

# Parent/Student Handbook



**2019-2020**



Welcome!

Thank you for visiting the Chilmark School's Web Site.

<http://www.chilmarkschool.org/>

Please take time to exploring the various pages within our Website. Throughout you will see strong examples of how our school operates for parents, students, staff and the community.

At Chilmark, we believe in an ongoing, positive, working relationship between home, school and the greater island community. We believe a sincere coordination of our efforts will help bring success to each and every child.

Our entire school program is carefully organized into [Kindergarten & First grade](#), [Second and Third grade](#) and [Fourth & Fifth grade](#) classrooms. The multi-age program we have created recognizes and plans for a wide range of students' abilities. It provides for different rates of progress and adjusts to the individual's emotional, cognitive and social needs. We emphasize developing basic skills and support students to achieve their maximum each day while fostering a healthy respect for learning.

The Responsive Classroom is the social curriculum of choice at the Chilmark School. This approach to building a learning community is built around six central components that integrate teaching, learning and caring into the daily routine. These components are expressed in the context of commonly shared values such as honesty, fairness and respect. They are implemented through the development and strengthening of social skills such as cooperation, assertion, responsibility, empathy and self-control.

Our primary goal is to ensure children will love to learn and in the process gain self-esteem that will enable each child to act throughout their lives as responsible, concerned, and caring human beings.

Susan Stevens  
Head of School

## **History**

During the earliest settling of Chilmark, the school and church probably operated together, meeting in homes in the Quenames area. State records mention a school in that part of town in 1663. By 1841 the town had three school districts and enrolled 146 children, with four teachers.

The Northeast District covered the north shore and some of the Elizabeth Islands, which were part of Chilmark at the time. The Southeast District covered the southeast area and the other Elizabeth Islands, while the Western District covered the western side of No-man's-land. By 1889 the Western District was beginning to be called Menemsha School. In 1897 Chilmark joined the Union School Committee with Edgartown, Oak Bluffs, and Tisbury, and a superintendent was hired.

By 1920 the Northeast and Southeast Districts and the school at Nomansland were closed. Only Menemsha School survived. Clustered with the town's post office, library, town hall, community center, and fire station, it was an integral part of Chilmark's life and history. Many Chilmark families can name successive generations that have attended the small community school. In 1945 a heated discussion ensued regarding closing the school. But citizenry wished to keep its education local, and the school remained open. The issue arose again in the 1970's and in 1983, but each time Chilmark's citizens maintained that educating locally would best secure the elements of a sound education for their young. Presently, Chilmark's school is a member of the Up Island Region, which also includes Aquinnah and West Tisbury.

The Chilmark School proudly joins the long succession of educational facilities in town and ensures local education for generations to come.



## **MISSION STATEMENT**

*THE CHILMARK SCHOOL OFFERS A MULTI-AGE, S.T.E.A.M. AND PROJECT BASED ENVIRONMENT THAT FOSTERS A COMMUNITY OF LIFELONG LEARNERS.*

- To recognize and engage the different styles and needs of each individual.
- To provide a safe and healthy environment that is academically and artistically challenging.
- To support students as they develop basic skills, problem solving approaches, critical thinking abilities, emotional intelligence, tolerance and compassion.
- To create a welcoming environment fueled by parent and community participation.

## **PHILOSOPHY STATEMENT**

The philosophy of the Chilmark School is reflected in the day-to day pursuit of learning in a creative, caring environment in which each member of the school community has opportunities to develop their fullest growth potential, both academically and socially. It is our ambition that children will love to learn and in the process will gain the kind of self-esteem and independence that will enable them to act throughout their lives as responsible, concerned, caring citizens.

## **First Day Check List**

**Parents/Guardians of Kindergarten or Transfer Students, need to make sure the Office has the following:**

- ☐ Birth Certificate
- ☐ Record of current immunizations or exemption form
- ☐ Documentation of a Physical Examination within the past 6 months

**Parents of Fourth Graders need to make sure the office has the following:**

- ☐ Record of current immunizations
- ☐ Documentation of Physical Examination

**All Parents need to make sure that the Office has received:**

- ☐ Completed and returned Emergency Procedure Card for each of their children.
- ☐ Completed and returned all permission forms sent home
- Familiarize yourself with your child's bus route and schedule.
- If necessary, talk with the School Nurse about medications your child may be taking.
- Hand in reduced-price lunch and milk forms.

## **General Information**

**Visiting School** We ask that all visitors check in at the Front Desk when entering the school building.

### **Entering and Exiting the building**

Students, parents and visitors are asked to enter and leave school through the main entrance facing the Community Center. Outside doors in the classrooms are emergency exits only or for use while the children are under the supervision of their teacher

### **Parking/Parking Lot**

Because parking at school is very limited, please use either the Library or the Community Center parking lots during morning drop-off and afternoon pick-up if you are going to get out of your car. Parking along the driveway restricts the ability of the busses to move around the circle and creates potentially dangerous situations.

For your children's safety, do not allow them to walk or run freely across the parking lots.

Please keep the corner area nearest the building clear at all times and honor the NO PARKING ZONE.

### **Emergency Procedure Card**

Parents must complete an Emergency Procedure Card for each child in school. In case of an emergency, this card will guide the staff. The information helps locate parents at home or at work, helps us locate friends or relatives if necessary. Up to date information is essential!

### **Parent Observations**

From time to time you may want to observe your child's program in action. Please make plans for your visit a few days ahead of time by contacting the teacher whose class you'll be visiting. You may be asked to participate in the classroom activities.

### **Smoking Policy**

Massachusetts state law forbids smoking *on the school grounds or in the building* at any time. This law applies to everyone, including those using school property after school hours.

**Lunch**

Our students eat in their classrooms in an environment conducive to good nutrition. We expect the children to show polite table manners and to clean up after themselves. We encourage you to provide your children with nourishing, healthy snacks and lunches.

Candy, soda, and other food, which are low in nutritional value, should not be sent to school. Students can also purchase a school lunch if they wish. If they forget their lunch money, students can borrow up to 3 days worth of lunches. We will send a note home to remind you to pay your account. Lunch costs \$3.25 and includes milk. Milk alone costs 50 cents. Checks can be made payable to the Up-Island Regional School District (U.I.R.S.D.).

**Chilmark School Lunch Program:**

The Chilmark School provides a healthy, well-balanced lunch as prepared by the West Tisbury School lunch program. Lunches can be ordered daily in the classroom. Menus are provided monthly to you.

**Payment:**

There are 3 options for lunch payment:

1. Create an online pay account through [www.myschoolbucks.com](http://www.myschoolbucks.com). Here you can see when lunch has been ordered, receive your current account balance and pay online. It is free to set up an account. Each online transaction costs \$2.49.
2. Pay using a Chilmark School Lunch Program envelope. Place cash or check in the filled out envelope. Please make checks payable to UIRSD (Up Island Regional School District). Deposit this envelope in the big manila envelope near the lunchroom window. Your money will be delivered to the West Tisbury School and will be credited to your account at no cost.
3. Apply for free or reduced lunch. The Free/Reduced lunch application is located on our website. You will be notified by letter if your family is automatically qualified through State programs.

