



Saugus Elementary School

Student Agenda/Handbook 2009-2010

Lynnhurst School
Oaklandvale School
Veterans Memorial School
Waybright School

10 Elm Street
266 Main Street
39 Hurd Avenue
25 Talbot Street

This school agenda/handbook book belongs to:

Name: _____

Room: _____ Phone _____

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INTRODUCTION

Parents Right to Know Under No Child Left Behind

At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the district will provide in timely manner, information regarding the professional qualifications of the student's classroom teacher, including, at a minimum, the following:

Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

For additional information regarding this requirement, see Section 1111(h)(6) of the NCLB legislation at <http://www.house.gov/rules/hr000cr.pdf>.

Vision Statement

A place of excellence where children are able to achieve their full potential.

Mission Statement

The mission of the Saugus Public Schools is to educate, challenge and empower students to be life-long learners and to achieve excellence with integrity in the 21st century as a productive, caring and contributing members of society.

Profile

The Saugus Public School community nurtures the whole child: the mind, body, and creativity of each student. We offer a full and rigorous curriculum, set high expectations, celebrate diversity, and promote a love of learning.

Teacher collaboration is at the heart of our continuous improvement efforts. Teachers work in Professional Learning Communities to improve student learning and achievement through the district curriculum and the daily teaching and learning process.

Everyone on the staff (teachers, paraprofessionals, custodians, specialists, office staff, ancillary staff, bus drivers, cafeteria staff, support staff, etc.) is an important part of our school family and contributes to a positive school climate.

Saugus Public Schools is set in rich long-standing traditions which serve to create community and celebrate learning.

Superintendent's Message

The Saugus Public Schools is focused on the commitment to ensure that *"all students can learn"*. To that end, we call upon teachers, parents, and business/community partners to work collaboratively and assume responsibility for making sure that all students succeed. In Saugus we support the belief that *"no child shall be left behind"*. The system of public education should be a source of pride for our town; the schools should be central to the life and activity of the community.

As educators, we are focused on developing the best strategies for raising student achievement. This requires student data assessment, a culture of collaboration, attentiveness to the implemented curriculum, and continual adaptation of instructional strategies that improve results. It is appropriate intervention and additional time that allows for all students to keep pace with the curriculum.

While our teachers are up to the task, the whole community must embrace the concept that *"all students can learn"* and join us in our effort to provide the best quality education for your child. This means getting involved in your child's school, working with your child in their studies, and encouraging your child to partake in school activities. The foundation of our success begins at home.

It is both responsible and imperative that educators and members of the community come together, make commitment, and acknowledge our ethical duty to implement the vision that *"all students can learn"*.

Parents and students are encouraged to take the time to review the contents of this handbook and to familiarized yourself with the district's regulations and operational procedures as well as state and federal mandates outlining your rights and the district's obligations to its constituents.

If you have any questions or concerns please feel free to contact my office.

Sincerely,

Richard P. Langelais

Superintendent of Schools

Administration

SCHOOL COMMITTEE

Mr. Joseph Malone, Chairperson
Mr. William Leuci, Vice Chairperson
Ms. Christine Wilson, Esq.
Mr. Frederick Doucette Jr.
Ms. Wendy Reed

SUPERINTENDENT OF SCHOOLS

Mr. Richard P. Langlois
781-231-5000 ext. 117

EXECUTIVE DIRECTOR OF FINANCE AND OPERATIONS

Mr. Samuel Rippin
781-231-5000 ext. 111

ELEMENTARY SCHOOL ADMINISTRATION

Lynnhurst School	Mrs. Susan Carney	781-231-5079
Oaklandvale School	Dr. Kathleen Stanton	781-231-5082
Veterans Memorial School	Mr. Uri Harel	781-231-8166
Waybright School	Dr. Linda Arsenault	781-231-5087

DIRECTORS

Special Education	Ms. Cynthia A. Joyce	781-231-5000 ext. 105
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SCHOOL CALENDAR

Approved by School Committee (6/26/08)

8/31-6/15 Reflects 182 day

SAUGUS PUBLIC SCHOOLS SAUGUS, MA 01906

2009-2010 SCHOOL YEAR CALENDAR

August 2009							September 2009							October 2009							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
						1			Stu	2	3	off	5					1	2	3	
2	3	4	5	6	7	8	6	H	8	9	10	11	12	4	S	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	ER	18	19	11	H	13	14	ERHS	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	T																				
November 2009							December 2009							January 2010							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
1	2	PRF	4	5	MC	7			1	2	3	4	5						H	2	
8	9	10	H	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	ERHS	20	21	13	14	15	16	17	18	19	10	11	12	13	ER	15	16	
22	23	EC	H	H	28		20	21	22	23	24	H	26	17	H	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	
														31							
February 2010							March 2010							April 2010							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
	1	2	3	ERHS	5	6		1	2	3	4	5	6					1	2	3	
7	R	9	10	11	12	13	7	8	9	10	ER	12	13	4	5	6	7	8	9	10	
14	H	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	EC	16	17	
21	22	23	24	25	26	27	21	KRC	23	24	25	26	27	18	H	20	21	22	23	24	
28							28	29	▼	31				25	26	27	28	29	30		
May 2010							June 2010							July 2010							
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	H	5	6	7	8	9	10	
9	10	11	12	ERHS	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22*	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	H																				

