

Stoneham Public Schools Elementary Handbook

2018-2019

- Colonial Park School
- Robin Hood School ● South School



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DOCUMENT TRANSLATION

Dear Parents and Guardians,

Should you need assistance in translating important school documents such as the student handbook and Special Education Individual Education Programs, you may request that a translator be made available to you. In addition, such materials may be made available to you in your language of choice if you notify us of that need in a timely manner. Thank you.

Duhet të keni nevojë për ndihmë në përkthimin e dokumenteve të rëndësishme shkollore si dhe doracaku student Arsimit Special individuale Programet e Arsimit, ju mund të kërkojë që një përkthyes të jetë në dispozicion për ju. Përveç kësaj, materiale të tilla mund të vihen në dispozicion në gjuhën tuaj të zgjedhur në qoftë se ju na njoftoni që kanë nevojë në kohën e duhur. Thank you.

إذا كنت تحتاج إلى المساعدة في ترجمة الوثائق مدرسة هامة مثل كتيب الطالب والتعليم الخاص فرادى برامج التعليم، قد طلب أن تكون مترجما المتاحة لك. وبالإضافة إلى ذلك، يجوز أن تقدم مثل هذه المواد المتاحة لك في لغتك من خيار إذا كنت تخطر لنا من أن الحاجة في الوقت المناسب. شكرا لك.

Si necesita ayuda en la traducción de documentos importantes de la escuela como el manual del estudiante de Educación Especial y Programas de Educación Individual, usted puede solicitar que un traductor se ponen a su disposición. In addition, such materials may be made available to you in your language of choice if you notify us of that need in a timely manner. Además, dichos materiales pueden estar disponibles para usted en su idioma de su elección si usted nos notifica de esa necesidad de manera oportuna. Thank you. Gracias.

如果您需要翻译，如学生手册及特殊教育学校个性化教育计划的重要文件的帮助，你可以要求翻译提供给你。此外，这种材料可提供在您选择的语言来通知你，如果你在一个需要我们及时。谢谢。

Si vous avez besoin d'aide dans la traduction de documents scolaires importants tels que le guide de l'étudiant et l'éducation spéciale d'enseignement individualisé des programmes, vous pouvez demander qu'un traducteur être mis à votre disposition. En outre, ces matériaux peuvent être mis à votre disposition dans la langue de votre choix si vous nous informer de ce besoin en temps opportun. Je vous remercie.

Σε περίπτωση που χρειάζεστε βοήθεια στη μεταφράση σημαντικών εγγράφων σε σχολεία, όπως το εγχειρίδιο σπουδαστών και Ειδική Αγωγή Ατομικών Εκπαιδευτικών Προγραμμάτων, μπορείτε να ζητήσετε μεταφραστή να τίθενται στη διάθεσή σας. Επιπλέον, αυτά τα υλικά μπορούν να τεθούν στη διάθεσή σας στη γλώσσα της επιλογής σας αν μας ειδοποιήσετε της ανάγκης αυτής σε εύθετο χρόνο. Σας ευχαριστώ.

Ou ta dwe bezwen asistans nan tradui dokiman lekòl enpòtan tankou manyèl elèv la ak Edikasyon Espesyal Pwogram Edikasyon Endividyèl, ou pouvwa mande pou yon tradiktè disponib ba ou. Anplis, materyèl sa yo pouvwa dwe fèt disponib nan ou nan lang ou nan chwa si ou fè nou konnen la ki bezwen yo nan yon atan. Mèsi.

अगर आपको छात्र पुस्तिका और विशेष शिक्षा व्यक्तिगत शिक्षा कार्यक्रम के रूप में महत्वपूर्ण स्कूल दस्तावेजों के अनुवाद में सहायता की जरूरत है, तो आप अनुरोध कर सकते हैं कि एक अनुवादक आप के लिए उपलब्ध कराया जाएगा. इसके अलावा, ऐसी सामग्री अपनी पसंद की भाषा में आप के लिए उपलब्ध कराया जा सकता है अगर आप हमें एक समय पर ढंग से कि जरूरत के सूचित करें. धन्यवाद.

당신은 학생 수첩 및 특수 교육 개별 교육 프로그램과 같은 중요한 학교의 문서를 번역하는데 도움이 필요 경우, 당신은 번역기가 귀하에게 제공하도록 요청할 수 있습니다. 당신이 적시에 필요한 알려주면뿐만 아니라, 그러한 자료는 당신에게 선택의 귀하의 언어로 제공될 수도 있습니다. 감사합니다.

Se precisar de ajuda na tradução de documentos escolares importantes, tais como o manual do aluno e de Educação Especial Individual Programas de Educação, você pode solicitar que um tradutor ser disponibilizados para você. Além disso, esses materiais podem ser disponibilizados para você em seu idioma de escolha se você nos informar de que necessitam em tempo hábil. Obrigado.

Если вам нужна помощь в переводе важных документов, таких как школы справочник студента и специального образования индивидуальных образовательных программ, вы можете попросить переводчика быть доступны для вас. Кроме того, такие материалы могут быть предоставлены вам на вашем языке выбор, если Вы сообщите нам об этом необходимо своевременно. Спасибо.

Si necesita ayuda en la traducción de documentos importantes de la escuela como el manual del estudiante de Educación Especial y Programas de Educación Individual, usted puede solicitar que un traductor se ponen a su disposición. Además, dichos materiales pueden estar disponibles para usted en su idioma de su elección si usted nos notifica de esa necesidad de manera oportuna. Gracias.

หากท่านต้องการความช่วยเหลือในการแปลเอกสารของโรงเรียนที่สำคัญเช่นคู่มือนักเรียนและการศึกษาพิเศษส่วนบุคคลการศึกษาหลักสูตรคุณอาจขอให้ผู้แปลได้รับการให้บริการแก่คุณ นอกจากนี้สื่อดังกล่าวอาจจะให้บริการแก่คุณในภาษาของคุณเลือกถ้าคุณแจ้งให้เราทราบถึงความจำเป็นที่ในเวลาที่เหมาะสม ขอขอบคุณ

Якщо вам потрібна допомога в перекладі важливих документів, таких як школи довідник студента і спеціальної освіти індивідуальних освітніх програм, ви можете попросити перекладача бути доступні для вас. Крім того, такі матеріали можуть бути надані вам на вашій мові вибір, якщо Ви повідомите про це нам необхідно своєчасно. Спасибі.