**Reduced Lunch And Milk Program**

A free or reduced-price lunch and milk program is provided by the school. All families are given application forms, which should be filled out and returned to the Principal early in the year. Applications are kept confidential.

**Homework**

Homework is an important aspect of the children's education. It reinforces skills learned in the classroom, creates an independent learning situation, and provides a vital link between home and school. If your child struggles with homework, please contact the teacher for ideas as to how you can best be of assistance to your child. Homework can take many forms. It may be as simple as bringing something to school for a classroom project and writing a report. Parents can support their children's assignments by engaging them in discussions, helping them organize their time and materials, and providing a quiet place for them to work.

**Banking Day**

At the start of the day on Wednesdays, the children have the opportunity to contribute to their own bank accounts, which are arranged through the MV Savings Bank.

**Items Brought To School**

Parents are encouraged to oversee the things their children take to school and determine their appropriateness and safety. All personal belongings should be clearly marked with your child's name.

**Delayed Opening And School Closing**

During certain inclement weather situations (i.e. snow, ice, exceptionally high winds), school may either be closed for the day or delayed for 1 or 2 hours (if the inclement weather shows signs of clearing early in the morning). When conditions warrant the closing of school, WMVY 88.7 FM will make the appropriate announcement by 7:00 am. Please check their website [www.mvyradio.com](http://www.mvyradio.com). If weather becomes hazardous during the day and necessitates early dismissal, you will be notified by phone.

**Band Instrument Lessons**

Students have their first opportunity to take band instrumental lessons during their 4<sup>th</sup> and 5<sup>th</sup> grade years. First year students receive a weekly instrumental lesson during the school day. In the All-Island Beginning Band, instrumentalists come together and perform in our annual spring concert. Second- year band students continue to receive weekly instrumental lessons and become members of the All – Island B Band, which rehearses for and performs three concerts each year.

**String Instrument Lessons**

Free, weekly lessons are available for violin, viola, and cello during the school day for grades 2-5. Ensemble and string orchestra participation is encouraged. Orchestra levels range from beginner to advanced, and concerts are given throughout the year.



## **Attendance**

### **Attendance**

Regular, daily attendance in school is important for your child's educational development and for the consistency of our school's educational program. The Department of Education now requires that all public elementary students have a minimum of 900 hours instructional time. If your child will be absent or tardy, please call us and follow this with a note. Please be aware that writing a note does not determine if an absence is excused or unexcused. The district policy is that students are excused for sickness (a Doctor's note is needed if absence exceeds 3 days), funerals, or college visits. Other absences are unexcused. Students arriving late and those leaving school early need to sign in /out at the Office.

**Every effort will be made by our teachers to provide extra work when a child is absent due to illness.**

### **Extended Absences**

Parents of students who will have extended absences from school for a period of time - 3 weeks or more – have two options.

- 1) Write a letter to the Superintendent of Schools and the Principal stating the plan for your child's continued educational program. In this instance, the school will assist with materials and an outline of topics that need to be covered. Please do not ask the teacher to provide work as much of what we do in school is project based work and not just papers that can be sent home.
- 2) Write to the Superintendent and the Principal withdrawing your child from school, and re-enter her/him upon returning to Chilmark. A plan must still be submitted for your child's education.

## **Health**

### **Requirements**

A physical examination by your physician and an up to date record of immunizations is required for students entering Kindergarten and every four years after that.

### **Health Testing**

Students have their hearing, vision, height and weight checked every year. BMI (Body Mass Index) is checked in grades 1 & 4. Fifth grade students have a postural screening to detect any spinal abnormalities.

Head checks for lice are done as needed. If it is determined that a child has head lice, he/she must be checked by a school official and be cleared by nurse before re-entering school.

### **Prescription Medications**

If at all possible, your child's medications should be given at home. Medications sent to the school must be in the original labeled container accompanied by a written order from a physician stating the name of the drug, the dosage, and the time when it is to be given. If routine administration of medication will be necessary during school hours when the nurse is not on duty, please contact the nurse prior to sending the medication. A multiple- step process is required by law in this instance, and no medication can be dispensed until this process is completed.

### **Over-the-Counter Medications**

Children may not bring over-the -counter medications, such as pain relievers and cough drops, to school, and by law we may not distribute these items unless you have given us authorization by filling in the appropriate information on the Emergency Procedure Card. Otherwise, you must be the one to dispense it.

### **Injuries and Health Concerns**

If your child becomes ill or has an injury while at school, you will be notified in accordance with the information on her/his Emergency Procedure Card. An injury sustained on the way to or from school – or on school grounds before or after school- must be reported to the office for insurance reasons. Please report health concerns as soon as possible. Our school nurse is in the building on Tuesdays and will answer student health questions.

The school will provide services or referrals for counseling, speech therapy and health screenings.

### **Illness**

Students must be free from vomiting and fever (>100 degrees) without fever reducing medicines for at least 24 hours before returning to school.

If antibiotics are prescribed for an infection, the student may return to school after taking antibiotics for 24 hours.

## Accident Insurance

The Martha's Vineyard Public Schools provide accident insurance for all enrolled students. Coverage is in effect while they are at school, traveling to and from school, and at school-sponsored activities. The policy responds only after all other policies have been utilized. If you want to purchase 24-hour coverage, you must do so during the month of September. Contact the Island Insurance Agency for an application

## School Hours

All early arrival students must wait in the front foyer until 8am before they are allowed into their classrooms.

**8:10 am** School starts at 8:10 am. Students may enter their classrooms at 8:00 am. Students are given "first work" to complete at this time. At 8:15am, the school bell rings calling the students to morning meeting. The children will participate in our morning circle activities, which include the Pledge of Allegiance, a moment of silence, announcements and the morning song.

### **2:40 pm Dismissal**

All students get on the bus or are picked up at 2:40 – unless they ride the late bus to Aquinnah, in which case an assistant is on duty to make sure the children get on the bus safely. Please notify the Office with a phone call or a note telling of any alternate dismissal plans- riding a bike, walking home from school, a delay in picking up your child, etc. **We cannot supervise an after school free time: the only children who can be on the playground without a parent after 2:40 are those waiting for the Aquinnah bus.** This means that children should not plan to bring bikes, skates, skateboards, etc. to play with after school unless a parent will supervise them. Occasionally a student misses the bus, their stop or goes on a wrong bus. If we have current emergency phone numbers we will be able to contact you and the bus company to make sure the children get home safely.

### **Planning Ahead**

Students staying after school for an approved activity will be supervised by the teacher or staff member sponsoring the activity. Occasionally we get requests from children to leave the school premises to go to the Chilmark Store or to the Post Office. Since the school is responsible for supervising your child's safety, we cannot grant such requests. In order to avoid bus confusion caused when children make last-minute social plans with friends, please encourage your children to make after-school plans before coming to school- and send a note letting us know of any change in bus rides.

### **Picking up Children During School Hours**

For your child's protection, parents- or people with parental permission-picking up a child during the school day must check in with the office and sign the student out.