*INCLUDES FIVE (5) SNOW DAYS

SCHOOL STARTS Sept 1, 2009	Kg / PK Start: Sept 2, 2009	New Beginnings Start: Sept 8, 2009
T 1 st Day Teachers: Aug 31	Str 1 st Day of School For Students	Oct 12 COLUMBUS DAY
Nov 11 VETERANS' DAY	Kg Orient: Sept 1 st	Jan 1 NEW YEAR'S DAY
Feb 15-19 FEBRUARY VACATION	Sept 7 LABOR DAY	Jan 18 MARTIN LUTHER KING DAY
May 31 MEMORIAL DAY		April 19-23 APRIL VACATION
EC Early Closing (No Kg/PK)	Dec 24-Jan 3 HOLIDAY VACATION	MC Marks Close (elem only 1/16, 1/29, 4/15)
PRF Prof Dev Days: Teachers & Paras	Kg Screen: TBA End of School Year	R Report Cards issued (elem only)
ERHS Early Release High School Only 10/15, 11/19, 2/4, 5/13		Y K/PK Conf Only- No Kg/PK (3/30)
ER Early Release (Districtwide) 9/13, 1/14, 3/11	GRADUATION DAY June 5, 2010	☒ ½ day Teacher Conf/Elem. Only (11/24, 4/15)
☐ INDICATES NO SCHOOL "School Vacation"	SCHOOL CLOSURES: June 22*, 2010 No Kg/Pk (*includes 5 snow days)	KRC Kindergarten/PreK Report Card
School Hours: High School 7:25-1:50 (W)	Early Release Times	High School: 10:50
Middle School 7:55-2:05		Middle School: 11:15
Elementary 8:40-2:40		Elementary: 11:50 Kg: 11:00
Kg/PK Hours: 5 - ½ Day Sessions: 8:40-11:00 AM or 12:20-2:40 PM		
New Beginnings: 4 - ½ Day Sessions: 8-10:00 AM or 10-12:00		5/22/09

MCAS TESTING

2009-2010 Schedule for MCAS and MEPA Testing

Fall 2009 Massachusetts English Proficiency Assessment (MEPA)				
Test	Administration Dates	Who Participates	No. of Sessions	Average No. of Minutes per session
MELA-O*	October 1-28	All LEP students in kindergarten; LEP students in grades 1-12 who did not participate in spring 2009 MELA-O	NA	NA
MEPA-R/W**	October 19-28	All LEP students in kindergarten; LEP students in grades 1-12 who did not participate in spring 2009 MEPA-R/W	4	45
* The Massachusetts English Language Assessment-Oral (MELA-O) assesses LEP students' proficiency in listening (comprehension) and speaking (production).				
** The Massachusetts English Proficiency Assessment-Reading and Writing (MEPA-R/W) assesses LEP students' proficiency in reading and writing.				

Spring 2010 Massachusetts English Proficiency Assessment (MEPA)				
Test	Administration Dates	Who Participates	No. of Sessions	Average No. of Minutes per Session
MELA-O	Feb. 22-March 17	All LEP students in grades K-12	NA	NA
MEPA-R/W	March 3-17	All LEP students in grades K-12	4	45
March-April 2010: MCAS English Language Arts (ELA) for Grades 3-8 and 10				
Test	Administration Dates	Who Participates	No. of Sessions	Average No. of Minutes per Session
ELA Composition, Sessions A and B	March 23	Students in grades 4, 7, and 10	2	45
ELA Reading Comprehension	March 22-April 12	Students in grade 3	3	60/45/45
	March 22-April 12	Students in grades 5, 6, a* 8		45
	March 24-April 12	Students in grades 4 and 7		45
ELA Composition Make-Up	April 7	Students in grades 4, 7, and 10 not tested on March 23	2	45

2010 MCAS Alternate Assessment (MCAS-Alt) for Grades 3-12				
Test	Deadline for submitting portfolios	Who Participates	No. of Sessions	Average No. of Minutes per Session
MCAS-Alt	April 16	Students with significant disabilities in grade 12 working toward a CD	NA	NA
MCAS-Alt	May 7	Students with significant disabilities in grades 3-11	NA	NA

May 2010 MCAS: Grades 3-8				
Test	Administration Dates	Who Participates	No. of Sessions	Average No. of Minutes per Session
Mathematics	May 10-May 27	Students in grades 3-8	2	60
Science and Technology/Engineering	May 11-May 27	Students in grades 5 and 8	2	60
History and Social Science	WILL NOT BE ADMINISTERED Refer to www.doe.mass.edu/news/news.asp?id=4597 for more information.			

ASBESTOS MANAGEMENT PLAN

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos Management Plans have been developed for each school building. These plans are available and accessible to the public at the school offices and at the district administration office.

ATTENDANCE AWARENESS

For your child's safety, if a child is to be absent from school, parents are asked to call the school before 9:00 AM to notify them of the absence. For convenience, an answering machine will take early morning messages. Please leave your child's name, grade and teacher's name and length of absence. School secretaries are available after 8:00 AM to take the same information. **See page 6** for school phone numbers.

If a child is absent and no report has been received, the school secretary is required to call parents at home or work to verify the absence.

Excused absences fall into four categories: personal illness, court appearance, death in family, and a religious holiday.

ATTENDANCE-TARDINESS POLICY

The Saugus Public Schools recognize the necessity of regular classroom attendance as a basic cornerstone of the learning process.

Along with regular attendance, students are expected to arrive at school on time. Chronic tardiness is a detriment to classroom performance and the overall performance of this school system.

Massachusetts Educational Reform requires that every child attend school regularly and on time. Under Education Reform, absenteeism and tardiness are considered a part of the school's overall performance.

The following protocol will be adhered to:

1. Upon the 4th tardiness/absenteeism per term a warning letter will be sent home.
2. Upon the 7th tardiness/absenteeism per term a meeting between the principal and the parent/guardian will take place.
3. Additional tardiness/absenteeism may lead to a referral to an outside agency.

If this is a medical issue, a report from a physician or an evaluation by the school nurse or health official may be required.

CHILD ABUSE

All staff are aware of the signs of child abuse and neglect, and the Principal, on a yearly basis, informs all professional staff of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, §51A-51F and M.G.L. Chapter 71, §371.

COMMUNICATING THRU APPROPRIATE CHANNELS

It is very important that parents be aware of their child's academic and social progress.

If a problem arises, dialog should begin with the classroom teacher, then it goes to the principal and if still not resolved it should be discussed with the superintendent.

Teacher Availability

If a teacher must be reached by telephone, the school office may be called and a message to call at their convenience will be delivered to the teacher.

Parent Conferences

Parent-Teacher Conferences are scheduled after first and third terms during the year. However, if at any time you would like a conference, call the office and the secretary will arrange an appointment with the classroom teacher or specialist.

Report cards

For grades one through five report cards are distributed at the end of each term, in November, January, April and June.

Kindergarten assessments are distributed January, March and June.