تم ایسے طالب علم کو کتاب اور خصوصی تعلیم کے انفرادی تعلیمی پروگرام کے طور پر اہم اسکول دستاویزات کا ترجمہ میں مدد کی ضرورت ہے دوں تم سے درخواست ہے کہ ایک مترجم نے تم سے دستیاب ہو سکتی ہے. اس کے علاوہ ایسے مواد جائے پسند کی اپنی زبان میں آپ کو دستیاب بنا سکتے ہیں اگر آپ نے ہمیں ایک بروقت انداز میں اس کی ضرورت کے بارے میں مطلع. آپ کا شکریہ.

Nếu bạn cần hỗ trợ trong việc dịch văn học quan trọng như sổ tay sinh viên và giáo dục cá nhân Chương Trình Giáo Dục Đặc Biệt, bạn có thể yêu cầu phiên dịch được tạo sẵn cho bạn. Ngoài ra, các vật liệu như vậy có thể được tạo sẵn cho bạn trong ngôn ngữ của bạn lựa chọn nếu bạn thông báo cho chúng tôi điều đó cần một cách kịp thời. Cảm ơn bạn.

FOREWORD

September 2018

The Stoneham Elementary School Handbook is designed to provide parents and students with an overview of policies, practices and programs which are currently an essential part of Stoneham Public Schools. Working in concert with informed and involved parents, we are committed to the goal of helping students become...

- creative, critical and independent thinkers;
- respectful, tolerant individual;
- successful learners who demonstrate effective communication and computation skills; and
- healthy, responsible contributors to their school and society.

An effective home/school partnership requires continuous attention and effort. Therefore, we encourage both parents and staff to promote this necessary partnership through constant communication and mutual support. No question or concern a parent may have is unimportant to us, and a response is accessible as a phone call or brief school visit.

Student achievement and the overall success of a school system are closely connected to parent involvement. We urge all parents to attend meetings, visit classrooms and participate as full partners with us in every child's education.

Please visit our website www.stonehamschools.org for current information on school programs.

John Macero
Superintendent of Schools

MISSION STATEMENT AND CORE VALUES OF THE STONEHAM PUBLIC SCHOOLS

Mission Statement

The Mission of the Stoneham Public Schools is to develop students who:

- Are creative, critical and independent thinkers
- Have respect for and acceptance of self and others
- Know and apply communication and information literacy skills
- Are responsible contributors to the local community
- Have skills and ability to adapt to a changing and uncertain economic future

Core Values

The School Committee and staff of the Stoneham Public Schools believe that this Mission requires that we:

- Foster and hold high expectations for the level of student learning
- Maintain a safe, supportive and inclusive school culture



ELEMENTARY SCHOOLS

Colonial Park School , 30 Avalon Road Dr. Sarah Hardy, Principal Brian Schmitt, Assistant Principal	781-279-3890
Robin Hood School , 70 Oak Street Maura Donoghue, Principal Rosa Flynn, Assistant Principal	781-279-3870
South School , 11 Summer Street Eric Jones, Principal Kerry Robbins, Assistant Principal	781-279-3880

SCHOOL COMMITTEE

The School Committee consists of five members who are elected on three year terms.

Rachel Meredith-Warren, Chairperson
David Maurer
Nicole Nial
Jaime Wallace
Thomas Dalton
Heer Patel and Sophia Perillo (student representatives)

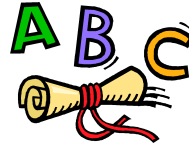
ADMINISTRATION

John Macero <i>Superintendent of Schools</i>	781-279-3802
Mr. David Ljungberg <i>Assistant Superintendent of Curriculum and Instruction</i>	781-279-3802
Ms. Martha Bakken <i>Assistant Superintendent of Student Services</i>	781-279-3850
<i>Website</i>	www.stonehamschools.org

ADMISSION AND REGISTRATION

All children between six and sixteen years of age in the Commonwealth of Massachusetts are required to attend a public school unless they are enrolled in an approved private school or are otherwise legally excused.

Registration



There are three elementary schools in Stoneham.

- Registration forms are available online at www.stonehamschools.org, in each elementary school office and in the Superintendent's Office.
- Birth certificate, immunization records and proof of residency must accompany registration forms.
- There is a mandatory kindergarten screening.

Student Assignment Procedure

There are school district lines in place for each of the three elementary schools. School Committee Policy 9-19 states: If space is available, the superintendent may approve a transfer of a child from one district to another for bona fide educational reasons. Transfers will not be approved for reasons such as to facilitate daycare or carpooling arrangements or to allow a child to stay in the school in which he/she may have entered for preschool or kindergarten. In addition, siblings of re-assigned students may apply for a transfer.

If student enrollment exceeds School Committee guidelines, or there is substantial imbalance at a grade level, building principals will consider assigning students to schools other than their district school. Impact on the receiving school, including classroom size and student enrollment, will be reviewed.

Age Requirements

Kindergarten

A child must be five years of age on or before August 31 in order to be eligible for kindergarten the September of that year.

First Grade

A child must be six years of age on or before August 31 in order to be eligible for first grade the September of that year.

Preschool

To be eligible for placement in a preschool program, tuition students must be 3 years old by the first day of school. Students receiving special education services may enter the program when they turn 3 years old. Tuition students who are 5 years old by August 31 will not be eligible for admission to preschool programming.

Children's developmental process is screened in these areas:

- General development
- Speech and language
- Coordination

Professionals are available to answer parents' questions regarding screening information by calling

781-279-3890.

Kindergarten

Kindergarten screening takes place in the spring for all kindergarten children. The areas assessed include the following:

- Visual-motor skills
- Language and cognition skills
- Fine and gross motor skills

Parents are notified in writing of the screening results.

ATTENDANCE

Attendance/Absences

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. State law requires that each student attend school 180 days.

Absences are excused only for the following reasons:

- Personal illness (A child absent five or more consecutive days must have a doctor's note to return to school)
- Death in family
- Religious holidays
- Emergency medical or dental treatment

When a child is absent for any of the above reasons, the teacher will provide make-up work upon his/her return.

Absences – Call-In System

Parents/Guardians are required to call the school before 8:15 AM if their child will be absent or tardy. The parent/guardian will be contacted if the absence has not been reported. If the whereabouts of the child cannot be determined through a phone call to the home or the emergency number supplied by the parent/guardian, the Police Department will be notified. This system allows prompt action to be taken should a child fail to arrive at school.

