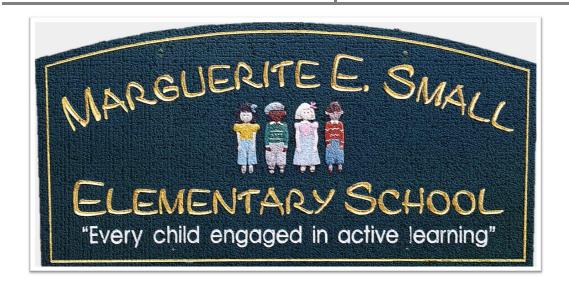
Marguerite E. Small Elementary School

2021-2022



Parent-Student Handbook

Marguerite E. Small Elementary School

440 Higgins Crowell Road, West Yarmouth, Massachusetts 02673 Phone: 508-778-7976 Fax: 508-778-4456 www.dy-regional.k12.ma.us

Message From the Principal

Dear Families:

It is a pleasure to welcome you and your child to the 2021-2022 school year at Marguerite E. Small Elementary School. At MES, we take pride in being responsible for your child's education from Early Education to Grade 3 as they progress academically and socially in our school community.

Our dedicated, caring and professional staff is invested in knowing your child as an individual learner and will support and encourage each in his/her journey here at MES. Your input and communication is important to us. Please do not hesitate to contact me with any questions or concerns so that we may work together to provide the most successful school experience for your child. Our weekly newsletters and web page are great ways to stay informed as well.

As we begin this year at MES, we believe our partnership with you is a key component to your child's success. There are a variety of ways you can become involved in our school community in such ways as PTO, School Council, and classroom volunteering.

This handbook is intended to inform each family of pertinent information about routines, school rules and programs here at Marguerite E. Small Elementary School. We have also included school district policies as mandated by state law. We hope you find this information helpful.

We look forward to a positive and rewarding year ahead and seeing you around our wonderful school. Welcome!

Sincerely,

Carol Mahedy

Principal

p.s. Please be sure to sign and tear off the signature page and return it to your child's homeroom teacher.

TABLE OF CONTENTS

Welcome	1
Table of Contents	2
2019/20 District Calendar	2a
Vision Statements	3
Goal Statements	4
Staff Roster	5-6
General School Information	6-9
Transportation – Bus	9
Academic Terms & Marking Periods, No School Days, Early Release Days	10
Daily Schedule, Lunch & Recess Times, Daycare	11
State Assessments (ex. MCAS)	.14
Curriculum	14-15
Organization of each Grade Level	15-16
Insuring Success	16
Diverse Instructional Strategies	17-18
General Rules and Regulations for Students	19-20
Cultural Diversity Statement	20
PTO & School Council	20-21
School Health Services	21-22

ADDENDUM – DISTRICT POLICIES

ADMINISTRATION OF MEDICATIONS
ATTENDANCE POLICY
C.O.R.I. REQUIREMENTS
DRESS CODE-DISTRICT
HARASSMENT

NON-DISCRIMINATION

RELEASING STUDENTS FROM SCHOOL DURING SCHOOL HOURS RESTRAINT

SMOKE FREE SCHOOL

USE OF CELL PHONE AND PORTABLE COMMUNICATION DEVICES WEAPONS

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS ALCOHOL, TOBACCO, AND DRUG USE PROHIBITED BY STUDENTS SPECIAL EDUCATION PROCESS

Marguerite E. Small School Vision Statement

"In partnership with educators, families, and community members, M.E. Small provides the foundation for lifelong learning by establishing an educational environment that fosters agency and curiosity. Together, we inspire children to fully realize their individual potential, and encourage them to be active thinkers and problem solvers, so they can grow to be healthy, responsible citizens."

Dennis/Yarmouth Regional School District Vision Statement

"The Dennis-Yarmouth Regional School District is committed to empowering each student to achieve excellence with integrity in a changing world."

Administration Building 296 Station Avenue South Yarmouth, MA 02664 (508) 398-7600				
Superintendent of Schools: Mrs. Carol Woodbury (508) 398-7605				
Maria Lopes Assistant Superintendent of Pupil Services (508) 398-7624	David Flynn Asst. Superintendent for Finance and Operations (508) 398-7610			
Betsy Pontius Director of Instruction/STEM (508) 398-7621	Sherry Santini Director of Instruction/Humanities & Arts (508) 398-7620			

DYRSD School Committee Goals

- We shall work to continuously improve student achievement to ensure all learners are prepared for successful college and career pursuits.
- We shall continue to maintain and develop new and existing programs that support the excellence of the D-Y Advantage.
 - We shall continue to strengthen family and community relationships

Marguerite E. Small SCHOOL IMPROVEMENT PLAN GOALS

- 1. Curriculum and Instruction: Improve performance in ELA.
- 2. Curriculum and Instruction: Improve performance in Math.
- 3. Supportive School Culture: Provide support for a continuum of students and adult learners.
- 4. Develop and maintain a safe and secure learning environment for all parents, students, and staff at M.E. Small.