C.O.R.I. FORMS

Any adult who is likely to provide a volunteer service to our students such as librarian, noon-aide, field trip chaperone, classroom aide or field day helper must complete a C.O.R.I. (Criminal Offender Record Information) form and file it with the Saugus School Department. Additional forms may be picked up at your school office.

COURT DOCUMENTATION

When changes take place in court orders (i.e. custody orders, restraining orders, etc.) it is the parent's responsibility to deliver the new documents to the school principal before enforcement can take place.

DISCIPLINE

Behavior

In general, students are expected to work within the framework of the code of conduct. Most important under these guidelines are: 1) respect for oneself; 2) respect for others and their rights; 3) respect for individual dignity; 4) respect for legally constituted authority and the legal responsibility of those in authority.

1. Responsible, orderly, courteous conduct is expected of every student at all times.
2. Pupils are to show respect for teachers and obey the directions given them by teachers. Showing disrespect for faculty and staff is a serious disregard of school rules.
3. Throwing or handling any object that could cause harm to a person or property is forbidden either while in route to and from school or on school grounds.
4. Students who plan to participate in school-sponsored activities must meet disciplinary standards or privileges will be denied.
5. It is the policy of the Saugus Public Schools to maintain an environment that is free of sexual harassment, including discrimination based on gender or sexual orientation. Harassment will not be tolerated.

Certain patterns of behavior can result in disciplinary action ranging from after school-session, in-school suspension and/or out-of-school suspension at the discretion of the principal.

Drugs, threats and violent acts may be reported to the appropriate authority.

Minor offenses such as, but not limited to, those listed below will be regulated by the classroom teacher. Repeated infractions, however, will be cause for referral to the principal for more severe penalties.

Among the infractions common to all elementary schools in Saugus are:

1. Disruption of the educational process
2. Chewing gum and candy
3. Running to endanger
4. Inappropriate behavior such as fighting and stealing
5. Disrespectful behavior to faculty, staff or peers
6. Spitting
7. Missing or incomplete homework assignments
8. Tardiness to school
9. Throwing food in cafeteria
10. Making threats
11. Vulgarity
12. Profanity

Suspension

If suspension is determined to be the appropriate action, the student will be made aware of the rule that has been broken and allowed to explain "his/her side" of the situation. Parents will be notified immediately by telephone of the school's action and then by letter.

The following are specific instances that may result in your child being suspended from school: smoking, fighting, insubordination, truancy, excessive tardiness, cheating, damaging school property, leaving school grounds during school hours, selling, usage and

possession of drugs and alcoholic beverages, using obscene or profane language, excessive aggressive behavior, student intimidation or extortion and generally interrupting the educational process at school.

Students with Special Needs, unless otherwise specifically stated on the child's Individual Educational Plan, are subject to all the rules, regulations, and consequences of this handbook. Clarification of this policy can be made by contacting the Pupil Personnel Office.

Expulsion

- a) Any student who is found in possession of a dangerous weapon, on school premises or at school-sponsored or school-related events including athletic games, 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 school or school district by the principal.
- b) No toy, imitation or replica weapons of any kind, including guns and knives, will be permitted to be in the possession of a student, on school premises, at school-sponsored events and/or at school related events, including athletic games or school buses or other transportation. Items such as these will be confiscated and may result in suspension or expulsion if they are determined by the principal of the school to be in violation of his/her Expulsion Policy. *The use or possession of any such toy, imitation or replica weapon or instrument, by a student in a threatening way or used or possessed to give the appearance of being a dangerous weapon that could cause death or great bodily harm, shall result in expulsion.*
- c) 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.
- d) 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); provided, however, any principal who decides that said student should be suspended shall state in writing to the school committee his reason for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.
- e) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at the hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student had violated any provisions of this section.
- f) 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 reasons for the pupil's expulsion.

In addition, any school department personnel must report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act. For additional information please refer to **Massachusetts General Laws, Chapter 71, Section, 37H & 37H ½.**

Weapon Policy

No toy, imitation or replica weapons of any kind, including guns and knives, will be permitted or be in the possession of a student, on school premises, at school-sponsored events and/or at school related events, including athletic games or school buses or other school transportation. Items such as these will be confiscated and may result in suspension or expulsion if they are determined by the Principal of the school to be in violation of this Expulsion Policy.

The use or possession of any such toy, imitation or replica weapon or instrument by a student in a threatening way or used or possessed to give the appearance of being a dangerous weapon that could cause death or great bodily harm, shall result in expulsion.

Contraband items which, though not defined as weapons under the Massachusetts General Law, Chapter 269, Section 10 are not permitted on school grounds, at school sponsored and/or at school related events, including athletic games and school buses or other school transportation. Use or possession of said items will result in suspension and may result in expulsion from school. The following are examples of prohibited contraband items:

- Knives of any kind, shape or length, including key chain knives, drafting knives, blades of any kind, razors, box cutters, chains, whips or any other metal objects of no academic purpose.

Other ordinary items that may become dangerous when used in a threatening way: use of these items in that matter may result in suspension or expulsion from school. Such items include:

- Pencils, scissors, pins, nails, carpentry tools, piping, glass objects, bats, clubs, sticks, plastic utensils, homemade weapons, etc...

DISMISSAL REQUESTS

Dismissal of children prior to the end of the school day should be preceded by a note to the classroom teacher.

DRESS CODE

The main guidelines for student dress is neat, clean and safe within the realm of good taste. Any type of dress or grooming which is disruptive will not be permitted. Hats and shirts with inappropriate slogans or advertising are not permitted. Students are not allowed to wear coats during the school day except when they go out to recess. Sneakers are required for physical education classes according to Massachusetts State Law.

The following items are considered inappropriate for a school setting and will not be permitted in school during school hours at anytime.

1. Wearing headgear (i.e. scarves, bandannas, baseball hats and stocking hats) in the building will not be permitted.
2. Wearing attire that promotes, advertises, or displays drug, alcohol, violence or tobacco use, as well as, obscene, offensive or sexual symbols, messages or language will not be permitted.
3. Wearing any clothing recognized as winter outerwear will not be permitted in the school building.
4. Wearing tank top without a shirt underneath, wearing any exposed undergarments, or bare midriffs will not be permitted. Shirts must meet waistline of pants, skirts and shorts. Wearing of "short" shorts, micro, mini, etc., is not permitted.
5. Wearing make-up (lipstick, eye make-up, mascara, etc.).
6. Wearing footwear that is unsafe for scheduled activities.