Family Vacations

Family vacations should be scheduled to coincide with school vacations. Educationally, students cannot afford to miss school for an additional vacation. Each day students are involved in lessons requiring high levels of thinking skills and problem solving skills. They are engaged in hands on science and math lessons. They have the opportunity to integrate technology into their learning. Since the Education Reform Act was passed, schools are expected to meet high state standards. We cannot provide your child with the necessary education and the requirements of both state and federal mandates if he or she is not with us. School attendance is a crucial part of your child's education.

If a child misses 15 consecutive days of school, they may be unenrolled and will need to register upon return.

School Hours

SCHOOL HOURS			
GRADE	SCHOOL	REGULAR HOURS	EARLY DISMISSAL
Preschool	Colonial Park, Robin Hood	AM Session: 8:30 – 11:00 PM Session: 12:00 – 2:30 Preschool hours may vary from the above due to traffic issues.	
K-4	South, Colonial Park, Robin Hood	8:30 – 2:40 P.M.	8:30 AM – 12:15 PM

Tardiness Start of the School Day

We expect parents to make every effort to see that their children are on time for school. At the start of the school day, the day's plans and expectations are presented. Being late for school is disruptive for both your child and his or her classmates. If a child is to be late, school personnel should be notified. The child and the parent must check in at the office upon arrival. Tardiness is acceptable only for emergencies.

Early Dismissal

Children may be dismissed early upon the written request of the parent/guardian for the following reasons:

- Personal illness
- Death in the family
- Approved religious holidays
- Emergency medical and dental treatment
- Reasons approved by the principal

A child will not be sent home alone. Arrangements must be made for the child to be picked up from the school office by a parent/guardian or a person known to the child who has been so authorized. In the case of specific custody arrangements, parents/guardians are advised to have a copy of the child custody agreement on file in the school office. These and other legal documents need to be updated each year.

Late Dismissal

If a student is to remain at school for any reason, the teacher and/or principal shall notify and make appropriate arrangements with the parent/guardian.

Emergency Dismissal

The Superintendent may dismiss students during the school day because of inclement weather or other unforeseen circumstances.

In the event of an emergency closing, each school has a dismissal plan. Parents should ensure that current emergency information is on file in the school office. Parents are requested NOT to call the school to find out if school is being cancelled. You will be notified through our Warning System.

Early Release Days

Specific days are designated as early release days. These afternoons are used for teacher workshops, report card conferences, grade level meetings, building meetings and system-wide in-service meetings. Parents are

notified as to the specific days designated as early release days. Lunch is not served on early release days, and dismissal time is 12:15 PM.

“No School” Announcements

“No School” announcements will be broadcast on all major television and radio stations.

Connect-Ed

Stoneham Public Schools have linked with Connect-Ed in order to bring instant phone messages to you via phone. Each principal and/or the superintendent will use this automated telephone system to bring you important messages from your child’s school.

SCHOOL POLICIES

Lunch

Lunch and milk may be prepaid in each school on the designated days. Parents are urged to prepay on the link on our website. Menus are published in the Stoneham Independent, on the school website and are televised on our local cable Channel 10. The cost of lunch and milk can change each year. Currently, lunch costs \$3.00 and milk costs 50¢.

Food in the Classroom and During the School Day

Due to concerns about student allergies and child nutrition, the Stoneham School Committee has adopted Policy 6-23.1 which states the following:

- Except as noted below, all student parties and celebrations during the regular school day shall be food-free. This policy specifically prohibits homemade or store-bought foods for birthday, holiday or similar celebrations.
- Food may be an appropriate part of a cultural heritage or school appreciation program if organized through the school principal. Non-food programs should be considered before a food program is chosen.
- Food may be part of an all-school celebration such as a field day or evening activity if parents are invited and sufficient numbers of staff are present to supervise students. Food should be procured through the school lunch program or commercial vendor so that ingredients and preparation procedures can be verified.
- Food shall not be used as a reward for academic performance or behavior unless documented in a specific behavioral plan.
- No student organization bake or food sales shall be allowed before, during or after the school day.
- Fund-raising programs using commercial food shall not be sold or delivered during the school day.
- Schools shall maintain appropriate, grade-level activities and programs on issues such as hand-washing, sharing of foods, and allergies that need to be part of a comprehensive wellness program.
- Classroom parents and visitors may be notified of the need to make careful and considerate choices regarding foods or other products that their children bring into the classroom. Any such efforts to promote awareness and restrict the presence of allergens shall not be construed as a guarantee that allergens may not be present.

Smoking

All of Stoneham Public Schools and surrounding grounds are smoke-free. Any student or adult found smoking on school grounds will be subject to action by the administration.

Cell Phones

Students are not allowed to use cell phones for any purpose during the school day.

Anti-Bullying Plan

Bullying," as defined by M.G.L. Chapter 71, section 370:"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The Stoneham Public Schools are committed to ensuring all students and staff the opportunity to learn and work in a safe building, without the distraction of behavior that compromises one's physical or emotional safety. Educators and parents across the State of Massachusetts have taken an active lead in creating a zero tolerance for bullying. By defining unacceptable behavior and practices, formally identifying individuals involved, tracking incidents of bullying, and educating staff, students and families about intimidating behaviors and how to address them, we as educators strive to eliminate bullying from our schools.

REPORTING AND RESPONSE

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form.

Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to a report of bullying or retaliation

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, or at lunch; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

A. **Notice to Parents or Guardians** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

B. **Notice to Another School or District** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

C. **Notice to Law Enforcement** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

Tracking Incident Reporting Forms

A. A log will be kept by the principal or designee of Incident Reporting Forms. The log should include the following information: name of target, name of aggressor, year of graduation for both students, and the date the form was received by the principal or designee.

B. All Incident Reporting Forms should be kept by the principal or designee who received them. The forms should be organized in chronological order by the date the form was received.

C. **Investigation.** The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/ her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

D. **Determinations.** The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take

steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Student Discipline

As a community, Stoneham elementary schools are committed to providing an environment for all members that respects the rights of each person to a safe, orderly, learning environment. The function of the discipline code is to clarify these rights and responsibilities for the community. State regulations may be found at: <http://www.mass.gov/courts/docs/lawlib/600-699cmr/603cmr53.pdf>

The Stoneham School Committee defines student discipline, in part, as follows:

The School Committee considers school discipline as the controlled behavior of an individual whereby responsibility is assumed for one's own action in accordance with socially accepted conduct and the rules, regulations and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

1. Behaviors Warranting Administrative Action

- a. Physical or verbal assault or threat on a teacher, staff member or student
- b. Defacing school property
- c. Fighting
- d. Obscene language or gestures
- e. Stealing
- f. Extortion or threatened extortion
- g. Truancy
- h. Disruption of the learning environment
- i. Refusal to do school work
- j. Any act deemed unacceptable
- k. Use of drugs and/or alcohol
- l. Possession of weapons or dangerous objects
- m. Bullying in any form
- n. Unauthorized use of a cell phone

2. Levels of Discipline

Students have the right to appropriate due process, including notice and hearing, prior to discipline. Students will be provided an opportunity to make up assignments during any discipline.