MES STAFF 2020-2021

PRINCIPAL - Carol Mahedy

ASSISTANT PRINCIPAL- Shannon Carlson

SECRETARY TO THE PRINCIPAL – Trisha Chase

SECRETARY/RECEPTIONIST - Katie Williams

SECRETARY for EARLY EDUCATION – Jody Almonte

NURSE - Tamy Rosbach

MEDICAL ASSISTANT- Sheila Hayles

SOCIAL WORKER – Chistina Cioffi

BEHAVIORIST- Robin Huibregtse

PSYCHOLOGIST - Rebecca Aiguier

EARLY CHILDHOOD teachers - Suzanne Ferreira, Emily Gould, Susan Gubbins

KINDERGARTEN teachers –Susannah Criser, Marcy Gogol, Kaysi Pisano, Emily Reed

GRADE 1 teachers - Emily Caldwell, Susan Curley, Carole Depin, Jennifer Hudock, Neeley Martin

GRADE 2 teachers – Adrian Bogle, Alyssa Flynn, Donna Griswold, Austin Leonard

GRADE 3 teachers – Elizabeth Duggan, Jennifer Durant, Justine Filosa-Wills, Ryann Zabielski

ART - Jacquelyn Friel

PHYSICAL EDUCATION - Samantha Buron

LIBRARY/TECH. - Kim Keith

MUSIC - Kathleen Healy

SPEECH/LANGUAGE PATHOLOGIST - Jacqueline Derby, Nancy Timoney

OCCUPATIONAL THERAPY - Jennifer Keeley

SPECIAL EDUCATION – Maddison Barrett, Beth Hollister, Andrea Parks, Christina Tomasik

ELL INSTRUCTION (English Language Learners) – Cailynn Beil, Christine Ciavarra, Marijane Tuohy

LITERACY COACH- Mary Cronin

READING RECOVERY- Carolynne Beless, Carole Depin, Neeley Martin

INTERVENTIONIST – Janet Aronoson, John French, Erin Lubash, Meaghan Watt

EARLY CHILDHOOD ASSISTANTS – Sandy Corcoran, Shirley Didsbury, Linda Dumont, Fabiane Gardner, Anita Rodriguez, Mary Beth Sudbev

STAR PROGRAM TEACHER - Tracey Cefole, Emily Willenborg

STAR PROGRAM ASSISTANTS - Susan Boy, Victoria Furman, Julie Gemme, Corrine Howard, Melissa Laakso, Jessica Maguire,

Thea LaGuerre, Kaysi Pisano, Holly Poor, Alyssa Rodriguez, Nicole Tatro, Janice Urciuoli

SPECIAL EDUCATION ASSISTANTS – Kathleen Alridge, Mary Jo Kelly, Sarah McGrath, Wendy Veara, Stephanie Wojciechowski, TEACHING ASSISTANTS – Ani Graves, JoAnn Guerrini, Jeririca Hicks, Andrea Lammers, Annette Roundtree, Brittney Sacco

LUNCH/RECESS ASSISTANTS – JoAnn Guerrini, Lily Sanders

FOOD SERVICES -Danielle Corbett, Sharon Gordineer, Karin Meehan

General Information

SCHOOL HOURS:

School begins at 9:20 a.m. Parent drop-off begins at 9:10 AM. Students are dismissed at 3:25 p.m. to Parent Pick-Up and 3:35 for Buses.

ATTENDANCE POLICY:

In order to ensure the maximum amount of instructional time for students, the Marguerite E. Small School expects your healthy child to attend school on time every day. If your child will be absent, you must call 508-778-7975 to report this. Our school social worker is the school attendance officer and will work with families of students with chronic absences.

ABSENCE LINE:

For your convenience and the safety of our students, M.E. Small Elementary School provides voicemail 508-778-7975 school phone number. We consider this our "attendance line" and ask that you call in every time your child will be absent or tardy to school.

TARDINESS:

Students arriving at school after 9:20 a.m. are considered tardy and must be escorted to the office by a parent or guardian so that their attendance can be properly recorded.

NOTES:

A note is necessary from a parent or guardian when:

Your child is not going home as usual after school. Bus students must bring a note if they are being picked up after school.

Your child is being dismissed early

Your child will be absent for an extended period of time

DISMISSAL PROCEDURE

Our primary concern is child safety. Please follow all staff directions when arriving in the lower lot and your child will be brought out to the car by one of our staff members. Placards are made for all students being picked up on a regular basis. Please place this placard in your front window so it is visible to the staff bringing the children out to the vehicles.

EARLY DISMISSAL REQUESTS:

We ask that you only request early dismissal in unavoidable situations and that such requests be kept to a minimum. When children are dismissed early, they often miss important instruction. Children must bring in a note to their teacher if parents are requesting that they be dismissed early from school.

FIRE LANE

The **Fire Lane NO PARKING** will be strictly enforced to ensure the safety of everyone in the building.

TRAFFIC PATTERN AND PARKING

The driveway in front of the school is for buses and school vehicles only. It is very important that you do not leave your car in the drop off lane for any reason. It is intended to keep this lane moving in one direction.

Parking spaces are limited. We ask for your cooperation during high traffic times (arrival/dismissal/special performances) to use care in ensuring the safety of all. Always proceed **slowly**, paying careful attention to children exiting vehicles. Only park in designated areas.

MEDICINE:

No student is permitted to carry medicine of any kind (including cough drops) while in school. If it is necessary for a child to take medicine during school hours, parents must submit an "Authorization for Dispensing Medicine" to the school nurse. The medicine will then be dispensed under the provisions of Chapter 76, Section 54B of the General Laws. Please contact Mrs. Rosbach, the school nurse, for further information.

SCHOOL VISITS & SCHOOL SECURITY:

All visitors must enter the school via the front door which is locked during the school day, as are all other doors to the school. Visitors are required to be "buzzed in." Press the button to the right of the

front doors and the main office will be able to allow entry. Once inside, check in at the front office by bringing your driver's license and a visitor badge will be printed for you.

MORNING STUDENT DROP-OFF

Students may arrive at school between 9:10-9:20. We have several staff to assist students' transition to classrooms. Once routines are established after the first week of school, teachers will be engaged in greeting their students and starting classroom activities. Our lobby greeters can continue to assist your child in getting to their classrooms as long as is needed. If you need to speak with your child's teacher at the start of the day, please send an email directly to them or send a message via backpack mail. Staff are always present at parent drop-off. Thank you in advance for helping us during this busy time of day.