## **Student Records**

The State Board of Education has clear guidelines pertaining to the maintenance of student records. Transcripts include the minimum information necessary to report student progress and the temporary record includes biographical and health information as well as progress reports, standardized test results, extracurricular activities, evaluations, and comments by teachers and /or related school personnel. These records are transferred to a student's new school upon leaving the Chilmark School.

Confidentiality of student records is maintained. With few exceptions, no individual or organization, but the parent, student and school personnel working with the student are allowed access to the information in a student's record without the written consent of the parent.

Parents have the right, upon request, to inspect their children's records. By law, records must be made available to the parent no later than two days after the request is made, unless the parent agrees to a delay.

Legally divorced or separated parents are a special case. A parent who does not physically have their children living with them must request in writing to view or get copies of their child's school records. The parent with physical custody must then show cause to the school to deny such a request.

## **Kindergarten**

**Entry** Children entering Kindergarten must be five-years old by September 1<sup>st</sup>. Children entering first grade must be six-years old by that date.

Parents of children registering for Kindergarten need to provide the school with the following material at the time of registration,

- Birth certificate
- Record of current immunizations
- Documentation of a physical examination that took place within the past six months

**Screening** All in -coming Kindergarten students are required to be screened to determine if their educational program will require any special considerations. The screening will take place during the first two weeks of school.

The Chilmark School offers a full day kindergarten program. For the first several days of school, all kindergarten children are dismissed at 12 pm. At the end of this period, children remain for a full day. Dates will be posted in the classroom.

## **Up-Island Regional School District School Choice Policy**

If it is determined that space is available, the School Choice Policy allows children the opportunity to move from a school in the Martha's Vineyard Public School System to one of the schools in the Up-Island Regional School District. When the number of applicants exceed the spaces available, a lottery will be held. In this lottery, priority will be given to siblings of those children who have changed their designated school through the lottery system, and currently attend one of the schools in the Up-Island Regional School District.

Any student of a school of choice in the Martha's Vineyard Public School System may transfer through the School Choice Lottery. Each year the Principal(s) of one of the schools in the Up-Island Regional School District, with the advice of the School Advisory Councils and staff, will determine which classes have available space for the upcoming year. In determining the spaces available to school choice applicants, the administration will take into consideration class size and dynamics.

Once a student has been selected through the School Choice Lottery, one of the schools in the Up-Island Regional School District becomes his/her designated school.

### **MAXIMUM CLASS SIZE FOR SCHOOL OF CHOICE:**

The maximum number of students for all classes is determined by each school.

If class size in any K-8 classes reaches the maximum number of students, there will not be the opportunity for any student from outside the district to transfer to one of the schools in the Up-Island Regional School District.

### **TRANSPORTATION:**

While transportation to and from either the Chilmark or West Tisbury School is the responsibility of the student's parents, the Up-Island Regional School District has organized the following to be of assistance:

1. In addition to the already established Up-Island bus stops, the Transportation Manager will designate two "down-island" bus stops for school choice students use.
2. These stops will be established on bus routes already in place.
3. Transportation will be provided as long as there is space available on the buses.
4. It will be the parents' obligations to get students to these stops or to school.

### **PROCEDURES:**

1. The Superintendent's Office will place a public notice in the local newspapers by April 1<sup>st</sup> inviting individuals wishing to participate in the MVPS School Choice Program to submit letters of request. The deadline for these applications will be noon on June 15<sup>th</sup>.
2. Elementary school principals will meet no later than July 1<sup>st</sup> to review school choice applications and will notify successful applicants no later than July 1<sup>st</sup>.
3. Successful applicants will have until July 15<sup>th</sup> to notify each school if they plan to attend a school of choice.
4. After a student is officially accepted into the school, he/she does not need to re-apply after the first year.
5. If a student moves to another town during the year after the deadline, the parent of the student may write a letter requesting to stay at that school for the remainder of that school year only. If the student wishes to remain the following year, the parent must re-apply to the school and meet the June deadline for the following year.
6. Once the school year has begun, students may apply for school choice transfers until the December vacation, if space is available. After that date, no school choice transfers will be considered.

## **Student Absences and Excuses Policy**

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents or guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school principal. A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents or guardians can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents or guardians will provide an explanation in writing or by e-mail for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. Schools in the district shall have a pupil absence notification program, designed to notify parents or guardians if the school has not received notification of an absence within three (3) days of the absence.

It shall be the policy of the Up-Island Regional School District to notify parents or guardians if a student has at least five (5) days in which he/she has missed two (2) or more periods unexcused in a school year or has missed five (5) or more school days unexcused in a school year.

Principals or designees shall make a reasonable effort to meet with parents or guardians of a student who has five (5) or more unexcused absences to develop an action plan to improve that student's attendance.

{Original Adoption Date} 11.21.2011 by the Up-Island Regional School Committee LEGAL REFS: M.G.L.

Chapter 76, School Attendance

Chapter 22, Student Access to Education

REVISED: March 2014

{Adoption Date} 6.16.2014 by the Up-Island Regional School District

1st Reading 2nd Reading 3rd Reading  
- 4.14.2014 - 5.19.2014 - 6.16.2014

## **School Organizations**

### **Up-Island Regional School Committee**

The Up-Island Regional School Committee is the elected governing body for the Up-Island Regional School District, which includes the West Tisbury and Chilmark Schools. One representative is elected from each of the member towns (Aquinnah, Chilmark, and West Tisbury), and two at-large members are elected to four-year terms. The Committee's role is to set policy, to formulate and present a budget for the town meetings, and to review the programs for the Chilmark and West Tisbury Schools. It meets in the evenings of the third Monday of each month. Agenda and location will be posted prior to meetings.

### **School Advisory**

The School Advisory Council (SAC) is a state-mandated body, which serves as an advisory body to the Principal, helping him/her review programs and the budget, helping to develop and implement the school improvement plan. The Principal appoints community members: staff and parent members are elected by their constituencies. Members serve three-year staggered terms. This group meets regularly and meetings are listed in the Weekly Peek.

### **PTO**

The Chilmark School PTO membership consists of parents, teachers, and the Principal of our school. The PTO performs a host of vital functions, including:

- raising money to support school activities and materials not covered in the school budget;
- planning and implementing programs to augment the curriculum;
- helping maintain and improve the school building and grounds;
- sponsoring informational programs about our education in general:

## **Special Events**

### **Outing Program/Schooner Trip:**

The 4<sup>th</sup> and 5<sup>th</sup> graders spend the first full week of school sailing on the square top sail schooner Shenandoah or the Alabama. While on board they learn the working parts of the boat, aspects of sailing, effects of wind and weather, maritime history, mapping and geography of the waters around Martha's Vineyard, and the importance of working together.

### **Curriculum Night:**

Shortly after the school year begins, we hold a Curriculum Night to acquaint the school community with our curriculum goals, academic programs, and school-wide services.

### **4/5 Fair:**

The 4<sup>th</sup> and 5<sup>th</sup> graders provide fun learning activities to raise funds for a contribution to a selected organization.