- a. On the first offense of a minor infraction, a child will receive a warning.

- b. On the first offense of a major infraction, a privilege will be lost or a child will be sent to the time out area and/or kept after school with adult supervision and a parent will be notified. In some instances, a parent conference will be warranted.
- c. For repeated disruptive behavior, a student will receive an in-school suspension where he/she will be assigned work in an isolated area and supervised by an adult.
- d. In an extreme situation, a student will be removed from school. When a child has been suspended from school, he/she will not be readmitted to school until a meeting is held between the parent and the principal or designee.
- e. Students may be excluded from extra-curricular and other events due to misconduct.

3. Disciplining Students with Special Needs

All students are expected to meet the requirements for behavior as set forth in this handbook.

INDIVIDUAL EDUCATION PLAN (IEP)

The following additional requirements apply to the discipline of Special Needs students:

The Stoneham Public Schools carefully monitors and documents all student suspensions. The district has a procedure to record the number and duration of suspensions from any part of the student's program, including suspensions from special transportation prescribed by the IEP. The following procedures are followed when a student receiving special education services is suspended:

1. Students receiving special education services and their parents receive advance written notice regarding the School's Code of Conduct in the Student Handbook.
2. Within the Student Handbook, procedural safeguards are included and explained.
3. When a student on an IEP has committed a disciplinary offense, the school principal or his or her designee notifies the of Student Services Office immediately (before any disciplinary action is issued) and consults on discipline and special education regulations. After the consultation the school personnel completes the "Stoneham Public Schools Special Education Discipline Notification."
4. When it appears that the number of suspensions from this disciplinary offense will **approach** six to eight days or it appears that a pattern has developed regarding suspensions:
 - a. The Principal and Student Service Director review the legal and procedural requirements, as well as potential procedure for manifestation determination.
 - b. The Special Education Program Supervisor may reconvene the IEP Team to determine if an amendment to the IEP is necessary.
5. A copy of the letter of suspension is provided to the Student Services Office that provides a copy to the Special Education Program Supervisor.
6. Both the school and the Office of Student Services monitor the number of total days of suspension for each student during the year.
7. When a student in special education may potentially be suspended for more than 10 days, Stoneham follows the procedures outlined below.

MANIFESTATION DETERMINATION

Suspensions beyond 10 days

The suspension of a student on an IEP for longer than 10 consecutive days or a series of suspensions that are shorter than 10 days, but constitute a pattern are considered to represent a change in placement. Prior to a change in placement of a student with disabilities and within 10 days, a team consisting of essential members of the IEP Team (including parents and/or student) and other staff as appropriate, must convene to hold a Manifestation Determination. The Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information from the parents to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. If the behavior was the direct result of the district's failure to implement the IEP the LEA must take immediate steps to remedy those deficiencies.

As part of the Manifestation Determination specific questions are asked and answered by the IEP Team members (e.g. Does the student understand their impact and consequences of his/her behavior? Can the student control his/her behavior? Is the current placement appropriate?). At the end of the discussion a manifestation decision is made by the Team and the Stoneham Manifestation form is completed.

Behavior that is NOT a Manifestation

If the IEP Team determines that the behavior is NOT a manifestation of the student's disability, the student can be suspended or expelled consistent with Stoneham's policies and practices for suspending any student. However, the district must provide 1) services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and 2) as appropriate provide functional behavior intervention services and modifications, to address the behavior so that it does not reoccur.

Behavior that IS a Manifestation

If the IEP Team determines that the behavior IS a manifestation of the student's disability, then the district will take the following steps with parental consent: 1) Revise the IEP if deemed appropriate; 2) Change the student's placement if deemed appropriate by the IEP team; 3) Conduct an FBA and develop/revise the Behavior Intervention Plan (BIP) if it has not already done so; 4) Unless the student has been placed in an Interim Alternative Educational Setting (see below) the student returns to the original placement unless the district and parents agree otherwise or a hearing officer orders a new placement. The student does NOT serve more than the 10 days of suspension.

Written Notice

Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Interim Alternative Educational Setting (IAES)

Regardless of the results of the Manifestation Determination, the district may decide to place the student in an interim alternative educational setting determined by the Team for a period of up to 45 days: 1) on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or 2) on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. The placement of a student in an interim alternative education

setting enables the student to have access to the general curriculum, to continue to receive special education support as outlined on the student's IEP, and to provide support services to address the problematic behavior.

Physical Restraint of Students – Policy 9-56

Stoneham Public Schools ensures the safety of all students by providing a safe environment conducive to learning and an expectation that this environment will be maintained by Stoneham Public School staff. Further, students of the Stoneham Public Schools are protected by law (603CMR 46.02) from unreasonable use of physical restraint.

Physical restraint may only be used when non-physical interventions would not be effective and the student's behavior poses a threat of imminent, serious, physical harm to themselves and/or others.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself/herself or another student or school community member, a teacher or employee or agent of the Stoneham Public School District may use reasonable force needed to protect students or other persons or themselves from injury.

As defined in 603CMR 46.02, restraint is defined as:

1. Extended restraint: A physical restraint in duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

Legal Reference:

MGL-DOE Regulation 603CMR-46.02

MASC Policy Reference

Cross Reference Staff 8-9.2 Stoneham Public School Policy

1993 EDUCATIONAL REFORM DISCIPLINE POLICY

The following section is a result of the Education Reform Act was passed by the State Legislature and signed into law by the Governor on June 18, 1993. These regulations are thus enacted for every public school in the Commonwealth of Massachusetts.

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in Chapter Ninety-Four C, including but not limited to marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student, who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent.
- e. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion.

Felony Complaint or Conviction of Student (MGL, C.71, §.37H ½)

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
2. Upon a student being convicted of a felony or upon a adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In both sections (1) and (2) a student and parents have the right of appeal to the Superintendent of Schools.