Masking:

All students and staff will wear masks to begin the 2021-2022 school year.

CORI FORMS FOR VOLUNTEERS:

All volunteers at D-Y Schools must be CORI approved before volunteering their time. CORI forms are in the main office and must be filled out, signed and a copy of your current driver's license must be attached. The process takes about 2 weeks, so it is good to think ahead and get this form filled out early. Thank you to all our volunteers!

FIRE DRILLS:

Fire drills are practiced routinely along with the Yarmouth Fire Department who is present. We focus on this important safety procedure especially in September for students to get used to the routine. Lining up and listening are stressed as the students and staff exit and re-enter the building.

LOCKDOWN/SAFETY PROCEDURES:

Another safety precaution taken in D-Y schools is the Lockdown procedure. M.E. Small has drills with Yarmouth and Dennis Police during the school year.

"BLACKBOARD CONNECT" RAPID NOTIFICATION SERVICE:

Your child's safety and keeping you informed are top priorities of the Dennis-Yarmouth Regional School District. This service will allow us to send a voice, text message, and/or email message to all our families on all their contact numbers within minutes if an emergency occurs at school or if we'd like to pass along key information regarding school events. The ability to deliver a message is only as good as the contact information we have for our families, so please make certain we have the most up-to-date direct dial numbers and email addresses (if desired). If this information changes, please let the office know immediately.

DRESS CODE:

Children should dress neatly, comfortably and safely. Closed-toe shoes with rubber soles are recommended. Please see the District Dress Code in the Policy section of this Handbook.

ELECTRONIC DEVICES AND TOYS

Parents, we are asking that you make sure your child leaves at home their trading cards, toys, electronic devices. All toys and electronic devices must remain in backpacks, powered off during school hours.

LOST AND FOUND:

Please mark your child's belongings with his or her name. Items that we can't identify with an owner will be kept in our lost and found area in the front lobby. The lost and found area will be emptied twice a year and items will be donated to charity.

SCHOOL CALLS:

The school's number is (508) 778-7975. Students and teachers will be called to the telephone during class time ONLY in cases of emergency. A message of your call will be given to staff. Your call will be returned as quickly as possible.

SCHOOL UPDATES:

Go to the D-Y website: www.dy-regional.k12.ma.us to receive the latest in school news. You can click on "schools" to go specifically to MES's web page. Cable television has established Channel 22 as a "bulletin board" to inform the community of any general information and of upcoming events scheduled in each school in the D-Y District.

FOOD SERVICE

School breakfast and lunch are available to every student. School breakfast is offered every morning at **no cost**. Lunch is ordered every morning in the classroom and a lunch count is given to the cafeteria. The lunch menu is available monthly.

TRANSPORTATION:

BUS SAFETY - GOOD MANNERS AND COMMON SENSE MAKE FOR A SAFE RIDE

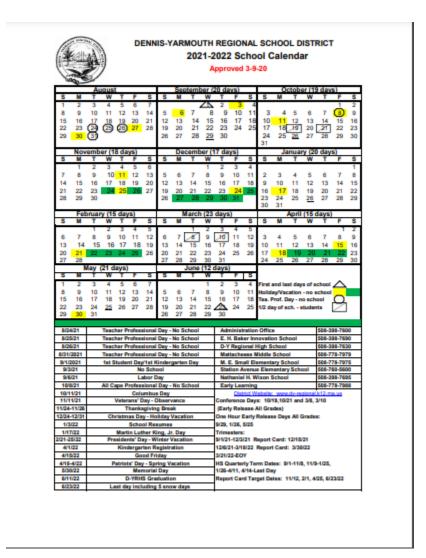
Bus transportation is provided by Five Star Bus Company located in South Yarmouth. They can be reached at **508-443-5080**. Please consider adding this number to your phone contacts.

Any transportation changes must be documented with a written note by the parent/guardian. Children will not be allowed to ride a different bus or get off at a different stop without written permission from the parent. Permission to change buses will generally be granted, unless to do so would cause overcrowding of a bus. Drivers are informed of any passenger changes.

In the interest of safety, all students will not be dropped off at their bus stop unless the parent, guardian, or other pre-authorized adult, known to the bus driver, is at the bus stop. If no one is at the bus stop, the school will be notified and the child will be brought back to MES. You will be called by the school to come and pick your child up.

PARENTS: Please familiarize yourself and your child with the Bus Rules & Regulations flyer that is sent home the first day of school. All riders are required to follow these procedures. A specific system of warnings has been established by the bus company and the school district. The responsibility of transporting school students to and from school each day requires the cooperation of the students' parents. Parents must understand that it is their responsibility to ensure proper conduct of their children while traveling to and from bus stops. Parents should make every effort to make their children aware that students riding on school busses <u>MUST</u> obey the regulations or forfeit their right to ride on the bus.

STUDENTS: Your school day begins when you board the school bus in the morning and ends when you leave it in the afternoon. You come under the jurisdiction of the school administration during this entire period. Remember it is a privilege to ride the school bus. If you are not well behaved and courteous, and if you endanger the health and safety of other students, this privilege will be taken away from you. The bus driver shall be considered to have the same authority for maintaining good order as a teacher in the classroom.