### **Turkey Trot and Stone Soup:**

The Turkey Trot is our annual pre-Thanksgiving race up and down Middle Road. Former students come home for the day and join in the race and other activities, including the cooking and eating of stone soup.

### **Winter Concert:**

This evening event is an opportunity for the children to display their musical talents.

### **Outing Program/Ski Trip to Maine:**

This winter trip is for the 5<sup>th</sup> graders. For some, it is their first visit to the mountains and their first opportunity to try down hill skiing.

### **May Day:**

Our May Day celebration is sponsored and planned by the 5<sup>th</sup> grade students. When the bell rings at the start of the day, the children hide and wait for their teachers to find them. The staff and children then play games organized by the 5<sup>th</sup> graders. Baskets of flowers and treats for community members are distributed.

### **Spring Show:**

A whole-school production caps the year in June.

### **Fifth Grade Graduation:**

We celebrate the 5<sup>th</sup> graders' accomplishments as they prepare to move on to middle school with a graduation. The date will be announced as we get closer based on the last day of school (snow days).

### **3/4 Grades Kayak Trip:**

The 3rd and 4th grade classes take a 1/2 day kayaking trip. This activity helps students look forward to being classmates the following school year.



## **School Bus/ Field Trips**

### **On the School Bus:**

When we think of bus travel, our primary concern is the children's safety. Individual bus drivers have their own standards of behavior and set the rules for passengers: we adhere to the driver's rules without exception. If a child continuously or seriously misbehaves, the bus driver will issue a warning and report the matter to the principal. Continued misbehavior may result in temporary (or permanent) removal from the bus.

While waiting to board the bus at school, the children must stay behind the line.

While on the bus, children must remain seated.

For their safety, the children must walk while boarding or leaving the bus.

### **Kindergarten Bus Riders:**

Kindergarten children need to be met at their bus stop by an adult, unless they get off the bus with an older sibling.

### **Field Trips:**

Our children go on many field trips, both on and off-Island. To insure that these trips are positive, safe experiences, it is important that the children follow the bus and ferry rules.

### **On The Ferry:**

An adult always leads us on and off the ferry. On board, we all sit together. The children may not go to the snack bar nor should adults provide this service for individual students. Arrangements for snacks and lunch are made ahead of time by supervising teacher(s). Our presence must not interfere with the movement and peace of the other passengers. The children must be seated in the designated area and are to remain in their seats unless dismissed by a teacher.

### **Chaperones:**

We encourage family and friends to join us as chaperones on trips. By supervising students and by acting as role models for appropriate behavior, chaperones provide a valuable service. When chaperoning, please check with the teacher for the expectations for that trip and a list of your responsibilities. As a chaperone, you have the authority and responsibility to enforce the rules outlined for appropriate behavior. All Chaperones must have an active CORI on file with the central office. All overnight chaperones must also be fingerprinted through the Superintendent's office.

## **Student and Family Resources**

### **Parent Questions and Concerns:**

When a parent or the staff has concerns about a child's academic progress, social development, or school adjustment, we use a team approach to discuss the concern and to define an appropriate course of action.

### **Resolution:**

1. The first step toward resolution is to speak with the staff member or teacher who has first-hand knowledge of the child and his/her situation.
2. If the concerns need additional assistance, contact the Principal to set up a team meeting. This will ensure that all adults working with your child can share their observations and help work towards a resolution.
3. If resolution cannot be reached at the building level, parents should then seek the assistance of the Superintendent of Schools.

### **Child Study Meetings:**

Child study meetings give teachers an opportunity to generate ideas for working with students who are experiencing academic, behavioral or social problems. Those ideas are then shared with parents. If sufficient progress is not perceived with an agreed upon time, child study documentation may serve as an avenue for referral to Special Education assessments/services. Special Education referrals require a signed consent by the parent.

## **Internet Use Guidelines**

The Internet is a wonderful tool for communication and learning. Unfortunately, because some people with bad intentions use the Internet for their own negative purposes, our children must take precautions when they're on line.

1. Your password is yours alone. Do not give it to anyone, including your friends.
2. Do not give out your name, your address, your telephone number, or your age.
3. Do not give out any personal information about your family, teachers and friends.
4. Do not send your photo to an online friend unless you have your parents' permission.
5. Never make arrangements to meet some one you've met on line on the Internet without asking a parent first.
6. If you see or read something that makes you feel uncomfortable, immediately tell a parent or a teacher.
7. If you see something a kid shouldn't see, hit the "Back" button and tell a parent or teacher at once.
8. No personal use at school.

# **MVPS Network Acceptable Use Policy For Students**

## **Definition of Networks and Systems Covered Under This Policy**

There are three basic levels of networks that are covered under this policy. The Local Area Network (LAN) consists of all networked computers at the Martha's Vineyard Public Schools (MVPS). The Wide Area Network (WAN) consists of the network connecting all Island schools, and in the future other Island institutions. The third level is our connection to the Internet. Within each of these networks, all hardware, software, and related peripherals used in connecting to or as a part of the network are included in this policy. In addition, all computers owned or leased by the MVPS shall be included under this policy.

## ***Guidelines***

Access to the MVPS networks is for educational purposes only. This access includes connections made on any Island public school, through a dial up or other provided access, or through the Internet. Below are categories of acceptable and unacceptable activities for these networks.

### **A. GENERAL**

1. All users of these networks are representatives of the MVPS and should present themselves accordingly.
2. Access is for educational use only.
3. All users are expected to exercise responsible and ethical behavior when using these networks.
4. Students may only access the Internet under the supervision of a teacher or staff member.
5. Student use of the Internet should be for approved educational purposes only.
6. Activity on all network levels is subject to MVPS regulations, as well as all applicable local, state, federal, and international law.
7. Even though security measures are in place, be aware that sometimes information on networks can be accessed. Do not put information on line that you do not want others to have access to (i.e. credit card, bank account numbers, etc.)
8. Unauthorized use of copyrighted materials is prohibited.
9. Do not subscribe to any mail or listservs, or any service that will download large numbers of email messages to your mailbox without prior permission from a system administrator or Technology staff person.
10. Access to chat groups, video teleconferences, and the like are only to be done with the permission of a teacher or staff member and under their direct supervision.
11. If an email account is provided to a user, that person will use it for educational purposes only.
12. The MVPS reserves the right to examine, modify or remove any or all data stored in computers that are part of these networks to make sure that all users are in compliance with these regulations.

## **B. SECURITY**

1. Use only account(s) assigned to you.
2. All users with an account will be given a password - do not give your password to anyone else or use another user's password at any time - You will be responsible for all activities taking place on your account.
3. If you think someone has accessed your account, or has information about your account, notify the system administrator or technology staff immediately.
4. If you identify any security problems, notify a system administrator, technology staff, or MVPS administrator only. Do not show or identify a security problem to other users.

## **C. VANDALISM/DESTRUCTION/UNAUTHORIZED ACCESS OF DATA OR FILES/HARASSMENT**

1. Do not upload, download, or use any computer programs or hardware that will record or otherwise give access to passwords or other information to allow unauthorized access to a computer or account.
2. Do not upload or download any malicious program or other program designed to destroy or in any way compromise the operation of any computer, server, Network system or data.