DRUG AND ALCOHOL POLICY

*Approved by the Saugus School Committee, August 1999

Saugus Public Schools ascribes to a "Zero Tolerance" philosophy with respect to the use and abuse of drugs and alcohol. A drug is defined as any chemical substance that alters the mood, perception, or consciousness, and is misused to the apparent injury of the individual or society. Student possession, use, sale, or transfer of drugs during the school day, at school-sponsored functions, or on school grounds is prohibited at all times. This applies to all events, regardless of location or time of the event.

EARLY CLOSING - SCHEDULED

Periodic early closing for teacher professional development may take place throughout the school year. Parents will be notified in advance of date and time.

EARLY CLOSING – UNSCHEDULED

Occasionally school may have to be dismissed early due to an impending storm, loss of heat within the building or other unforeseen circumstances. It is essential that you fill out and return an unscheduled early closing form that will be sent to you in the fall and discuss with your child the instruction that you provide the school should such an event take place.

ELECTRONIC DEVICE POLICY/STUDENT POLICY

Personal electronic devices such as cell phones, Ipods, MP3 players or similar devices are to be turned off during school hours and placed out of sight. Students with personal electronic devices will have them confiscated and returned to them at the end of the day for the first offense. Subsequent offenses will require that a parent retrieve the electronic device from the administration. Along with confiscations, students using personal electronic devices in class may be deemed cheating. Due to student confidentiality and privacy, picture phones are strictly prohibited on school property. Any picture phone confiscated will be returned to parents only with a disciplinary referral to the principal.

This policy on personal electronic devices is promulgated to minimize disruption in the school district and therefore enhance the learning experience for our students,

EMERGENCY CARDS

Completed emergency cards should be returned immediately. Please include several names of people who will be available to help your child in case of illness or accident. Changes of address or telephone number of any pupil should be reported to the office or the teacher at once. When emergencies arise it is necessary to have the correct information.

EMERGENCY PROCEDURE

It is incumbent upon us as professionals to be vigilant and proactive with regard to safety issues. We can make the best use of our resources by focusing on prevention and reacting to all situations in an appropriate manner. In case of an accident or emergency keep in mind the following: Observation, Safety, Control/Contain, Communication, and Coordination of Response.

Crisis Intervention Strategy

- Remain calm.
- Assess the situation.
- Determine the course of action (Do not overreact/Do not under react).
- If possible isolate the situation.
- Get help (call, radio, send a student).
- When administrator arrives give a concise report of the situation and listen for instructions.

Accidents

- All accidents, no matter how minor, must be reported to the NURSE immediately.
- Students who are in need of medical attention and are **mobile** should be escorted to the Nurses' Office.
- Students who are **not mobile** and/or have incurred a head injury should NOT be moved. In such cases, the nurse should be contacted and she will attend to the injured student.
- **At no time should the student be left unattended.**

Emergencies

- **An emergency situation shall exist when:**
 - a. There is suspicion of a weapon.
 - b. There is fire emergency, bomb threat.
 - c. There is a Gas leak, Hazardous Material or Chemical Spill.**Staff Response: Contact Principal immediately. Be prepared to give a detailed description of the situation**
- **Circumstances which may escalate to a crisis situation**
 - a. A student verbally or by his/her actions threatens harm to him/herself or others.
Staff Response: Follow *Crisis Intervention Strategy* above.
 - b. There is an unidentified person (intruder) in the building or on campus.
Staff Response: Contact Principal immediately.
 - c. There is suspicion of the use of controlled or narcotic drug or alcohol.
Staff Response: Contact Discipline Office immediately.

- d. A catastrophic event occurs in the community.
Staff Response: Contact Principal.

No statement of any type should be released by staff members to the news media. All communications to the press must be through the Superintendent office.

ENTRANCE AGE POLICY

Kindergarten Admission

A child who attains the age of five (5) on or before August 31st of the school year shall be admitted to Kindergarten after registration and screening and upon presentation to the school department of an official birth certificate, a physician's certificate showing up to date immunizations, a dental certificate and proof of residency.

A child who attains the age of five (5) years between September 1 and December 31 of that school year may be granted early admission. Inquire at the superintendent's office for further information.

FIELD TRIPS

School field trips provide an opportunity to enhance, strengthen and compliment the curriculum.

An Extra Curriculum Release form must be completed and signed by a parent or guardian in order for a child to participate on a field trip. Participation is expected and is important, as these are educational activities that are part of the school curriculum. If for any reason a child does not participate in the field trip he/she is expected to attend school and an alternate program will be provided.

Students who plan to participate in such activities must meet disciplinary standards or privileges may be denied.

If there are financial considerations in meeting the cost of a field trip attempts will be made to subsidize the cost of the trip.

FIRE DRILL REGULATIONS

Students are to leave the building as quickly as possible following the regulations posted in each room. Students will report to a designated area and remain with the teacher until informed of further action.

GENERAL INFORMATION FOR STUDENTS

1. Papers on the teacher's desk are private property, and are not open to inspection by the pupils.
2. Students should not leave valuables in their coats, desks or lockers. If pupils wish they may leave large amounts of money or valuables in the office.
3. Students cannot be called to the phone for any reason, and messages will be taken only in case of illness or emergency.
4. Students taking part in any school activity may be removed due to undesirable conduct.
5. Radios, CD players, headsets, laser pointers, pages, and cell phones are not permitted in school or at school functions.

HAZING - (School Committee's Policy adopted 2005)

MASSACHUSETTS HAZING LAW

Massachusetts General Law Chapter 269, Sections 17-19 makes it a crime to participate in organized hazing and provides for a punishment of a fine, imprisonment or both.

In accordance with the laws of the State of Massachusetts, Saugus High School does not condone hazing in any activity associated with the school, including athletics, academics and co-curricular clubs and organizations.