DAILY SCHEDULE

K-3

9:10 am Teachers Report

9:10 – 9:20 am Buses Arrive - Breakfast

9:20 am School begins – Tardy Time

Early Education

AM Drop Off 9:10am Pick up 11:50am **PM** Drop Off 12:50pm Pick up 3:20pm

LUNCH AND RECESS TIMES FOR GRADE LEVELS:

2nd Grade Recess	Kindergarten Recess	1st Grade Recess	3rd Grade Recess
11:15-11:45 Lunch	11:45-12:15 Lunch	12:35- 1:05 Lunch	1:05-1:35 Lunch 1:35-
11:45- 12:15	12:15-12:45	1:05-1:35	2:05

Non-Food Birthday Celebrations/Birthday Books

Our school will be celebrating student birthdays by having students share "Birthday Books" with their class. This will give each student the opportunity to have a special celebration on their birthday, share a favorite book, and will help to promote a healthy classroom. More information will be coming home on opening day regarding this policy. We ask that you do not send any birthday treats to school.

Parent Drop Off Policy

Student safety is always our highest priority at M.E. Small. We recognize that many parents, especially for our younger students, will want to walk their child to their classroom for the first few weeks of school. However, we ask that children walk on their own down to their classroom. We will have staff members available to help with this transition if needed, and will be happy to follow up with you after the school day starts to let you know how your child is doing. It is important for students to be able to start their school day on time, and for our corridors to be secure by the start of the school day at 9:20 am.

CURRICULUM

At the Dennis-Yarmouth Regional School District, our curriculum is aligned with the Massachusetts State Frameworks and our instruction is focused on meeting all of our students' needs, building upon their strengths, and providing them with support in order to grow and achieve in all content areas. Below you will find more information that is specific to instruction in our district and at Marguerite E. Small Elementary School.

English Language Arts:

English Language Arts is the umbrella for literacy instruction which includes *reading*, *writing*, *language*, and *speaking and listening*. The Massachusetts Frameworks outline the grade-level expectations for each strand of high-quality, rigorous literacy instruction. A deliberate and collaborative effort is made to meet the needs of ALL students by providing a cohesive and consistent approach to reading and writing instruction that is developmentally appropriate, standards-driven, outcome specific, explicit, and research-based.

The district has a long-standing partnership with the Lesley University Center for Reading Recovery and Literacy Collaborative. The Literacy Collaborative model of literacy instruction allows educators to provide both standards-based instruction and attends to students' needs. This instructional model is composed of readers' workshop, writers' workshop, and the language/ word study block. The core curriculum is aligned vertically and across grade levels. Students are engaged in daily authentic, learning experiences that integrate content areas, such as science and social studies. "Students need daily activities in which they develop language skills, mathematical understanding and fluency, understanding of experimentation and observation in science, creative experience in visual and performing arts, and the ability to interact with the community in a variety of ways" (MA DESE, 2017, p. 14).

Additional resources are provided at our district website: https://www.dy-regional.k12.ma.us/district/office-instruction. Here you can access a scope and sequence for each grade level and an overview document that suggests when specific grade level units of study can take place during the school year. Please keep in mind that units of study are aligned with state standards and are student-centered. The curriculum is based on student needs, not based on a program. All students at Marguerite E. Small Elementary School receive daily instruction with a feasible amount of time provided for this instruction.

Families can positively influence students' progress towards attaining literacy growth and achievement by:

- Regularly discussing with your child and monitoring what they have learned from day to day.
- Keeping in close contact with students' teachers to discuss students' progress.
- Teaching students' the importance and enjoyment of learning and celebrating accomplishments.
- Making your child aware of the benefits and importance of reading, writing, and oral expression by ensuring materials are readily available and engaging in literacy activities and experiences.

Mathematics:

As stated on our district website, the Dennis-Yarmouth Regional School District has implemented math resources grades K-12 that are focused, connected and rigorous. The Eureka Math resources highlight the expectations that are being placed on our students today. Our global environment has many challenges and problems that need to be solved. We are preparing our students for their future as critical thinkers and problem-solvers.

Eureka Math is created to build math understanding from kindergarten to 12th grade. It's not enough for students to know the process for solving a problem; they need to understand why that process works so they can use it anytime. Teaching mathematics as a story, Eureka Math builds students' knowledge logically and thoroughly to help them achieve deep understanding. While this approach is unfamiliar to those of us who grew up memorizing mathematical facts and formulas, it has been tested and proven to be the most successful method in the world.

For additional resources please visit: https://www.dy-regional.k12.ma.us/marguerite-e-small-elementary-school/parent-student-resources/pages/math-resources

Science:

Each grade level aligns science instruction to the state frameworks and incorporates the science practice standards, as well as, integrates reading and writing. Hands-on practical, real world experiences are also incorporated into instruction.

Social Studies:

The state social studies framework was the last of the state curriculum frameworks to be adopted. The district Curriculum Leadership Council members focused on social studies are

in the process of coordinating our curriculum in this content area. Local history and visits to appropriate sites are part of students' experiences.

STATE ASSESSMENTS

MCAS:

All third grade students in Massachusetts participate in the Massachusetts Comprehensive Assessment System. Our third graders will be assessed in the areas of reading and math. The grade 3 ELA and the Grade 3 Math will be administered in the spring. Individual student results will be sent home to parents, while group results will be examined to help us strengthen our curriculum.

ORGANIZATION

EARLY EDUCATION:

Our program consists of a diverse group of young children, ages three through five. The make-up of the class includes children with special needs, identified at-risk children, and students from the school district. We provide a nurturing environment that promotes the social, emotional, physical, and intellectual development of young children. The core theme-based curriculum is *Creative Curriculum*.

KINDERGARTEN:

Classrooms meet in daily sessions. We attempt to keep the kindergarten classes small, permitting the teachers to know their students better, and to meet individual needs more effectively.