POLICIES MANDATED BY STATE LAW

Discrimination

Every person shall have a right to attend public schools of the town where he/she actually resides. No person shall be excluded from, or discriminated against, in admission to a public school of any town, or in obtaining the advantages, privileges and courses of studies of such public school on account of race, color, sex, religion, national origin, sexual orientation, disability or age.

Student Records

Parents have a right to access all student records, data, testing, summaries, teacher reports, etc. kept on file in a student's folder in a public school. Parents must request in writing copies of any data kept in folders or to review folders. The School Department has ten school days to respond to a parent's request. If a parent wishes to review records, he/she must make the request and a staff member must go through the file with them, and again, the school has ten school days to comply. Parents may request a copy of state regulations on student records from the school office. Student records are forwarded to a student's new school when the student moves or transfers; school nurses will forward health records directly to the nurse in the new school.

Non-Custodial Parents

Non-custodial parents must submit a request for their child's records in writing annually. Once notified, the school principal will notify the custodial parent (per law) that the request has been made and that the school will release the information requested to the non-custodial parent after 21 days unless action is taken by the custodial parent in compliance with existing state law.

CIVIL RIGHTS AND SAFETY POLICY

It is the policy of Stoneham Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment or violate the civil rights of any pupil, teacher, administrator or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in

referral to law enforcement agencies.

The school will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Stoneham Public Schools is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings. The principal is available to receive reports and complaints of civil rights violations from students, faculty and staff.

Civil Rights Laws

Title II of the American with Disabilities Act of 1990: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.

Title IX of the Educational Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex.

Title VI of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

MGL, Ch. 76, Section 5 of the Massachusetts General Laws: Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

Stoneham Public Schools – Appointed Coordinator – Title VI, Title IX and Section 504:

Ms. Martha Bekker, Assistant Superintendent of Student Services

781-279-3850

mbakken@stonehamschools.org

GENERAL POLICIES

Fund Raising

The elementary schools engage in fundraising activities to provide money for enrichment programs and other school activities for the students. Guidelines for these activities are:

- Approval of the activity by the principal and PTO Board.
- No door-to-door solicitation (it is not sanctioned).
- Voluntary participation by students.

Visiting

Classroom visits by parents and/or outside professionals will be arranged with staff members at mutually convenient times with as much advance notice as possible. The building principal will be notified in advance of any visits.

The Special Education Program Supervisor should be notified in advance of any parent/outside professional requesting to visit a special education student's classroom. Such visits shall be limited to two persons at one time for a maximum of forty-five (45) minutes. Another staff person shall accompany and supervise a visit to a classroom.

Clothing Suggestions

1. A student's day may involve classroom activities involving paint, glue or other messy materials. Playground activities may involve climbing, sliding and running. Please keep in mind in making clothing choices. Slacks and/or jeans are acceptable attire, particularly on physical education days.
2. Please label clothing such as jackets, sweaters, raincoats, and hats, and other belongings – i.e. lunch boxes, boots, sneakers, etc. Labeled items are more easily returned if lost.
3. For safety reasons, sneakers are required for physical education classes.
4. It is suggested that children wearing boots in snowy weather bring other shoes or sneakers to wear during class time.
5. An appropriate dress code does not include midriff shirts or T-shirts with inappropriate language or graphics.
6. Please keep in mind that students do go out to recess and should come to school with weather appropriate clothing.

Items from Home

Students may not bring items such as hard balls, toy guns, knives, exploding caps, matches, chains or any other item or toys that could result in injury to themselves or to other people. Game Boys, trading cards, portable radios, tape recorders, boom boxes, walkie-talkies, cell phones, beepers, rollerblades, skateboards, scooters, etc. are not appropriate during the school day. If such items are brought to school, they will be taken away and may be returned to the student at the end of the day. Dangerous items may be returned to parents.

Personal Searches

School administrators may search students and student possessions, including, but not limited to backpacks and pocketbooks, if possession of contraband is suspected. Such searches may be made during the school day or at any school sponsored functions.

Playground Supervision

School staff will supervise the playground at 8:15 AM. Since there is no supervision before 8:15 AM or after school, children should not be at school before 8:15 AM and are expected to leave for home immediately following dismissal.

Messages

Due to activity in the office, particularly at the close of school, responsibility for messages to be given to children will be taken until 1:00 PM.

Valuables

The school cannot be responsible for valuables; if it is necessary for a student to bring cash or other important possessions, such items can be safeguarded in the office.

School Pictures

Individual as well as class pictures will be taken on a yearly basis.

Field Trips

The following guidelines are suggested:

- Field trips are encouraged at all grade levels to correlate with existing curriculum.
- Funding is supported by the PTO.
- Transportation are arranged by the individual schools.

Fire Drills and Emergency Drills and Training

Fire Drills are scheduled to train students to leave buildings quickly and quietly, following teacher direction and established procedures, and without confusion. Similarly, other emergency procedures for evacuation, lockdown, and shelter-in-place will be taught and practiced with students.

Insurance

Each fall, an opportunity is provided for students to purchase accident insurance. Information is sent home by each school.

Protection of Privacy

The names, addresses, telephone numbers of employees, students or parents/guardians of students are not disclosed to any individual or organization. Unlisted telephone numbers are kept in a confidential file and are not disclosed except for emergency dismissal procedures.

Safety and Diversity Philosophy

The Stoneham schools recognize ethnic and racial diversity as a source of strength and pride. They dedicate themselves to mutual respect and tolerance, to pride in the contributions different groups have made, and to the common bonds that join us. The Stoneham Public Schools strives to develop a fully inclusive, safe environment that embraces diversity and the dignity of the individual student.

Home/School Communication

There are various ways for parents, teachers and administrators to communicate effectively with each other.

Report Card Conferences

Parent/Teacher conferences are scheduled each fall and spring to review student progress. Additional conferences may be requested at other times as necessary.

Student progress (Grades K-4) toward mastery of academic standards and behavioral skills is assessed three times per year. Academic indicators of progress on the report card are M (Mastery), P (Progressing), B (Beginning), and N (Not Yet). Behavioral skills are graded on a numerical scale 1 – 4.

Open House

In the fall, an evening open house is held in each school to give parents familiarity with the school environment and program. Although the format of the evening varies among the schools, these evenings include opportunities for the following:

Visit the classroom

- Meet the teachers
- See classroom materials
- View work in progress
- Review curriculum

If you would like to have a conference with your child's teacher, you may set up an appointment at a later date.

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework can provide

practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that the assignments are completed.