## **D. RESPONSIBILITIES**

1. All users are responsible for their user accounts and activities on those accounts
2. Users are subject to all applicable laws when using these networks. Violation of any rules may result in disciplinary or legal action from within the MVPS as well as from outside legal authorities.
3. Users will not search for or participate in any activity on any network that is obscene, threatening, or contrary to educational pursuits.

## **E. PENALTIES**

1. Any user violating these provisions may lose network privileges temporarily or permanently.
2. Users are subject to all other rules and laws applicable when using these networks, and may be punished under MVPS regulations, as well as criminally prosecuted.
3. Users may be held responsible for any financial costs incurred as a result of malicious or intentional actions that cause damage to any aspect of the networked system.
4. School and district administrators will make the final determination on what constitutes unacceptable use. They will handle all punishments covered under this policy and school regulations.

The MVPS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MVPS will not be responsible for any damages a user may suffer, including loss of data. The MVPS will not be responsible for the accuracy or quality of information obtained through the Internet or other network connections.

## **Playground**

### **Purpose of Recess**

The purpose of recess is to provide students with time for physical activity and fresh air in order to help them improve physical skills, engage in positive interaction with peers, and aid in socialization. If your child is not well enough to go outside for recess, we ask for a note explaining the condition.

If your child is unable to participate in recess or PE please provide a Drs. note or detailed parent note.

### **Supervision**

Two staff members are assigned to each recess duty. Staff members circulate the playground to insure safety and positive student interactions. If students face an issue that they are unable to handle themselves, they should report to the supervising adults for guidance, and intervention, if necessary.

### **Playground Behavior and Guidelines**

The Behavior Guidelines apply to all areas of our school, including the playground. Some guidelines for the children specific to the playground are:

- Remain inside until staff is assembled outside to supervise you.
- Walk to the playground quietly, taking special notice of those in front of you.
- Play in the designated playground area.
- Avoid the woods. That property does not belong to us, and it is an unsupervised area.
- Sticks, snowballs, rocks, leaves, dirt and the like are to remain on the ground.
- Wear shoes/sneakers at all times while on the playground.

### **Game Rules and Play**

In order to insure fair play and harmony on the playground, children are encouraged to do the following:

1. Establish game rules before beginning to play.
2. Chose teams fairly, developing multi-age teams. All children should be allowed to play if they follow the rules.
3. Use our playground equipment with care and respect, and for its intended purpose.
4. Put all equipment away after recess is over.

It is particularly important that we treat each other with respect. Words can be as hurtful as a physical injury. Physical and verbal confrontations will result in the loss of playground privileges and will result in a meeting with parents, student, and the Principal.

## **Behavior Guidelines**

At the Chilmark School, learning takes place in an environment, which is safe and nurturing. Our students are responsible for knowing and adhering to the following guidelines:

1. We are respectful of people and treat them with kindness, fairness, and dignity.
2. We respect the property of others by asking permission before touching their property, by using other people's things carefully, and by returning what we've borrowed.
3. We respect school property by keeping the building and grounds clean and neat.
4. We keep our hands and bodies to ourselves at all times and avoid using objects in a way that may cause harm.
5. We resolve conflicts peacefully with words and, when necessary, with the assistance of another student or adult.
6. We always walk and use a quiet voice inside the building.
7. We listen and follow the directions of all adults.
8. We remain on school grounds unless accompanied by a teacher, parent, or designated adult.
9. When we leave the school, we stay with the chaperone assigned to us and follow all the other behavior guidelines as if we were in school.
10. We allow teachers to teach and we allow others to learn.

Logical consequences will occur when students need re-direction to the above guidelines. These consequences for misbehavior will be relevant and reasonable. For example, if you break something you are responsible for fixing it. For students who frequently are unable to follow the above guidelines we will send a referral home when a student is disruptive or engages in unsafe behaviors while in class, recess or on a field trip. A student who receives three referrals in the 9 weeks preceding an extra-curricular event may lose the privilege of participating in said event. Serious misbehaviors, such as fighting, or a weapons violation will result in more serious consequences, such as suspension from school and may require a behavior assessment before returning to school.

Special Education Students - The individual educational plan for every Special Needs student will indicate whether the student is expected to meet the regular discipline code or if a modification is required due to the student's handicap. If a modification is required, it will be written into the individual education plan. A review of the educational plan for every Special Needs student can take place after serious misbehavior or repeated referrals to determine whether the student is able to meet the expectations of the school's Behavior Guidelines or if a modification is required due to the student's handicap.

## **Outing Program**

The Outing Program is a privilege afforded the 4<sup>th</sup> and 5<sup>th</sup> grade students of the Chilmark School as an extra-curricular activity. Parents initiated this program and parents are expected to make the arrangements needed for the trips and raise the funds necessary to go on these trips. These trips are expensive and parents are expected to contribute to the cost of their child attending these trips. In the past, all students have been allowed to participate regardless of their families' financial ability to contribute to the cost of the trips. Parents or family members who wish to participate on the trips as chaperones are expected to pay for the cost of their participation.

As the trips take place during the school year, the school will make every effort to make these trips an educational experience. The school will provide a teacher who will prepare lessons aligned to the grade level standards from the curriculum for the school and the school will provide enough chaperones for at least a 1-staff to 10-student ratio. In addition, the school will provide enough funds to cover the cost of the school-staff chaperones participating in the trips. If a student is unable or unwilling to participate in the trip, it is still our expectation that the student will attend school and the school will provide the student with an educational experience while the students' classmates are on the trip.

## **Outing Program Behavior Guidelines**

In order to participate, teachers must be able to feel comfortable that children can follow the behavior guidelines for the school. If a student receives 3 referrals in the 9 weeks leading up to the trip, the student will lose the privilege of participating in the Outing Program trip. If a student engages in a serious misbehavior or places himself (or others) in danger during one of these trips or any other field trip, the parent will be required to pick up the student at the parents expense and the student will lose the privilege of participating in the next Outing Program Trip.

Parents will be notified after each referral so that they are aware of the child's status before these activities.

## **Extracurricular Activities**

From time to time, our students are able to participate in extracurricular activities such as: school performances or presentations to the student body by artists, authors, storytellers or experts in a particular field of interest. We expect students to follow the school's behavior guidelines during these events. In order to participate, teachers must be able to feel comfortable that children can follow the behavior guidelines for the school.

**UIRSD  
Chilmark School  
Chaperone Guidelines and Responsibilities**

### **General Information**

Successful field trips and multi-day Outing Program trips are designed to enhance a student's school experience. The activities are dependent on the assistance of dedicated parents and other supporters who work together via a well-organized chaperone program. The main purpose of this guide is to provide insight into policies, duties and responsibilities that pertain to chaperoning UIRSD students.

It is the direct responsibility of the Head Teacher to secure an appropriate number of responsible chaperones for each off-site trip. As a general rule, **one (1) chaperone shall be secured for every six - ten (6 -10) students**. When possible, this number should not include staff members and / or the School Nurse Chaperone.