In addition to the Literacy Collaborative instructional framework, The Tools of the Mind kindergarten program is planned to assist the student in adjusting from the self-centered, protection of the home, to the sharing of responsibility in group living. Basic information is presented in a systematic, continuous process which leads the child into reading and arithmetic readiness by year's end.

Grades 1-3:

Students in each grade are divided among the classrooms, each with a teacher who is responsible for all academic instruction. In addition, a collaborative partnership focused on a shared responsibility for ALL students is present among classroom teachers, support staff, EL teachers, special educators, and related arts staff. All educators focus on building positive relationships with all students, and are deeply invested in their academic success.

Related Arts:

Each class attends a related arts class once a week in each of the four subjects of art, music, library/technology, and physical education. Physical education occurs twice each week.

Technology:

Students in grades K-3 have regular access to technology both in the classroom and during library and technology instructional blocks. Instruction is aligned with the state frameworks for technology.

PROGRAMS TO INSURE SUCCESSFUL LEARNING EXPERIENCES AT MARGUERITE E. SMALL ELEMENTARY SCHOOL

Multicultural Parent Speakers/Readers:

Parents are requested to talk or read, in their own language, thereby providing the opportunity for children to see and hear languages and customs that are different from their own. This will increase awareness and acceptance of the diversity that exists in our school. We encourage parents to share their customs with us.

Volunteers:

Within our school community, we are fortunate to have many volunteers including senior citizens, high school students and America Reads volunteers. Some of our volunteers are former school teachers while others are working in a school for the first time. They are assisting teachers by performing various jobs such as reading with and to children, helping children write stories, and helping with daily classroom routines. The gift of time given by our volunteers is greatly appreciated!

Crisis Intervention Team:

Our school has a crisis team made up of volunteer teachers, the school psychologist, social worker, school nurse, school secretary, and principal who meet several times within the school year to keep abreast of what to do in the event of a school or individual crisis. Policies are in place to assure your child's safety.

Title 1:

Marguerite E. Small School receives school-wide Title 1 funding through a federal grant. This is intended to provide assistance school-wide to students who are below grade level in reading and math. If intervention is required beyond the scope of traditional classroom instruction, teachers will meet with parents to outline the intervention.

Reading Recovery:

Reading Recovery is an early intervention program in reading for first grade students. The immediate goal of Reading Recovery is to assist children who are at risk of reading failure to read at or above the average level of their first grade peers in the least amount of time. Children selected are provided one-on-one lessons for 30 minutes each day and they are typically in the program for 12-16 weeks.

ELL (English Language Learners):

The ELL program is available to limited English proficiency (LEP) students. Its purpose is to provide direct instruction from our certified English Language Learner teachers in acquiring both social and academic English language in the four domains of speaking, listening, reading, writing. All teachers at M.E. Small are Sheltered English Immersion endorsed, and

implement specific instructional practices to help all learners acquire and incorporate English in their daily school work.

DIVERSE INSTRUCTIONAL STRATEGIES USED AT MES

Inquiry-Based Child Centered Learning - A variety of developmentally appropriate activities and materials are selected to emphasize concrete, experiential learning. Children are encouraged to think, reason, question, and experiment. Open-ended questions are asked such as Why do you think this..., What will happen if... We extend children's curiosity to stretch their learning. Child-centered learning also involves the process of planning for a child based on observational data. From observations a teacher gets a picture of the child's strengths, and which areas need strengthening. Curiosity is the greatest motivating factor in learning. Therefore, facilitating learning through a child's interests and learning style is a very effective method.

Activity Centers - Areas are set up in the classroom of similar curricular activities, themes, or objects. Examples are: creative art, science (sinking, floating, color mixing, bark rubbings), language and literacy activities, manipulatives, etc.

Developmental Approach – This approach takes into account the growth and development of the whole child. Emotional, social, physical, and intellectual development are honored. A developmental approach is one that meets the needs of children's growth and development. A great deal of knowledge from years of research exists about child development, and how to provide optimal environments for young children. All areas of young children's development (social, emotional, physical, and cognitive) are integrated. Optimal development derives from appropriate interactions with people as well as materials.

Cooperative Learning – This approach emphasizes working together for a common goal. It often improves relationships, reduces conflict, and improves learning.

SCHOOL WIDE BEHAVIOR EXPECTATIONS FOR ALL STUDENTS

At M.E. Small, students adhere to the expectations of the Dolphin Way.

The Dolphin Way



Students receive direct instruction from teachers about what the expectations are in all areas of our school, including their classroom, hallways, recess, lunch, bathrooms, and bus loading zones. Students who are experiencing difficulty following these expectations will receive additional support and/or consequences for inappropriate or unsafe behavior.

Consequences

It is the principal's responsibility, in conjunction with the teacher, to determine the appropriate disciplinary action. Discretion and common sense prevail in dealing with young children. Our hope is that students will learn appropriate behavior when dealt with in a fair and consistent manner. We ask parents to be partners in expecting safe and positive behavior at bus stops, on buses, and in school.

All Dennis-Yarmouth Schools follow the Student Discipline Regulations approved by the Massachusetts Board of Elementary and Secondary Education as specified in 603 CMR 53.00.

PARENT TEACHER ORGANIZATION (MES PTO)

The P.T.O. extends a warm welcome to all parents/guardians of students attending M.E.Small as well as an invitation to join in on the activities of the group. Each and every adult in the lives of our school children can play an important part in the PTO efforts to enhance the educational experience of the students. There are as many ways to help as there are children in the schools, so please join in and have some fun.

What does the PTO do? The PTO works in conjunction with the educators and staff of MES to offer additional cultural enrichment activities, book fairs, field trips and family oriented programs. The PTO hosts fundraisers during the school year and works to build a bridge between the schools and the community at large.