1. Grade 1-2: Homework is optional at the discretion of the teacher. If assigned, the daily homework shall be approximately fifteen (15) minutes. Special academic work may be given to a student having difficulty in a certain area. Homework may be given, if necessary, to students who have been absent. Parents should be informed if continual assignments are necessary.
2. Grade 3-4: A minimum of three thirty minute assignments per week is required. Homework should not exceed one hour per night. If your child is spending more than this amount of time on homework, you are encouraged to discuss this with his or her teacher. In the case of a student having difficulty in a certain area or having been absent, special academic work may be given on an individual basis. It is recommended that a conference with the parent precede all such assignments.

It is recognized that not all students will take the same amount of time to do a given assignment. Each teacher must do everything possible to make differentiated assignments commensurate with ability and need. Homework is not intended to be just “busy work” as it helps to build good study skills and work habits.

If a child is absent, homework can be picked up at the close of the school day of absence or homework can be sent home with another child who lives in the area.

Parents Associations

Each school has a parent association whose board members meet on a regular basis. All meetings are open to the public and parents are encouraged to attend. Announcements of meetings are made in the school monthly calendar. Typical activities include:

- Fundraising to support school projects
- Planning and implementing enrichment activities for students
- Organizing library volunteers
- Addressing concerns of the school community
- Promoting communication between home and school

The varied activities of these associations provide many opportunities for parental involvement in the schools. Volunteers are always needed and welcomed. Their efforts directly benefit the students and help create a strong school community.

United Council

The United Council is an umbrella organization for the parent associations of the Stoneham Public Schools. Its board is composed of representatives from each school and its purpose is:

- To build and maintain an active interest in the Stoneham Public Schools
- To act as a liaison with the Parents Associations, School Department and School Committee.
- To further communication among School Councils.
- To work together for the benefit of all students.

It accomplishes these goals by . . .

- Coordinating town-wide enrichment activities
- Addressing concerns and issues common to the school
- Scheduling forums on topics of interest to parents
- Providing opportunities for the representatives from the various schools to share information

School Council

With passage of the Education Reform Law in 1993, School Councils were created in each school to function as an advisory group to the principal in all areas affecting education of students. The teams are composed of the principal, community members and equal representation of teachers and parents.

Dogs

Dogs and other pets are not allowed on school grounds.



Student Transfers

When a student is transferring to another school district, parents are to notify the school office at least one week in advance. This will enable his/her teacher to complete a transfer for describing his/her program. Please see that the student's textbooks, library books and other school materials have been turned in to his/her teacher before the child's last day.

Digital Recording Policy

Introduction

Stoneham Public Schools Spartan EDTV (Channel 10 Comcast, Channel 13 RCN) are the school district's educational access channels, which are used as teaching and learning tools, as well as a means of informing the entire Stoneham community of what is happening in the schools.

Policy

All recording, video taping and photographing, including digital photography, by any means, including but not limited to cell phone, involving students will be related to classroom and/or extra curricular activities and other instructional support services. No video recording or photographing, including digital photography, will be used for commercial purposes and no student will be included without the written consent of the parent/guardian. Parents will be required to sign a release form on an annual basis. Exceptions to this policy are large public events, such as athletic events, Carnival Ball, graduation, etc.

All routine classroom video recording and photographing, including digital photography, of student activities produced by students or school personnel may not occur, or be reproduced, or made available outside of the school for any purpose without express prior authorization of the building principal. Parents will be notified in advance whenever non-routine projects involving video recording and photographing, including digital photography, of students is planned.

CHAPTER 766- PUPIL PERSONNEL SERVICES

Definition

In 1974 a special education law, known as Chapter 766, was implemented in Massachusetts. In 1978 the federal government mandated the implementation of Public Law 94-142, the Education of Handicapped Children Act. Both of these laws were enacted to insure that all handicapped children have free and appropriate education to be provided by the local public schools. The Special Education Department in Stoneham is responsible for providing this education to children who are found to have special needs.

Eligibility

Any child age three through twenty-one who has been determined by an Evaluation Team to need special educational services because of 1) a disability as described in federal and/or state law, and 2) is unable to progress in a regular education program, is eligible.

Evaluation

Stoneham provides professional school evaluation teams that may be comprised of a chairperson, the principal, a learning needs specialist, speech/language therapist, a psychologist and the child's classroom teacher(s). Additional persons may participate if they serve the child or at the parent's request.

Special Education Services May Include the Following:

- Psychological services are provided by the school psychologist.
- Adaptive physical education services provided by a physical education teacher in individual or small group settings for sensory stimulation and motor activities.
- Services for the visually impaired student exist for students who are either legally blind or have visual impairments which impede their educational progress.
- Services for the hearing impaired provided by speech/language specialists for children who are hard of hearing or deaf.
- Speech/language/hearing therapy provided by a certified speech/language specialist either individually, in small groups, or through a consultative model.
- Occupational therapy programs provided by a registered occupational therapist to develop gross, fine and perceptual motor skill development.
- Resource Rooms are located in each school to provide individualized programming for students in need of instructional and supportive services within a small group environment on a part-time basis. The goal of these centers is to assist the student in improving academic performance within the regular education program.

Parental Rights

Parents are entitled to . . .

- Refer their child for a special education evaluation or re-evaluation.
- Know why their child is being referred for an evaluation by the school and who is referring them.
- Be an active, participating team member.
- Participate in the development of the child's educational program.
- Accept, reject or ask that the educational program (IEP) be modified.

Counseling

The elementary schools each have an adjustment counselor who deals with a variety of emotional and social problems. Referrals can be initiated by the school principal, a teacher, or the student's family.

Home Tutoring

Students confined to home or hospitalized for at least fourteen days may be eligible for tutoring services. Please contact the Principal for more information.

HEALTH



Health Entry Requirements - Immunizations

All immunizations must meet Massachusetts minimum requirements and must be certified in writing by a licensed physician before a child is admitted to school. State law requires the following immunizations*:

- DTaP/DTP (Diphtheria, Pertussis, Tetanus) – 5 doses
- Oral Polio – 4 doses (4th dose must be given on or after 4th birthday)
- MMR (Measles, Mumps, Rubella) – 2
 - #1 Must be given after age one
 - #2 Given for entry into kindergarten

- Hepatitis B (series 3) – Entry into kindergarten
- Hib – 1-4 doses (required before entering preschool/kindergarten)
- Varicella – #1 Must be given after age 1
- # 2 (Or proof from doctor that child has had chicken pox)
- Documented Lead date and level

*Exemption is possible for medical or religious reasons. See school nurse for more information.

