA. The right does not apply if the student is charged with possession of a dangerous weapon or drugs. In those circumstances, the school personnel may remove the student to an interim alternative setting without parental consent for up to 45 calendar days. Similarly, if the school convinces the BSEA hearing officer that the student's continued presence in the current placement poses a danger to that student or to others, the student may be ordered into an interim alternative setting for up to 45 calendar days without parental consent.

Procedural Requirements Applied to Students not yet determined to be Eligible for Special Education:

1. 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:
 - 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.
 - d. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. 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.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Conflict of Interest Law and Gifts for Teachers

The Commonwealth's conflict of interest law, G.L. c. 268A, and the financial disclosure law, G.L.c.268B, restrict gifts and gratuities that school staff may receive. All teachers and school volunteers must be made aware of the content of these laws, specifically sections 3 and 23 of 268A, and section 6 of 268B. Section 3(b) prohibits a public employee from requesting or receiving anything of 'substantial value'* which is given for or because of an official act or act within the public employee's official responsibility. Similarly, under section 3(a), no one may give or offer such gifts to public employees.

In addition, G.L.c. 268B, section 6, specifically prohibits public employees or members of their immediate families from soliciting or accepting gifts with an aggregate value of \$100.00 or more in a calendar year. Next, under G.L.c. 268A, section 23(b)(2), public (school) employees are prohibited from using or attempting to use their position to obtain for themselves or others unwarranted privileges of substantial value that are not properly available to similarly situated individuals. Finally, even if a gift or gratuity is not of substantial value or does not fall within the prohibitions discussed above, G.L.c. 268A, section 23(b)(3) will, in many situations, require public (school) employees to disclose to their appointing authority, the gift and their relationship with the giver.

All school volunteers are required to be aware of the state's general laws and language surrounding gifts.

****Anything worth \$50.00 or more is considered to be "of substantial value" for the purposes of the conflict of interest law.***

The full content of the State Ethics Commission law is available from the school office or online at <http://www.mass.gov>.