When and where are PTO meetings? PTO meetings are scheduled in early September and will be listed in the school newsletter as well as our website, and the PTO Facebook Group Page, "M.E. Small PTO"

What if I need to take my children along to the meetings? PTO will provide crayons and coloring books. If this is appropriate for your children, feel free to bring them along.

What if I have some great ideas or want to be available to help but can't make it to the meetings? Notes can also be left in the PTO mailbox in the main office. Volunteer sheets will be sent home for seasonal activities. If each person signs up for just one activity, we will be sure to have a successful year!

The PTO is a great way to get involved in your children's education! Please join us.

SCHOOL COUNCIL at MES

The Massachusetts Education reform Act of 1993 provides for a comprehensive strengthening of local school system leadership for school improvement. The school-based planning and responsibilities of local school councils form the foundation for a more focused, responsive and accountable system of serving our students. The councils are also a vehicle for involving parents and teachers in school decision making and for strengthening the bonds between schools and the communities they serve.

Here at MES our School Council is made up of the Principal, several teachers, parents and community representatives. The school council advises the principal on matters of school policy, budget, and the School Improvement Plan. Meetings are open to the public. If you have any interest in participating in this group, please let the principal know.

SCHOOL HEALTH SERVICES

PHYSICAL EXAMINATION - SCHOOL ENTRANCE REQUIREMENTS

1. Within one year prior to entry into school, or within 30 days after school entry, at the early education, kindergarten or first grade level, a student shall have a physical examination completed by a private physician. The examination shall be recorded on forms provided by the school nurse at the time of registration. A student who transferred from another school system shall be treated as any other entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

All children entering kindergarten must show evidence of having been screened for lead poisoning and evidence of a vision screening examination.

SCHOOL IMMUNIZATION REQUIREMENTS

This policy is intended to comply with Chapter 76, section 15 of the General Laws relating to Education and to ensure the wellbeing of all students enrolled in the DennisYarmouth Regional School District.

- 1. Prior to initial entry into school, parent/guardian must present to school nurse the following:
- a. a physician's certificate listing immunizations given and/or the diseases the student has had, <u>or</u>
 - b. a physician's certificate stating immunization is contraindicated for health reasons, or
 - c. a parent or guardian's written statement that immunization conflicts with religious beliefs,
- 2. Non-immunized or partially immunized students whose private physician certifies they are in the process of receiving the required immunizations shall be regarded as in compliance with this policy.
- 3. At the time of the initial school registration, the parent or guardian will be informed of this policy.
- 4. Parents should inform the school nurse of ANY immunization that a student received from a private physician, hospital, or medical center AT ANY TIME, in order that the health record of each student be kept current and accurate.

EMERGENCY PROCEDURE CARD

The pink Emergency Procedure Card must be completed and returned immediately to be kept on file in the Health Office. Three (3) separate telephone numbers would be appreciated, whenever possible. *Please list a local person who can be reached when you are not at home*. Only first aid treatment can be provided at school. No student is allowed to leave the school alone when ill, and parents are expected to provide transportation. Please inform the school nurse of any medical problems that could affect the student's performance in school.

MEDICATION

No medication will be dispensed in school unless prescribed by a physician, this includes over the counter medications. When a student is required to take medicine during school hours an authorization form must be signed by the parent and physician BEFORE any such medicine will be dispensed. The medicine must have a prescriptive label and must contain no more than a thirty (30) day supply. All medicine, excluding epi-pens will be kept under lock and key and dispensed only in the Health Office.

HEALTH CARE PLANS

Students receiving medications at school should have a completed health care plan signed by a physician and parent/guardian. This includes epi-pens and inhalers.

SUPERVISION OF HEALTH SCREENING PROGRAMS

- 1. Annual vision and hearing screening, grades K3.
- 2. Fluoride rinse, grades 13.
- 3. Pediculosis screening, periodically during the school year
- 4. Annual height, weight and BMI (body mass index) grade 1.

DISMISSAL FROM SCHOOL DUE TO ILLNESS

If a child is sent home from school with a fever or vomiting, they should not return to school until they have been symptom free for twenty-four (24) hours.

If you have any questions regarding school health policies, please call the school nurse.

SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS

The State Board of Education has adopted Regulations Pertaining to Student Records. State laws enacted in 1972 and 1974 mandated the development of these regulations, which have the force of law. The regulations apply to all public elementary and secondary schools. (They also apply to all private schools, which have state approval to provide special education services under Chapter 766, the Special Education Act.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The school district permits parents to inspect and review any education record pertaining to their student, which is collected, maintained, or used by the school district. Such review will be granted within two consecutive workdays of the request, unless a longer period of time is agreed upon before any meeting regarding an individualized education program or hearing relating to the identification, evaluation, or placement of the child or the provision of FAPE to a student. 300.562(a)

The right to inspect and review education records includes:

- 1. The right to a response from the school district to reasonable requests for explanations and interpretations of the records. 300.562(b) (1)
- 2. The right to request that the agency provide copies of the records containing the information if failure to provide these copies would effectively prevent the parent from exercising the right to inspect and review the records. 3000.562(b) (2)
- 3. The right to have a representative of the parent review and inspect the records.300.562(b)(3)
- 4. A school district presumes that the parent has authority to inspect and review records relating to his or her children unless the school district has been advised that the parent does not have the authority under applicable state law governing such matters such as: quardianship, separation, and divorce.