MCKINNEY VENTO (Homeless)

The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
- Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;
- Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;
- If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;
- A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;
- A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact the Coordinator for the Homeless, at (978) 374-5773 or on the following website: <http://www.doe.mass.edu/hsss/program/homeless.html>.

HOMEWORK

Homework is an integral part of the education of the students in the Saugus Public Schools. Teachers shall assign homework on a regular basis following the time allocation as listed below.

Homework is a formal and planned assignment given to an entire class of students. This type of assignment is in addition to any make-up work, or extra help as needed by an individual student.

Homework consists of familiar material. (This is not applicable if the assignment is research).

The following list is the suggested maximum guide:

- Grade K 10 Minutes a day
- Grade 1 20 Minutes a day

Grade 2	20 Minutes a day
Grade 3	30 Minutes a day
Grade 4	45 Minutes a day
Grade 5	60 Minutes a day

To ensure that the school and home are maintaining good communication, please see that homework is completed nightly, and **sign** any highlighted assignments in the Agenda Book. Good communication is necessary between home and school for your child's success. The agenda book **MUST** be brought to school daily. If lost, it is the responsibility of the child to purchase a new one.

The abbreviations used in the agenda book are as follows:

SP	= Spelling
MA	= Mathematics
LA	= Language Arts
SS	= Social Studies
SC	= Science
RD	= Reading

Requests for missed work may be made after the second day of the child's absence. Requests should be made prior to 11:00 AM to allow the teacher time to prepare the work and get it to the main office. Please be prompt in picking it up by 2:30 PM.

INSURANCE FORMS

Please follow the directions of the Insurance Company in regards to completing and returning said forms.

ACCEPTABLE INTERNET USE POLICY

Saugus Public Schools has adopted a comprehensive "Acceptable Use Policy" for student access to the internet. All students using a school computer to access the Internet must sign a copy of the "Acceptable Use Policy" made available to them during the opening week of school. Parent and teacher signatures must also be obtained. Copies of the "Acceptable Use Policy" in its entirety are available upon request.

LIBRARY

In order for our elementary school libraries to operate efficiently, a core of parent volunteers must staff them. Parents interested in donating time should contact the school office.

LOST AND FOUND

All lost or found articles should be reported to the school office. Each school will maintain an area where found articles may be reclaimed.

MEDICAL POLICIES

Medication

The Commonwealth of Massachusetts has put into law the following policies regarding the administration of medication in school.

1. A parent, guardian or designated responsible adult shall deliver all medication to the school nurse to be administered by the school nurse.
 - a. The medication must be in pharmacy labeled container.

- b. No more than thirty school day supply of medication shall be stored at school.
- c. Medication will be destroyed if not picked up within one week following termination of the order or by the close of school in June.
- 2. Long Term Medication (i.e. Asthma or Psychotropic drugs).
 - a. A written medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each school year.
 - b. A signed consent by the parent/guardian, which contains approval to have the school nurse or school personnel designated by the school nurse, administer of medication.
- 3. Short Term Medication (i.e. Antibiotics).
 - a. A pharmacy labeled container.
 - b. A signed consent as above.
- 4. The school nurse shall provide a training, review and informational update, at least annually, for those school staff authorized to administer medication.
- 5. Upon completion of the medical section of the field trip form, medication may be administered by a faculty member.

Role of the Nurse

The professional school nurse is an essential member of the educational team responsible for protecting, promoting and improving the health status of all students. The unique contributions of the school nurse lie in his/her ability to provide professional health care and to coordinate the resources of the school, home and community as they pertain to the total health of the students and staff. The school nurse is strategically located to maximize each child's potential to learn and grow by providing the best possible health care. Health care in school, as provided by school nurses, includes identification of health problems, preventive health measures, health maintenance care and necessary therapeutic intervention.

Any student entering the Saugus School System must have a completed physical and immunization record. All third grade students currently enrolled in Saugus Public Schools must have a physical completed by their physician and returned to the school by September of the fourth grade. Students with crutches ordered by a physician must have a note stating ability to use them in school on stairs. Health modification forms must be completed and returned to school at the beginning of each year.

Communicable Diseases

The following medical problems must be reported to the school nurse.

- 1. Strep Infection Throat, Scarlet Fever, Scarlatina, And Conjunctivitis – Student may return to school after being on antibiotics for 24 hours.
- 2. Chicken Pox – Student must remain at home until all lesions are crusted over.
- 3. Hepatitis, Ringworm, Impetigo and Scabies – a written confirmation from the attending physician is required before re-admission to school.
- 4. Poison Ivy and Poison Oak should be treated at home with proper medication.
- 5. Pediculosis (Head Lice) – If your child has head lice, please notify the school nurse immediately. Your child must remain out of school until all nits have been removed and must be checked by the school nurse before re-admission.

Communicable Disease Chart

<u>Disease</u>	<u>Exclusion</u>	<u>Re-admission</u>
Chicken Pox	7 – 10 Days	When Lesions have scabbed.
Conjunctivitis	Based on presence of discharge	24 hours after treatment started.
Hepatitis	Yes	Note from MD approving return.
Impetigo	If lesions are widespread, if not	Based on school nurse exam.

Measles	covered by dressing Students not vaccinated or inadequately so.	Vaccine record MD note.
Pediculosis (Lice)	Evidence of nits.	After all nits are removed and school nurse exam or MD note.
Ringworm	Yes	MD note.
Scarlet Fever	Yes	24 - 48 hours after antibiotics Started.
STD	No	
Strep Troat	Yes	24 hours after antibiotics started.

NO SCHOOL SIGNALS

“No” school announcements will be broadcasted over the radio and television channels including cable channels 3 & 10. Each school will also communicate no school announcements through connect-ed. **Do not call police or fire departments.**

OUT-OF-DISTRICT ENROLLMENT POLICY

The placement of out-of-district students is subject to review each year. If the classroom enrollment exceeds the limits set by the Saugus School Committee policy, then the student is returned to his/her neighborhood school the following year. (Parents may choose to return to their neighborhood school at the beginning of the school year.)

Space Guidelines

If there are 20 or more in district students enrolled in the class, then no out-of-district approval is allowed.