### **Chaperone Qualifications**

Parents and other supporters who anticipate volunteering or chaperoning during the school year need to complete a CORI form. This is in accordance with:

*Chapter 385 of the Acts of 2002 amended M.G.L. c. 71 \* 38R to require schools to screen current and otherwise qualified prospective employees and volunteers, who may have direct and unmonitored contact with children, for all available Criminal Offender Record Information (CORI), including individuals providing transportation. This must be done every three years. Chapter 385 also authorizes schools to run CORI checks on subcontractors and laborers commissioned by the school to perform work on school grounds.*

The CORI form must be submitted to the office one month (4 weeks) prior to a scheduled trip. This will allow the necessary processing and turnaround time needed before a scheduled trip. Applications are available at the school office.

### **General Chaperone Responsibilities**

- Individuals chaperoning on multi-day, off-island trips (i.e. – Outing Program trips), should attend meetings prior to the trip to be aware of pertinent information and responsibilities for chaperones pertaining to that trip.
- Maintain a good sense of humor while preserving a business-like atmosphere.
- Be flexible and accept changes and problems in a relaxed manner.
- No use of profanity, consumption of alcoholic beverages, smoking, or any other behavior that would set a *bad example*, while in the presence of children.
- Chaperones must be available 100% of the time during any trip or activity.
- Report behavior problems, incidental matters and emergencies to the Head Teacher.
- Report any suspected illnesses or accidents to the Nurse Chaperone.

### **Conclusion**

Spending time with our wonderful students and observing their progress is remarkably rewarding. Everything we do is for our students and if we do this together, the outcomes are truly successful for everyone involved. Thank you for volunteering to be a Chilmark School Chaperone!



## **Island-wide Chaperone Guidelines**

The following guidelines were developed by Island educators and members of the Youth Task Force. Parents who wish to chaperone school field trips and/or athletic trips must understand our clear general expectations.

1. All chaperones and school volunteers must have a completed and up-to-date CORI on file with the Superintendent's Office. An individual cannot serve as a chaperone or volunteer until the CORI report comes back from the CORI Board and is reviewed and approved by the Superintendent or his designee.
2. While chaperoning, at all times (24/7) parent chaperones should provide positive role models for the student on the trip, in behavior, speech and dress, and chaperone shall maintain all school rules.
3. Chaperones must abstain from using alcohol or drugs while on the trip;
4. Tobacco use is discouraged, and it should not occur within sight of the students.
5. Chaperones should provide for and monitor the physical, verbal and emotional safety of the students and should intervene in any situation where problem behavior is occurring.
  - Chaperones shall avoid being alone with an individual student.
  - During travel on bus, boat, or plane, chaperones should distribute and/or seat themselves throughout the student group so that all students have an adult nearby.
  - Chaperones shall inform the trip leader and school administrator of any problem situations as soon as possible, including unlawful or disruptive behavior, harassment, bullying, hazing or discrimination.
  - Individual students may function best with a chosen or individual chaperone. It is the prerogative of the school to make participation in any *away-from-school* activity contingent upon assigned or individual chaperoning arrangements.
  - Individual and overnight trips may provide additional, trip-specific chaperoning guidelines and rules. Chaperones shall make themselves available to participate in any pre-trip meetings to learn about additional rules that may apply to specific trips.

**UIRSD**  
**Overall Mission and Educational Philosophy**

Promoting and supporting high achievement for all students is the primary mission of the Martha's Vineyard Public Schools. To accomplish this mission, we believe that it is the responsibility of the school committees to ensure that our schools are adequately funded and that each school provides a student-centered, comprehensive, safe and caring learning environment for all children. Moreover, the mission of the Martha's Vineyard Public Schools includes the development of confident, competent children who are well prepared for a lifetime of learning and active participation in a culturally diverse democratic society and an interdependent global economy. We believe strongly in achieving excellence and equity for every child. We believe that every child has talent and has something valuable to contribute to our society and to other people. We expect our schools and professional staff to be performance-oriented in helping students meet today's problems as well as the challenges of tomorrow.

In today's society our children are continuously excited by new and challenging stimuli. Adapt-ability to change therefore becomes a paramount objective of learning. Certainly the mastery of basic skills is essential to our children as they prepare to function as responsible individuals. However, in our rapidly changing world, competence in the basic skills is not enough. There are fast-emerging new basic skills. For example, the ability to access information and successfully navigate the Inter-net, to use technology effectively, and to understand the interconnections and applications to daily living of the academic disciplines are now essential skills as well.

Moreover, children must also know how to direct their own learning by mastering the skills of independent inquiry, because circumstances do not enable us to predict with certainty just what today's children will need to know when they become tomorrow's adults. The optimum learning environment should be sought so that each child can develop physically and emotionally and acquire the information, academic, technical and vocational skills, critical judgment, and creativity needed to lead to a better understanding of himself, his fellow man, and the world around him.

The school system must continually strive to create, implement, and improve programs that are compatible with appropriate curricula and provide opportunities for innovation in teaching and learning. If this is accomplished, children will then come to realize more fully their own potential as individuals and be better prepared to appreciate and act responsibly in the society in which they live.

**UIRSD**  
**School District Goals and Objectives**

The goal of the Martha's Vineyard Public School system is to accept responsibility for the well-rounded development of each child - from early childhood through adolescence - into a young adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to society.

Six objectives that contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into plans for the school system.

1. To ensure that each student develops proficiency in basic academic skills.
2. To ensure that each student develops proficiency in the learning standards that complement the Massachusetts Common Core of Learning and Curriculum Frameworks.
3. To ensure that each student develops the capacity to recognize and intelligently cope with the problems of an unknown future.
4. To ensure the development of meaningful, interpersonal relationships among students, staff and community.

5. To ensure maximum efficiency in the allocation of material resources.
6. To ensure maximum efficiency in the allocation of human resources.

### **UIRSD** **Curriculum Development**

Constant adaptation and development of the curriculum is necessary if the Martha's Vineyard Public School system is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise and gathering input from parents, and community.

The Committees expect their faculty and administration to regularly evaluate the education program and to recommend modifications of practice and changes in curriculum content as well as the addition or deletion of courses to the instructional program. In light of the Education Reform Law of 1993 and the new student assessment program, it is particularly imperative that the professional staff aligns the curriculum and instructional programs of the schools to the state frameworks and learning standards.

### **UIRSD** **Academic Achievement**

The philosophy of the school committees concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, his/her growth, and make instructional plans for him/her. A sharing of information among parent, teacher, and student is essential.

The committee supports staff efforts to find better ways to measure and report student progress. It will require that:

1. Parents are informed regularly, and at least four times a year, of the progress their children are making in school.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
4. The school system will strive for consistency in grading and reporting for students at comparable levels of schooling and development.
5. When no grades are given but the student is evaluated informally in terms of her own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to her peers and to state learning standards.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

Toward this end, the school committee will continue to provide the resources and support necessary for educators to teach to high standards of learning in all subjects.