The regulations apply to all information kept by a school committee on a student in a manner that he or she may be individually identified. The regulations divide the record into two sections; the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system without a time limit, but it will be retained for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school-sponsored extracurricular activities, evaluations and comments by teachers, counselors, and other persons, as well as other similar information. Nothing is destroyed without first offering the parent and/or student the materials in the record Inspection of Record — A parent, or a student, who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay. The parent and student have the right to receive copies of any part of the

record. Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

<u>Confidentiality of Record</u> - With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the School Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

<u>Location of Records</u> - Student records are maintained in the principal's office of all schools, grades PK-8. The records for high school students are maintained in the high school guidance office. All records pertaining to health or immunization are kept in the health office in each school and are maintained by the school nurse. No other filing system for records is used. Records transfer to receiving schools when students leave MES.

<u>Destruction of Records</u> – The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and have an opportunity to review a copy of any of the information before its destruction.

In accordance with the Department of Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within five years.

Specifically, the information to be destroyed within five years from now includes:

- 1. results of standardized tests, including college boards, personality and intelligence tests;
- 2. record of school-sponsored extracurricular activities;
- 3. evaluations and reports by teachers, counselors, and others;
- 4. attendance data:
- 5. all other information not listed below.

The following information may only be destroyed after sixty years;

- 1. identifying information regarding student and parents or guardians;
- 2. course titles and grades received;
- 3. grade level completed and year completed;

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding your child's student record please contact the office.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be received from your school. For further help, you may also contact the Bureau of Student Services, Massachusetts Department of Education, 350 Pleasant Street, Malden, MA 02148-5023.

EQUAL EDUCATIONAL OPPORTUNITY

<u>CHAPTER 622</u> - No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion or natural origin.

<u>SECTION 901</u> - Of Title IX of the Education Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

<u>SPECIAL EDUCATION</u> – The Special Education program has been developed to meet the special learning needs of children within the DennisYarmouth Public Schools. As well as experienced teachers of Special Education, there is a School Psychologist, a Home/School Counselor and a Speech/Language Pathologist to assist in serving children with special needs. If you have any questions concerning Special Education, please call 508-778-7975.

<u>CHAPTER 603CMR28</u> - The Massachusetts Comprehensive Special Education Act, commonly called Chapter 603, became effective September 1, 1974. Chapter 766 assures that all children with special education needs receive the specific education, training, and assistance they will need within their own school or system of cooperative schools.

Any child between the ages of 3 and 21 with special needs can be referred by a parent, guardian, teacher, physician, or qualified person for evaluation. Children covered by this law are those exhibiting difficulties with vision, hearing, speech or physical mobility, and those appearing to have emotional, behavioral, comprehension, mental development, or maturation difficulties which prevent them from participating or advancing in a regular school program. The child's needs are identified by an evaluation team comprised of qualified personnel. An appropriate program is prescribed by the team which is started with parental consent. The child's program is continually evaluated for its effectiveness.

<u>TITLE 1</u> – Title 1 is a federally sponsored program of the Education Consolidation and Improvement Act, (ECIA), designed to give reinforcement in basic skills to children who have certain education needs. The children benefit by receiving more individual attention in their

particular area of need. Overall community income determines the funding; educational needs determine the eligible students.

Children whose educational achievement is below that generally attained by youngsters their age are chosen for Title 1 services, specifically those children referred by their classroom teachers.

Every consideration as to the best interest of the child is given when they are chosen for the program. Title 1 teachers work closely with the classroom teachers in determining the best time to give the students this supplementary instruction. Whenever possible children will not be removed from group classroom instruction, or any special subjects, such as art, gym, music, etc. Title 1 is the largest Federal aid to education program in American history. It is the first Federal program to recognize that some school children may need additional services in the basic skills in order to do well in school.

As part of the Federal regulations for Title 1 funding, a Parent Advisory Council is encouraged. This council meets four times a year and consists of parents, Title 1 staff and administration. Meetings are held to review the designed programs, the goal being to improve the educational services provided to Title 1 children.

SPECIAL EDUCATION EVALUATION PROCESS - RIGHTS OF PARENTS

(and students 18 years of age or older)

The purpose of the evaluation process is to find out whether your student has special needs. If the student is found to have special needs, an Individualized Educational Plan will be designed to meet those needs. When the evaluation begins, you have the right, if you wish, to meet with the chairperson of the evaluation TEAM to discuss the reasons your student was referred for an evaluation, and the nature of the evaluation process, including the possibility of a home visit, with your consent. You have the right to bring a person of your choice with you to this meeting, and to all other meetings which you attend. You have the right to bring your student of fourteen years of age or older with you to this meeting.

After the assessments of your student have been made, the TEAM members will meet to study the results of the assessments and design an Individualized Education Plan, if necessary. You have the right to attend, and to participate in all meetings at which the Individualized Education Plan for your student is being developed and written, and the right to inspect all relevant evaluation papers. Meetings will be held at convenient times and places.

The evaluation will be completed no later than 30 school days following receipt of the signed permission form. Within 10 days after the completion of the evaluation you will be sent a written notice explaining the results of the evaluation. Once you have received the educational plan for your student you have a 30 day time period in which to accept or reject the plan. Failure to respond within 30 days of your receipt of this educational plan may result in School Committee action.

If you accept the plan, a program implementing that plan will be provided for your student. You have the right to have a second, independent evaluation of your student done at either public expense by an approved facility, or at your expense by any specialist of your choice. A parent may request a due process hearing from the Department of Education at any time during the identification, evaluation, and placement process.

If you reject the plan, you have the right to discuss your student's plan with the TEAM in order to resolve differences of opinion. You have the right to appeal the findings and recommendations of the TEAM to the State Division of Special Education, Bureau of Special Education Appeals. The process for a special education appeal is begun automatically upon the rejection of an educational plan. This process involves the opportunity for an optional mediation session or a full and due process hearing.