Physical Examinations

All students are required to have a physical examination within one year prior to entrance to school for preschool, Kindergarten and grade four. Families are encouraged to have physical examinations performed by their family physician.

Health Services – Nursing Services

School nurses are on duty at each school. The nurse provides:

1. standard first aid, care of chronic illnesses and the evaluation of illness occurring during the school day
2. further coordinates the resources of the school, home and community as they pertain to the health of the children
3. participates in team evaluations and conferences on all children with medical problems
4. works with the school staff in planning for health needs of those children with health conditions

Major Illness or Accident – Differentiation and Procedure

Major emergency (life saving) is a situation that requires immediate medical attention to save a life. Examples are hemorrhaging, state of unconsciousness, anaphylactic shock due to bee or food allergy and neck and back injuries where there is a question of cord injury. In this situation, it is our policy to use the nearest available hospital.

Responsibilities of Parents and School Personnel

The primary responsibility for the overall health of the child lies with the parent. It is expected that children will not be sent to school if they show signs of illness or other conditions which require medical care.

The school provides school health services to students during the school day, including the emergency handling of sudden illness and accidental injury. The parents are responsible for subsequent treatment and are to be encouraged to report the results to the school nurse.

The school is not legally authorized to diagnose conditions or prescribe medications. This is the function of the private physician or other medical facility designated by the parent.

The school has responsibility for assisting parents to promote and maintain the highest possible level of health for each child.

Illness and Communicable Diseases

Guidelines for keeping your child home due to illness: (Always consult with the school nurse if you are unsure as to whether your child should be attending school)

Fever: If your child has a fever, they need to be fever free for 24 hours without the use of fever reducing medications.

Vomiting and/or diarrhea: If your child has vomiting and/or diarrhea he/she should be kept home until symptoms have resolved for approximately 12 hours (24 hours for preschool) and the child is able to hold down food and liquid.

Red Eyes: When the white part of the eye appears red and produces a yellow or green crusty discharge he/she may have conjunctivitis (pink eye). (This can be caused by allergy, bacteria or viral reasons) Please consult your pediatrician, if it is bacterial conjunctivitis an antibiotic will be needed. Please consult with the school nurse regarding school attendance.

Rash: If your child has an unusual rash or it is associated with a fever, contact your doctor and keep your child home from school until you have discussed the rash with your doctor.

Sore throat and scarlet fever (Group A strep): A sore throat in conjunction with a fever and swollen glands may indicate strep throat. Call your doctor and have your child evaluated. Children are considered no longer contagious after 24 hours on antibiotic and may return to school.

Head Lice: Please see the Policy and Procedure on Head Lice on the Stoneham Public Schools website. Consult with the school nurse if you have any questions.

Children showing symptoms of communicable disease (sore throat, unusual skin eruptions) are not permitted to attend school. Please consult with the school nurse for school attendance guidelines.

If a child becomes ill at school, parents will be notified and will be expected to provide transportation of their sick child. Children will not be allowed to leave school alone and should be picked up from the school office.

The school nurse works with all personnel, including the Special Education team, to provide needed health services to all students. The nurse consults with parents concerning any health related issues.

Emergency Information

Parents should ensure that the school office has current emergency information. This information should include:

- Home and work telephone numbers for parents/guardians.
- Other responsible adults to contact in the local area in the event the parent/guardian cannot be reached.
- Physician's name and phone number.
- Medical alert information – all known allergies and if treatment for child is necessary.
- Complete and current address.

This information must be updated yearly.

Medications in School

To administer medication to a student, there must be written permission from the parents/ guardians and the physician or nurse practitioner. The medication permission form is available from the school nurse or on the Stoneham Public Schools website. Please fill in the form completely and return it to the school nurse. This order must be renewed at the beginning of each academic year.

Medications should be delivered to the school in a pharmacy or manufacturer-labeled container by the parent or guardian. Please ask the pharmacy to provide bottles for school and home. No more than a thirty day supply should be delivered to the school.

Screening

The following health screenings are routinely administered to all students.

- Vision screenings: administered in Grades K-4 (Parents will be notified of failed screenings)
- Hearing screenings: administered in Grades K-3 (Students who do not pass will be rescreened after one week and if they still do not pass the parent will be notified.)
- BMI screening 1st and 4th grades



STONEHAM PUBLIC SCHOOLS

2018-2019 School Calendar and Hours

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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September 2018						
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30						

October 2018						
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28	29	30	31			

November 2018						
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December 2018						
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30	31					

January 2019						
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February 2019						
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March 2019						
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January 2019						
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February 2019						
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24	25	26	27	28		

March 2019						
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24	25	26	27	28	29	30

April 2019						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

May 2019						
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June 2019						
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23	24	25	26	27	28	29
30						

IMPORTANT DATES:

Aug. 22: New Teacher Orientation
 Aug. 27: Teachers' Return
 Aug. 29: Schools Open
 Aug. 31-Sept. 3: Labor Day Weekend
 September 10: Rosh Hashanah
 September 19: Yom Kippur
 October 8: Columbus Day
 November 12: Veterans Day Observed
 November 21 (1/2 Day)-23: Thanksgiving
 December 24-Jan. 1: Holiday Vacation
 December 25: Christmas Day

January 1: New Year's Day
 January 21: Martin Luther King Day
 February 18: Presidents' Day
 February 18-22: February Vacation
 April 15: Patriots' Day
 April 19: Good Friday
 April 15-19: April Vacation
 May 27: Memorial Day
 June 7: High School Graduation
 June 11: 180th Day; June 18: 185th Day

 No School
 SC Meetings

EARLY RELEASE DAYS:

October 5: Systemwide - Prof. Development
 October 31: Systemwide - Prof. Development
 November 14: 9-12 Conferences
 November 21: Systemwide - Thanksgiving
 December 5: PK-8 - Conferences
 December 6: PK-8 - Conferences
 December 21: Systemwide - Prof. Development
 January 18: Systemwide - Prof. Development
 February 15: Systemwide - Prof. Development
 March 13: PK-4 - Conferences
 March 14: PK-4 - Conferences
 June: Last Day of School

SCHOOL HOURS:			
Elementary	Central Middle School	High School	Early Release
8:30 A.M.-2:40 P.M.	7:58 A.M.-2:35 P.M.	8:15 A.M.-2:50 P.M.	Elem: 12:15 HS/CMS: 12:00

TRANSPORTATION

Walkers – Crossing Guards

Uniformed crossing guards are assigned by the Stoneham Police Department to designated intersections crossed by students going to and coming from school. Parents should be aware that children traveling to and from school during times other than normal school hours will not be assisted by crossing guards and travel at their own risk. It is recommended that students not arrive at school before 8:15 AM

Bicycles, Skateboards, Rollerblades, Scooters, Hoverboards

Students may ride bicycles with written permission of their parents and school principal. Helmets are required. Due to heavy pedestrian and automobile traffic before and after school, bicycles are to be walked on school grounds. Bicycles must be secured. Failure to follow these rules will result in loss of bicycle privileges. The Stoneham Public Schools will not be responsible for vandalized or stolen bicycles. No skateboards, rollerblades, scooters or hoverboards are allowed on school grounds. Any means of transportation deemed unsafe by school administration will not be allowed on school property.