If there are less than 20 in district students in the class, approval MAY be granted by the principal based upon what is in the best interest of his/her school.

PHOTO PERMISSION

During the school year we utilize local newspapers and television stations to publicize school events. Some student photographs may be displayed in the hallways or on our web page. This is usually done as part of a student recognition program. We are attempting to cover legal areas where photographs are taken to publicize activities that take place at the schools. It is our intent to let the public know about all the good things going on at our school.

I hereby grant permission for my child to have his/her photograph taken while at School. Pictures may be used in brochures, information packets, videotape, slide presentations, posters, school internet homepage(s), newspaper publicity, and any other way deemed positive by the school administration.

PHYSICAL RESTRAINT POLICY

603 CMR 46.00 was promulgated by the Board of Education to govern the use of physical restraint on students in publicly funded elementary and secondary school programs. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution and for the following reasons:

- To protect a student and/or a member of the school community from imminent, serious, physical harm; and
- To prevent a student from harming him or herself.

The use of physical restraint is prohibited as a means of punishment; or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or directive, or verbal threats that do not constitute a threat of imminent, serious or physical harm.

In accordance with 603 CMR 46.00, restraint is defined as follows:

1. Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation.
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.
4. Restraint – Other: Limiting the physical freedom of an individual student by mechanical means or seclusion in a limited space or location, or temporarily controlling the behavior of a student by chemical means. The use of chemical or mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent or guardian. The use of seclusion restraint is prohibited in public education programs.

603 CMR 46.03 requires that public education programs develop written procedures regarding appropriate responses to student behavior that may require immediate attention. Such procedures are annually reviewed and provided to school staff and parents. Such procedures include methods for preventing student violence, self-injurious behavior and suicide. It further requires that school policy be established that explains the program's method of restraint, a description of the training requirements, reporting requirements and follow-up procedures, and a procedure for receiving and investigating complaints regarding restraint practices.

To ensure procedural compliance with 603 CMR 46.03, the Saugus School Committee commits to the following:

- *Required training for all staff.* Each principal or supervisor shall provide training regarding the school's restraint policy within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. Such training shall include information on the following: restraint policy, intervention, types of restraint, administration of restraint, and identification of program staff certified to administer restraint.
- *In-depth staff training in the use of physical restraint.* Each Principal or Supervisor shall annually identify program staff that serve as authorized school-wide resources for proper administration of physical restraint. These individuals are trained and certified in Crisis Prevention Intervention (C.P.I.) which includes appropriate procedures for preventing the need for physical restraint, description and identification of dangerous behaviors, instruction regarding documentation and reporting, and demonstrated proficiency with prevention techniques.
- *Advisement of right of referral to law enforcement agencies.* Nothing in the regulations prohibits any individual from reporting to appropriate authorities a crime

- committed by a student; law enforcement authorities from detaining a student or other person alleged to have committed a crime or posing a risk; or an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, §51A to report neglect or abuse of a child to the appropriate state agency.
- *Proper administration of restraint.* Only school personnel who have received training shall administer physical restraint on students. If possible, the administration of restraint should be witnessed by at least one adult not participating in the restraint. However, the training requirements shall not preclude an employee or agent of a public education program from using reasonable force to protect students, other students, or themselves from assault or imminent, serious, physical harm. Administering physical restraint shall be restricted to only the amount of force necessary to protect the student or others from physical harm or injury. The person administering the restraint is to use the safest method available and appropriate as learned through in-depth training. The use of physical restraint should cease as soon as possible. If, due to unusual circumstances, a restraint continues for more than twenty (20) minutes, it shall be considered an "extended restraint" for purposes of reporting requirements in 603 CMR 46.06.
 - *Safety requirements.* No restraint shall be administered so as to prevent the student's breathing or speaking. Restraint shall be administered in such a way so as to prevent or minimize physical harm. Program staff should review and consider any medical or psychological limitations that the student may have. All incidents of restraint must be debriefed to include restraint staff, student, and witnesses.
 - *Reporting Requirements.* Program staff must report the use of physical restraint after administration of a physical restraint that results in any injury to a student or staff member, or any physical restraint of duration longer than five (5) minutes. The program staff member administering the restraint must verbally inform their supervisor of the restraint as soon as possible, and by written report no later than the next school working day. The report shall be provided to the principal or supervisor who will maintain a record of such incidents, and which shall be made available for review by the Department of Education, upon request. Upon notification of a restraint, the principal or supervisor shall notify parents verbally as soon as possible and by written report postmarked no later than three (3) school working days following the use of restraint. The contents of the report are prescribed in 603 CMR 46.06. When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school working days of the administration of the restraint. The program shall also provide the Department of Education with a record of physical restraints maintained by the program administrator for the thirty (30) day period prior to the date of the reported restraint.
 - *Special Circumstances - Students with Disabilities.* Restraint administered to a student with a disability pursuant to an IEP or other written plan developed in accordance with state and federal law to which the public education program and the student's parent have agreed shall be deemed to meet the requirements set forth in 603 CMR 46.02 (except the limitations on chemical, mechanical, and seclusion restraint), the training requirements set forth in 603 CMR 46.03, and the reporting requirements set forth in 603 CMR 46.06 shall apply.

PROMOTION AND RETENTION OF STUDENTS

The school committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observations of student performance. The principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building principal.

P.T.O.

We have very active parent groups supporting our schools. They will be in touch with you at the start of each school year. Your support will be very much appreciated.

SCHOOL CONCERNS

A parent who becomes aware of a safety concern in relations to their child's school life should notify the school and/or the Saugus Police Department immediately.

SCHOOL BUS SAFETY

Parent Responsibilities

1. Except in a snow emergency, declared by the Superintendent in advance, walkers are not permitted to ride the school bus. Changing buses for after school meetings or to visit friends is not permitted. Such visitations should originate at home.
2. Pupils who do not have written permission to stay after school will be placed on their regular bus home.
3. Parents should have their child at the regular bus stop on time. Insist upon proper conduct while waiting for the bus and while riding the bus.
4. Kindergarten students must be met at their bus stop by an adult or an older brother or sister.