GRIEVANCE PROCEDURE – Discrimination of Employees and Students

- 1. Any employee or student of the Dennis-Yarmouth Regional School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity in violation of this policy may file a written complaint with the compliance administrator designated on the previous page.
- 2. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint.
- 3. A copy of the written complaint and the compliance administrator's response shall be provided to the Superintendent of Schools.
- 4. If the complainant is not satisfied with such a response, he/she may submit a written appeal to the Superintendent of Schools for action by the Dennis-Yarmouth Regional School District School Committee. The complainant's written appeal shall state the nature of the disagreement, with the compliance administrator's response, and his/her reasons underlying such disagreement.
- 5. The School Committee shall consider the appeal at its regularly scheduled meeting within thirty (30) days following receipt of the written appeal.
- 6. The Chairperson of the School Committee shall permit the complainant to address the Committee in public or closed session, as appropriate and lawful, concerning his/her complaint.
- 7. The School Committee shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.
- 8. If the complainant is not satisfied with the written decision of the School Committee, he/she may file a written appeal with the Office of Civil Rights, so designated in the policy statement.

- 9. Nothing stated in this Grievance Procedure shall preclude any employee or student from filing a written complaint directly with the Office of Civil Rights, so designated in the policy statement on the previous page.
- 10. This Grievance Procedure may not be used by an employee if he/she has filed for the same grievance under the pertinent section of the contract between his/her group and the Dennis-Yarmouth Regional School District Committee.

File: IHAMB

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12. The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by all students. The program also shall include information about effective techniques and skill development for abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of students on healthy decision-making:

- To prevent, delay, reduce, and eliminate alcohol, tobacco, and drug use among all students.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016 LEGAL REFS.: M.G.L. 71:1;71:96

CROSS REFS: GBEC, Drug Free Workplace Policy

JICH, Drug and Alcohol Use by Students

Adopted by the School Committee: August 22, 2016

File: JICH

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L.71:2A; 71:96; 272:40A

CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs

GBEC, Drug Free Workplace Policy

Adopted by DYRSD School Committee: August 22, 2016

PLEASE POST Marguerite E. Small Elementary

MES OFFICE: 508-778-7975

508-778-7976

ATTENDANCE LINE: 508-778-7975

MES DAY CARE: 774-212-5294

MES FAX #: 508-778-4456

EARLY EDUCATION: 508-778-7988

EARLY ED. FAX #: 508-778-7982

BUS COMPANY: 508-443-5080

D-Y Regional Web Site: www.dy-regional.k12.ma.us

DURING THE WINTER MONTHS - NO SCHOOL ANNOUNCEMENT

On days when inclement weather forces the closing of school, a no-school announcement will be issued by the office of the Superintendent of Schools. If you signed the appropriate form and returned it, a message will be sent to your primary phone number via the *Blackboard Connect* phone call system. The information will also be broadcast by local radio stations at 6:00 A.M. and at intervals thereafter. Radio stations to listen to are: 95.1 (WXTK), 99.9 (WQRC), 106.1 (WCOD). The announcement of no school will also be listed on TV channels CH. 4 (WBZ), CH. 5 (WCVB) and CH. 7/56 (WRKO/WHDH) and can also be found on the District Web site:

www.dy-regional.k12.ma.us

We ask parents NOT to call the office for information regarding school closings on snowy days.

Please familiarize yourself with the information available in this handbook. Please sign below indicating that you have received and reviewed this handbook and return it to your child's teacher. Thank you.

Parent Signature Date		
Child's	Teacher	_ Student
Name		

Thank You!

IMPORTANT INFORMATION ABOUT D-Y FACILITIES FOR 2019-2020

AHERA Management Plan

Every three years the school district is required to update its Asbestos Hazard Emergency Response Act (AHERA) asbestos management plan. The purpose of this plan is to summarize previous abatement response actions, summarize findings and ACBM classification and recommend response actions. A copy of this plan is available at each school and online. https://www.dy-regional.k12.ma.us/district/facilities/pages/ahera-management-plan

Fire Safety for Schools

A school is one of the most important resources in a community. School fires destroy costly bricks and mortar, and also the heart of a community. Fire prevention laws can be found in M.G.L. Chapter 148. Most fire prevention regulations affecting schools can be found in 52 7 Code of Massachusetts Regulations (CMR) I .00. The Department of Fire Services' website has these and many helpful Office the State Fire Marshal (OSFM) *Advisories*. Visit **www.mass.gov/dfs** and look for *DFS Advisories* under *News & Events* and under *Fire Prevention*.

https://www.dy-regional.k12.ma.us/district/facilities/pages/fire-safety-schools

Lead & Copper Water Testing

The district began systemic testing of lead and copper fixtures with a representative sample in each school building, in compliance with regulations from the Massachusetts Department of Environmental Protection. https://www.dy-regional.k12.ma.us/district/facilities/pages/lead-and-copper-program

Integrated Pest Management

School Integrated Pest Management (1PM) is the implementation by schools and daycare centers of a practice for reducing pests that de-emphasizes the use of pesticides as the principal control strategy. While pests are undesirable, they are only the indicators of a greater problem; 1PM manages pests by focusing on these greater problems. https://www.dy-regional.k12.ma.us/district/facilities/pages/pest-management

IPM Service Reports for this Fiscal Year

https://www.dy-regional.k12.ma.us/district/facilities/pages/pest-management-service-reports-fy20

Safety & Hazardous Waste

Please read the below information about proper handling of mercury spills (from thermometers or other items) and broken fluorescent light bulbs. https://www.dy-regional.k12.ma.us/district/facilities/pages/safety-and-hazardous-waste-information

Other Health Facts

https://www.dy-regional.k12.ma.us/district/facilities/pages/health-facts