Idling On School Grounds

In accordance with M.G.L. Chapter 90, § 16B & 540, the Stoneham Public Schools have adopted a policy prohibiting the idling of motor vehicles on school grounds. No Idling signs are posted at each school stating penalties of \$100 for first offence and \$500 for second and subsequent offences. Please refer to School Committee Policy 4-35a for additional information.

Drop-Off and Pick-Up Procedures

For the safety of students, very firm parking and student drop-off/pick-up procedures have been established. School Zone speed limits should be observed at all times. Children should never be left in a car unattended. Please exercise extreme caution when driving on or near school grounds. As neighborhood schools, students are encouraged to walk to and from school whenever possible. Parking in fire lanes is prohibited.

South School:

Signs are posted to direct the flow of traffic during morning drop-off and afternoon pick-up and are intended to enforce the live parking and single lane usage of the fire lane. No parents are allowed to park in the fire lane if they plan to leave their car. Signage also restricts parents from parking on the left hand side of the driveway – this area must be left open to allow parents an uncongested and visually open passage when entering and exiting the parking lot. All cars must exit the parking lot from the Irving Street exit only and must turn right onto Summer Street.

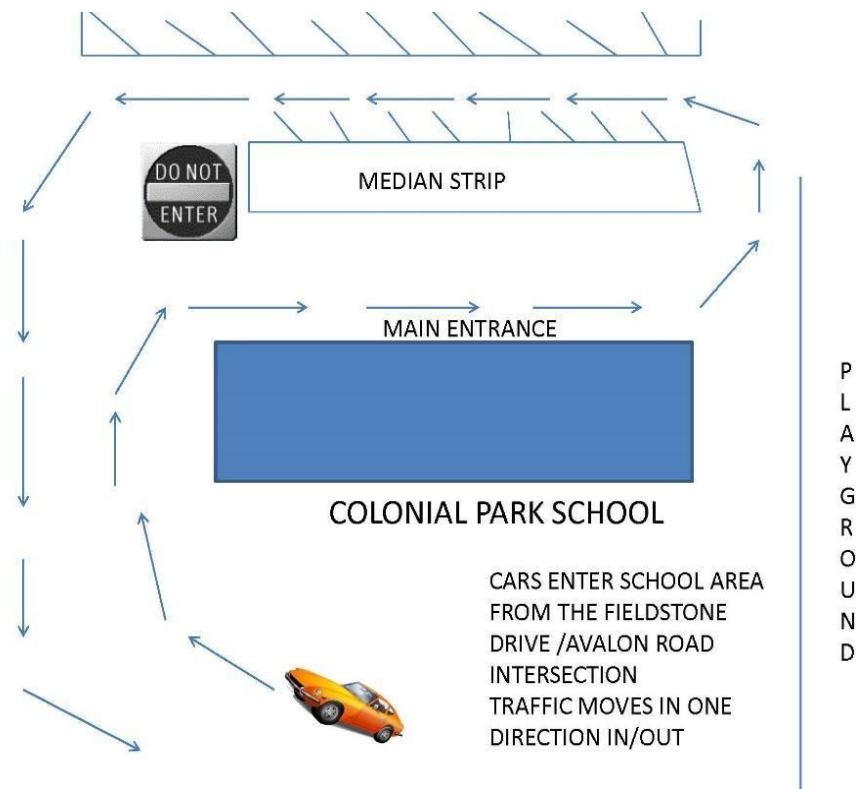
Traffic Entry/Exit Map

South School
11 Summer St.
Stoneham, MA



Colonial Park:

Parking is available in the lot in the front of the school and on the side streets adjacent to the school. There is no parking in the area directly in front of the rear door by the school sign – there is a dangerous curve in the two way driveway in this area. Live parking is allowed on the right side of the driveway by the school playground area and along the front of the school in Drop-Off/Pick-Up spaces. Signs are posted in designated areas. At the beginning of the school day, cars should continue along the driveway past the front door to drop students at the area closest to the park. Students then proceed to the playground space. Cars should not stop in front of the school as this interrupts the smooth flow of traffic. Children should always exit cars on the sidewalk side. At dismissal, kindergarten parents may park along the right side of the drive to pick up children at the kindergarten door; students in grades 1-2 are dismissed to a parent or designated adult at the door to the playground; students in grades 3-4 are dismissed at the rear door by the classroom teacher. Parking in the school driveway and fire lane and leaving the car to pick-up children is not allowed. Pre-K classes are staggered to eliminate traffic congestion – parents must park in the lot to bring children to class – do not leave cars in front of the school in the fire lane for drop off or pick up.



Robin Hood:

Parking is available in the main lot and allowed on side streets adjacent to the school. While school is in session, all cars should park in the designated parking lot. Cars coming out of the designated parking lot should turn left to exit the grounds and not drive through the circle. When dropping off, cars should pull up in the circular driveway as far as they can and drop children curbside only. Please have your students ready to depart your vehicle quickly and safely. At dismissal, kindergarten and grades 1-2 parents should park in the designated parking areas and meet children at the respective dismissal door; during dismissal time only, parking is allowed on the right side of the driveway by the field. Students in grades 3-4 will be dismissed at the main door and can be picked up in the circular driveway; live parkers should park on the right side of the driveway next to the parking lot while waiting for the fire lane to open – then pull up as far into the circle as possible, continually moving forward. Parents using the live parking drop-off-pick-up lane should pull away once the children are safely in the car or on the sidewalk. All cars should continue to move forward when spaces open up.

**ROBIN HOOD SCHOOL
PARKING AND STUDENT DROP-OFF/PICK-UP PROCEDURES**