Moreover, we believe that multiple assessments should be used to gauge student academic achievement and social development. Insofar as the Massachusetts Comprehensive Assessment System (MCAS) test is concerned, we encourage and will support educators to provide the proper requisite conditions to enable students to perform at their best. These conditions include but are not limited to: appropriate alignment of curriculum and instruction to state learning standards; a professional teaching culture that emphasizes shared responsibility for continual improvement; and, adequate and consistent test administration procedures.

It is important to note that the school committees also believe that the MCAS test in its current format is too long, covers too much content, is technically flawed, and that too much emphasis is being placed upon the results.

These beliefs notwithstanding, the MCAS is a high stakes test for all high school students in the Commonwealth of Massachusetts. Many people believe that the knowledge and skills measured by MCAS are essential for success in a rapidly changing interdependent global economy. Further, state law mandates that in order to graduate from high school, the student must meet local graduation requirements and pass the MCAS at the required level of performance. Therefore, the committee expects that:

1. Parents will be informed of their child's performance on the MCAS as soon as results are available to the school and district.
2. Appropriate MVPS educator personnel will be available to assist parents and students in understanding the MCAS results for their child.
3. MVPS educators will strive to establish a trend over time of reducing the number of students who fail the MCAS in each subject tested and at each grade level.
4. MVPS educators will systematically analyze the MCAS results each year; make appropriate modifications in the program of instruction, with the aim of establishing a trend over time of more students passing at the "proficient" and "advanced" performance levels.
5. The school committee will provide the resources and support necessary to accomplish the MCAS achievement expectations stated above.

***Martha's Vineyard Public Schools***

## **UIRSD** **Curriculum Adoption**

The school committees will rely on its professional staff to design and implement curriculum, instructional programs, and courses of study that will forward the educational goals of the school system.

The superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The committees wish to be informed of all new courses and substantive revisions in curriculum. The Committees will receive reports from the superintendent and school principals on changes under consideration. The School Committees' acceptance of these

reports, including a listing of the high school program of studies, will constitute their adoption of the curriculum for official purposes.

## UIRSD Statement of Civil Rights Policy

The Martha's Vineyard Public Schools recognize the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. The Martha's Vineyard Public Schools (MVPS) extends its policy of non-discrimination to students, staff, the general public, and individuals with whom it does business. **All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.** Anyone aggrieved by or complaining of discrimination because of race, color, sex, age, religion, national origin, sexual orientation, or disability may register a complaint with the Civil Rights Compliance Coordinator at the Office of the Superintendent, 4 Pine St. Vineyard Haven, MA 02568 508.693.2007 ext. 12. The Title VI and IX Coordinator is Dr. James H. Weiss, and the Section 504 Coordinator is Ms. Donna Lowell-Bettencourt.

### 1. GRIEVANCE PROCEDURE

Once the Civil Rights Compliance Coordinator, principal, supervisor, or other school personnel is notified, an immediate investigation of the allegation(s) will be conducted and necessary corrective action shall be taken through the grievance process. No employee or student shall be subjected to adverse treatment because the employee or student made a complaint. All appropriate confidences shall be maintained.

### 2. GRIEVANCE PROCESS

Students and employees are encouraged but not required to directly object to acts or behavior felt to be discrimination. If (s) he feels uncomfortable in doing so, or if the issue is unresolved after direct discussion, (s) he should inform the school principal and/or the Civil Rights Compliance Coordinator.

The Civil Rights Compliance Coordinator may advise the aggrieved of various options:

- Formal or informal implementation of the grievance procedure;
- Filing a complaint with the Massachusetts Department of Education
- Filing a complaint with the Massachusetts Human Rights Commission
- Filing a complaint with the U.S. Department of Education Office for Civil Rights
- Filing a private lawsuit

### 3. INFORMAL PROCEDURE

Once the grievance is brought to the attention of the Civil Rights Compliance Coordinator, (s) he shall attempt to resolve the matter through fact finding.

If the Civil Rights Compliance Coordinator is unable to resolve the complaint, the complainant may move to the formal grievance procedure. The Civil Rights Compliance Coordinator then becomes a resource to all parties.

### 4. FORMAL PROCEDURE

- a. The complainant may file a formal grievance with the principal or supervisor within 30 (thirty) working days (school days for students and school year employees) of the date that the complaint was made to the Civil Rights Compliance Coordinator. If all of the parties involved in the complaint process desire to extend the formal process, the 30-day requirement may be waived. If the complainant does

not file a written complaint to the principal or supervisor, the principal or supervisor will record the complaint in writing. If the complaint process begins with the principal and does not go back to the Civil Rights Compliance Coordinator, then the formal process ensues. The principal/supervisor may advise the complainant to talk first with the Civil Rights Compliance Coordinator and proceed with an internal review.

- b. The Civil Rights Compliance Coordinator will put in writing any recommendation for resolving the complaint and present it to the complainant, other parties involved in the complaint and the principal or supervisor.
- c. Within fourteen (14) days (school days for students or school year employees) days from receipt of the complaint, the principal/supervisor must investigate and respond in writing with her/his review of the incident and of any action taken or decision made. The principal/supervisor may notify the parent/guardian in accordance with established school policy if a student under 18 (eighteen) years of age is involved. The investigation may include but is not limited to the following:
  - meeting with the person charged to obtain a response to the complaint;
  - conducting interviews of possible witnesses to any alleged events;
  - report the matter to local police if criminal activity is involved (see Massachusetts general Laws, chapter 265 section 43, which prohibits stalking, and chapter 269 section 17 which prohibits hazing) and/or suspected child abuse to the Department of Social Services as required by Massachusetts General Laws chapter 119 section 51A;
  - subject to the requirements of due process, take disciplinary action against the person charged pursuant to any collective bargaining agreement, student handbook, and state and federal law, including without limitation, a letter of reprimand or warning or a suspension of 1(one) to 10 (ten) days;
  - refer the person charged to the Superintendent and/or designee for further disciplinary action.

**The written report must contain the following information:**

- All facts and circumstances of the incident;
  - Verification of parent or guardian notification if a student under 18 (eighteen) years of age is involved;
  - A summary of the investigation of all allegations which will include interviews with all individuals reasonably believed to have relevant information: the complainant, the person charged, and if either is under the age of 18 (eighteen), their parent(s)/guardian(s), witnesses, and anyone who may have been the victim of similar conduct
- d. If the complainant is dissatisfied with the response of the principal or supervisor, (s) he may submit a written request for review to the Superintendent of Schools or designee within 30 (thirty) days (school days for students and school year employees). The Superintendent of Schools or designee must respond, in writing, within 14 (fourteen) working days.

- e. An employee, student or parent/guardian acting on behalf of a student may at any time file a grievance with the following agencies:

United States Department of Education  
Region 1, John W. McCormack Building  
C.H.ROOM 222  
Boston, MA 02109-4557  
(617) 223-9317

Massachusetts Human Rights Commission  
51 Inman St. Second Floor  
Cambridge, MA 02139  
(617) 349-4396

Massachusetts Department of Education  
350 Main Street  
Malden, MA 02148-5023  
(781) 338-3300

✕ Records of any grievance filed by a complainant shall not be placed in the complainant's personnel file.