Student Responsibilities

Going to the Bus Stop

1. Walk on the sidewalk or at the side of the road.
2. Don't trespass or cut through someone's yard.
3. If you are on the opposite side of the road, wait opposite your stop until the bus arrives and has come to a stop, cross in front of it when it flashes its signal lights.

Waiting for the Bus

1. Arrival time at the stop should not be more than ten minutes before the scheduled bus arrival.
2. Don't play in the street and watch out for cars. Do not play games at the bus stops.
3. Stand on the sidewalk to beside the road and line up.
4. As the bus arrives, do not approach the bus until it has stopped.
5. Respect private property. Stay off lawns. Do not trespass.

Boarding the Bus

1. Watch your step. Be courteous, do not push.

2. Get on quickly and be seated at once.
3. No saving seats. First come, first served. If seats area assigned, please comply.
4. Obey any instructions the driver may give you.

Riding the Bus

1. Remain seated. Do not change seats.
2. Books, lunches or anything else must NOT be placed in the aisle.
3. Do NOT tamper with the bus or any of its equipment.
4. Do NOT put arms, heads, hands or legs out the windows.
5. Excessive noise and shouting could distract the driver and lead to an accident. Do not yell.
6. If you have large packages to bring to school, ask your parents to drive you on that day.
7. No smoking or eating on the school bus.
8. Be courteous.

Leaving the Bus at School

1. Stay seated until the bus has stopped and the driver has opened the door.
2. Allow those seated in front of you to leave first.
3. Take everything with you.
4. Leave quickly but do not push or shove.

On the Way Home

1. Stay seated until the bus has stopped and the driver has opened the door.
2. If you must cross the street – CROSS IN FRONT OF THE BUS – far enough away so the driver can see you.
3. Look both ways – even though it is the law that people must stop when they see the flashing lights, some people do not stop – Be Careful!
4. Leave the stop immediately and go directly home.

Disciplinary Procedures

The bus driver is responsible for the supervision of the bus. All infractions will be reported to the Principal who will investigate and resolve all problems.

If an incident occurs on the bus, the driver should first speak with the student involved, warning the student that a repeated offense will be reported to the Principal, using the appropriate form.

Problems will be investigated by the Principal. A first offense will result in a written notification to the home that the student has been warned. A second offense may result in the suspension of bus privileges for up to 3 school days.

A third offense may result in a suspension from bus privileges for up to 5 school days. Subsequent offenses carry a 10 day suspension.

If the first offense constitutes a major hazard, nor warning need be given and the Principal may suspend a student from the bus and shall notify the parents and the bus driver.

It takes the coordinated efforts of everyone concerned to ensure that our school transportation system operates in a safe and effective manner.

In order for that to happen, various participants have specific roles:

- a. **Bus Contractor** – to meet the requirements established by Federal, State and local statutes, rules and regulations regarding equipment and drivers. Video cameras are on the bus.
- b. **Bus Driver** – to operate the bus safely, efficiently and economically as well as to supervise student behavior.
- c. **School** – to provide educational training to the students in matters of bus safety and conduct as well as to fairly enforce all rules and regulations governing bus conduct.

- d. **Parents** – to cooperate with the schools in observing the rules and regulations, and controlling their children.

If you have any questions regarding various aspects of the school transportation system and/or these rules and regulations for safe bus riding practices, you are encouraged to make contact, through the appropriate channels, for the resolution of any problem or misunderstanding.

SCHOOL HOURS

The school hours for 2009-2010 school year are as follows:

School begins at 8:40 a.m. and ends at 2:40 p.m.

Morning Kindergarten/Preschool hours are 8:40 a.m. – 11:00 a.m.

Afternoon Kindergarten/Preschool hours are 12:20 p.m. – 2:40 p.m.

Teachers are on duty in the morning at 8:30 a.m. Therefore, for your child's health and safety he/she should not arrive at school any earlier than 8:30 a.m. **Parents should direct students to report home directly after dismissal or leaving the bus.**

SCHOOL LUNCH

The Saugus elementary schools offer nutritious lunches to all elementary students. Students have a choice of a hot entrée or a cold sandwich lunch. All lunches include milk and meet one-third of the national Recommended Dietary Allowances.

The prices for a lunch are posted in each school.

SCHOOL VISITATION

For security and safety, all visitors must report to the office upon entering. Parents delivering articles to their children (lunches, etc.) are asked to leave them at the office.

SEARCH AND SEIZURE

In January, 1985, the U.S. Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are "reasonable grounds" for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is conducted in a reasonable manner. (T.L.O. v. New Jersey, U.S. 1055 St. Ct. 733 1985)

SMOKING POLICY

Massachusetts General Law, C. 71, Sec. 37H, prohibits the use of any tobacco product within the school building, the school facility, or on the school grounds by any individual. It is the policy of the Saugus Public School, that smoking is prohibited in all areas of the school building and grounds. The policy applies to students, staff, and all visitors and organizations entering and using the school building or its grounds. **NO SMOKING SIGNS** shall be posted throughout the school.

SPECIAL EDUCATION

Special education services are provided to students found eligible after an initial Team meeting. To be found eligible for services, a student must have one of the following disabilities: autism, developmental delay, specific learning disability or an intellectual, sensory, neurological, emotional, communication, physical, or health impairment. It is also necessary for eligibility, that the disability prevents the student from making effective educational progress, and for the student to require specially designed instruction or related services in order to access general education.

The district offers an array of services designed to meet student needs. Special education services and placement determination are the responsibility of a multi - disciplinary team comprised of professionals who have assessed the student in any areas of suspected need, a regular education teacher, administration and, most importantly, the student's parent or guardian.

Upon completion of an initial evaluation, the Team develops an individualized educational program (IEP) that highlights, among other things, the student's strengths, areas of concern, strategies for accommodating for the students disability, modifications to the curriculum, services that the student will receive and important goals and objectives developed to ensure student progress. Parent involvement during the evaluation and IEP development is an integral part of the process. Copies of the *Parent's Rights Brochure* are available in the special department located at the School Administration Building, 23 Main Street, or from the school buildings' Evaluation Team Facilitator.

IDEA ACT

The Saugus Public Schools is in compliance with the Individuals with Disabilities Education Act (IDEA) of 2004. Complete copies of this law are available at your school's office.