### **Retaliation/Confidentiality**

The Martha's Vineyard Public Schools will not allow anyone to retaliate against any person because (s) he complains of discrimination or assists in an investigation of discrimination. Intimidation, coercion or any other attempt to interfere with an investigation of discrimination will not be tolerated. Information provided during an investigation of discrimination will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only.

{Adoption Date} 07.22.2002 by the Up-Island Regional School District School Committee

Revised:

CROSS REFS.:

LEGAL REFS.:

Updated 8.21.2012

# Civil Rights Policy

## Martha's Vineyard Public Schools Compliance Coordinators and Liaisons

### INDIVIDUAL – AREA OF RESPONSIBILITY

#### **Matt D'Andrea, Superintendent – Titles II, VI, and IX**

Martha's Vineyard Public Schools

4 Pine Street

Vineyard Haven, Ma 02568

Tel: 508 693 2007 x 15

#### **SPED Director - Nancy Dugan**

#### **Director of Student Support Services – Section 504**

Martha's Vineyard Public Schools

4 Pine Street

Vineyard Haven, Ma 02568

Tel: 508 693 2007 x 20

#### **Homeless Education**

Martha's Vineyard Regional High School

PO Box 1385

Oak Bluffs, Ma 02557

Tel: 508 693 1033



## PRE-INTERMEDIATE BULLYING PREVENTION AND INTERVENTION

The new bullying prevention law prohibits bullying/cyber bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying/cyber bullying incidents. It is important for students and parents or guardians to know the parts of the law that are described below.

What is **Bullying**?

*"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus*

This definition includes three important parts:

- 1- Bullying is aggressive behavior that involves unwanted, negative actions.
- 2- Bullying involves a pattern of behavior repeated over time.
- 3- Bullying involves one person having power or strength over another.

**Bullying** can be written, spoken, cyber based, or physical, and is directed at a victim in a way that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in fear of harm to himself/herself or of damage to his/her property; creates an unsafe or hostile environment at school for the victim; or takes away from the rights of the victim at school.

**Cyber bullying** is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. This includes, bullying or harassment through email, instant messages, text messages, and Internet postings. An example of cyber bullying is cruel messages being sent – either to the victim or to others about the victim through any electronic device.

Students who engage in bullying will be disciplined when the bullying behavior occurs:

- on school grounds;
- on property immediately surrounding the school grounds;
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds;
- at a school bus stop, on a school bus or other vehicle used by a school district or school;
- through the use of technology or an electronic device;
- off school grounds but creates a hostile environment at school for the victim.

- against a victim who reports bullying/cyber bullying.

### **Definitions of bullying terms:**

Victim is the **target** of bullying and is a student against whom bullying, cyber bullying, or retaliation is directed.

**Retaliation** is any form of threats or harassment directed against a student who reports bullying/cyber bullying or provides information during an investigation of bullying/cyber bullying.

A **hostile environment** arises when and where bullying/cyberbullying creates an environment filled with great discomfort that impacts the learning of another student or students.

### **Reporting Bullying/Cyber Bullying**

If you feel you have been bullied or have witnessed bullying, please let somebody know that will help you. **Anyone** can report bullying/cyber bullying. Students can make reports in writing or tell an adult staff member directly. Reports may also be made secretly using a note or tip line.

Staff members will report immediately to the principal if they received a report from a student or witness or become aware of bullying/cyber bullying or retaliation themselves.

When the school principal receives a report, he or she shall investigate the bullying incident. If the school principal determines that bullying/cyber bullying or retaliation has occurred, he or she will notify the victim's parents or guardians, including the action taken to prevent any further acts of bullying/cyber bullying.

The principal also will notify the parents or guardians of the bully; take appropriate disciplinary action against the bully; and notify the local police if the school principal believes that criminal charges may be pursued against the bully.

## **STUDENT FRIENDLY VERSION OF THE MVPS BULLYING POLICY**

### **What is Bullying?**

Bullying is when a person or group of people repeatedly act in ways that make you feel scared, unsafe, embarrassed, humiliated, or alone. Bullying can be physical, like someone threatening to hit you or pushing you into something. It can also be actions that make you feel bad inside, like someone spreading rumors about you or saying things to make others tease you. Students who are bullied often fear coming to school because the behaviors are repeated so often that they don't feel safe at school.

### **What Should You Do if You Think You're Being Bullied?**

The most important thing to do is to find an adult you trust and tell them what's happening. Tell them how you feel and ask for help. If you have trouble asking for help, get a friend to come with you. Sometimes it is easier to talk to an adult with a friend. If you see a friend that you feel is being bullied, tell an adult (even if your friend says not to).

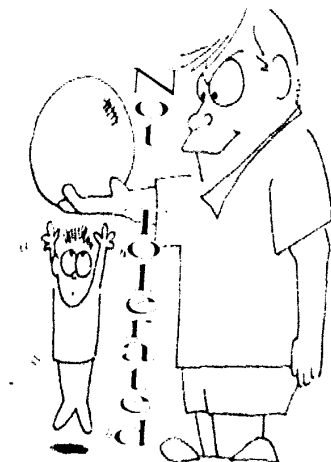


Chilmark School

# **Bullying Is Not Tolerated**

Name of the person filling out this form: \_\_\_\_\_

What happened? (Include as many details as possible)



1. Name of the aggressor: \_\_\_\_\_ Date: \_\_\_\_\_

2. Where did the incident take place?\_

\_\_\_\_\_ Hallway \_\_\_\_\_ bathroom  
\_\_\_\_\_ bus or bus stop \_\_\_\_\_ recess  
\_\_\_\_\_ classroom \_\_\_\_\_ other

3. When did the incident take place?

\_\_\_\_\_ morning \_\_\_\_\_ afternoon \_\_\_\_\_ before school  
\_\_\_\_\_ after school \_\_\_\_\_ lunchtime

4. Has this person bothered you / someone else before?

Yes No

5. If so, did you report it?

Yes No

## **BINT follow-up and action taken**

Adult taking report: \_\_\_\_\_

Action taken: \_\_\_\_\_ consulted w/student(s) \_\_\_\_\_ Teacher contacted

\_\_\_\_\_ Parents contacted \_\_\_\_\_ Referred to administrator

Administrator action taken:

(not all BINTs are referred to administration)

## Chilmark Song

Chilmark, Martha's Vineyard,  
my home beside the sea.  
Where fishermen rest,  
when the sun's in the west,  
Before they sail to sea.  
There are sand dunes on the south side,  
Where the surf pounds on the shore,  
There are rolling hills for the hunters,  
And trout in the pond once more.  
Where beetle-bung trees sway in the breeze,  
Turning crimson in the fall,  
Where people walk and talk,  
Along the Dutcher Dock,  
I love you Chilmark best of all!

September 2020

Dear Parents and Students of The Chilmark School,

We thank you for taking the time to read the Parent/Student handbook 2015-2016. We ask that you both sign and return this form in acknowledgement of having read the handbook.

Please return the form to Mary Ambulos, Chilmark School Secretary.

I, (Parent name)\_\_\_\_\_ and

I, (Student name) \_\_\_\_\_

have read the Chilmark School Parent / Student handbook.

Parent signature:\_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_