In general there are four main themes in the IDEA Act:

1. Strengthening Parental Participation in the Educational Process.
2. Accountability for students' participation and success in the general education curriculum and mastery of IEP goals/objectives.
3. Remediation and disciplinary actions addressing behavior problems at school and in the classroom.
4. Responsiveness to the growing needs of an increasingly more diverse society.

504 PLANS

Section 504 is an Act, which prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Saugus Public School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. Hearing requests must be made to:

**Bureau of Special Education Appeals
Department of Education
350 Main Street
Malden, Massachusetts 02148-5023**

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to; 1) Inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a rearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the district coordinator, Director of Pupil Personnel for the school district, Cynthia Joyce at 787-7022.

English Language Learning

In accordance with state laws and regulations, Saugus provides instruction in the English Language for students whose English Proficiency level is limited. Potential students are identified through a testing program administered to those whose home language is not English and who demonstrate to teachers a language need.

The program, known as the Sheltered English Immersion Program, provides specialized instruction for students according to the intensity of their need. Students who speak no English or very limited English receive high intensity English language instruction for the greater part of the school day, until they reach a point when their oral English is sufficient for them to receive sheltered English instruction in a partially integrated setting. Sheltered English instruction means that students study the same subjects as their peers, but with simplified language and audio-visual material presented in a comprehensible manner, to make information clearer and more understandable. The material used includes, but is not limited to, pictures, graphs, videos, computer programs, and manipulatives. Lessons and activities are designed so that the English language development of the student is addressed.

Students are not expected to remain in high intensity classes more than a year. Students receiving sheltered instruction are integrated with their peers as much as possible for subjects such as mathematics and science, and receive specialized instruction in more difficult subjects such as English Language Arts, reading and social studies, until they are ready for unsupported instruction in the mainstream in those areas. For further information on the Sheltered English Immersion Program please contact the principal of your school.

STATE AND FEDERAL LAWS

The Rehabilitation Act 1973

The Rehabilitation Act 1973, commonly referred as "§ 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Discrimination

The Saugus Public Schools does not discriminate on the basis of race, color, national origin, age, gender or handicap in admission to, access to, treatment in, or employment in, its programs and activities.

Inquiries concerning the application of nondiscrimination policies may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, J.W. McCormack P. O. C. H., Room 222, Boston, MA 02109-4557

The Education Reform Act

School Councils are composed of school Principal, parents, teachers, and community members.

The Principal, in consultation with the school council, (1) adopts goals for the school; (2) assesses the needs of the school in light of these goals; and (3) prepares a school improvement plan, which is reviewed and approved by the school committee.

STUDENT RECORDS

Schools are required to maintain student records for five years after a child leaves school, afterwards they are systematically destroyed.

Parent or Guardians may request a copy of their child's records by notifying the school in writing two school days prior to the time they are needed. (A nominal fee for copying may apply).

STUDENT RIGHTS AND RESPONSIBILITIES

School committees are legally responsible for the establishment of school policy, and every effort should be extended to include in the formulation of school policy consideration for the developing of maturity of the student. Responsibility flows from the exercise of rights and privileges such as: 1) respect of oneself; 2) respect for others and their rights; 3) respect for individual dignity; 4) respect for legally constituted authority and the legal responsibility of those in authority.

TITLE IX AND CHAPTER 622

The Saugus Public Schools support and are in compliance with both of the following Federal and State laws:

Title IX of the Educational Amendments of 1972

No person in the United States 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....

Chapter 622 of the General Laws, Acts of 1971, section 5:

Saugus Public Schools does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, gender or handicap. In admission to, access to treatment in or employment in its programs and activities.

Harassment

The Saugus Public Schools is committed to the prevention of harassment based upon sex, color, national origin, religion, age, handicap, and/or disability and sexual orientation.

Prohibited Conduct includes, but not necessarily limited to the following conduct when such conduct is unwelcome by the recipient:

- Name-calling, teasing, jokes, rumors, or other derogatory or dehumanizing remarks.
- Pulling at clothing or other possessions.
- Graffiti.
- Unwelcome touching of a person or clothing.
- Offensive or graphic posters, pictures or book covers.
- Any words or actions that provoke feelings of discomfort, embarrassment, or hurt.

Title IX Coordinators in each school are as follows:

Lynnhurst	Mrs. Susan Carney
Oaklandvale	Mrs. Lisa Wilke
Veterans	Mr. William Palmerin
Waybright	Ms. Kristin Shipulski

VACATIONS

Saugus Public Schools provide vacation periods in December, February and April. Massachusetts State Law requires that your child be in school. Unscheduled vacations can be detrimental to many children. This practice is discouraged. Teachers should not be expected to provide work in advance or to assign make up work that was missed.

SAUGUS EMERGENCY NUMBERS

Information - Operator	1-800-555-1212
Confidential Telephone Book	1-800-231-4337
Ask A Nurse	1-800-544-2424
Youth Crisis Hot Line	1-800-729-4227
National Child Abuse Hotline	1-800-442-4453
National Runaway Hotline	1-800-231-6946
Child At Risk	1-800-792-5200
National Domestic Violence Hotline	1-800-333-SAFE
Alcohol and Drug Hotline	1-800-327-9996
Parental Stress Hotline	1-800-632-8188
Poison Control Center	1-800-682-9211
Help For Abused Women And Children	1-978-744-6841

PARENT/STUDENT SIGN OFF SHEET

To Parents/Students:

This agenda/handbook is intended to provide communication among the parents, the students and the school. Also, this agenda provides students with the policies and procedures of the Saugus Public Schools. This page will verify your receipt and your understanding of the responsibilities required by our school community. If at any point you have a question, please call. **Please complete this page and return to your child's teacher.**

Attendance Awareness Initial _____

Homework Initial _____

Photo Permission Initial _____

Weapon Policy Initial _____

Internet (Acceptable Use Policy) Initial _____

I approve of my child using school computer and accept the "Acceptable Use Policy". I understand that I may receive the policy in full upon request.

Student Name _____ **Grade** _____ **Room** _____

Parent/Guardian Signature _____

Student Signature _____