

Elementary School Handbook

Pre K – Grade 6



BELL SCHOOL



VILLAGE SCHOOL



COFFIN SCHOOL



GLOVER SCHOOL



GERRY SCHOOL

Family Handbook

2018-2019

This handbook references
Marblehead Public Schools District policies, which were
reviewed and voted upon by the Marblehead School Committee. *Please see MPS SC Policy CHCA*
<https://www.marbleheadschoools.org/district/mps-policy-manual>

MARBLEHEAD ELEMENTARY SCHOOLS

September 2018

Dear Parents and Students:

This handbook has been prepared to help you succeed in meeting the goals and expectations of Marblehead's elementary schools. Our aim is to create a common understanding that reflects a positive, welcoming, and safe learning environment for students, which promotes high academic achievement and continuous social emotional growth. We are committed to our students.

Kindly,

Amanda Murphy, *Principal*
Village School

Brian Ota, *Principal*
Glover School

Donna Zaeske, *Principal*
Bell School

Sean Satterfield, *Principal*
Coffin School

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SCHOOLS AT A GLANCE

MALCOLM L. BELL SCHOOL

School Contact Information:	Donna Zaeske, Principal 42 Baldwin Road
Kindergarten:	Phone- (781) 639-3172
Grades K-3	Phone- (781) 639-3170 Fax-(781) 639-3173
School Day:	The school day runs from 8:15-2:30pm. Children may enter at 8:05am Kindergarten is dismissed at 2:25pm
Report An Absence:	Call before 8:15 to report a student absent or late Phone- (781) 639-3170 or 781-639-3172
Cancellation/Delayed Opening:	School Messenger Call by 6:30am Radio: WBZ Boston 1030 Television Channels 4, 5 and 7 https://www.marbleheadschoools.org/district/family-community/pages/school-closings
District Web Address:	http://marbleheadschoools.org
Malcolm L. Bell School	http://www.marbleheadschoools.org/bell
Faculty and Staff Directory:	https://www.marbleheadschoools.org/malcolm-l-bell-school/contact-directory
PTO Board Members and Contact Information:	Dina Moniz, Co-President Becky Seidel, Co-President Debra Herman, Co-Vice President Sarah Fox, Co-Vice President Barbara Burke-Treasurer Beth Baron, Secretary
School Advisory Council Members:	Donna Zaeske, Principal Ben Barr, Parent Representative Sarah Fox, Parent Representative Andrea Gonzales, Parent Representative Amanda Maniaci Janet Bach Robin Berg Meredith Tedford - School Committee Liaison
Key Contact Individuals for Help:	Jennifer Elliott Bell School Secretary JoAnne LeBlanc Bell School Secretary Kara Elmer Guidance Counselor Meg Burns School Psychologist Karen Doherty School Nurse Amanda Rivers School Nurse Melanie Kaplan Team Chair, Special Education

GLOVER SCHOOL

School Contact Information:	Brian Ota, Principal 9 Maple Street Phone: (781) 639-3190 Fax: (781) 639-3192
PreK, K, Grades 1-3 School Day:	K-3 academic school day runs from 8:15-2:30pm. Children may enter at 8:05am Kindergarten is dismissed at 2:25pm
Report an Absence:	Call before 8:15 to report a student absent or late Phone- (781) 639-3190, Press 3
Cancellation/Delayed Opening:	School Messenger Call by 6:30am Radio: WBZ Boston 1030 Television Channels 4, 5 and 7 https://www.marbleheadschoools.org/district/family-community/pages/school-closings
District Web Address: Glover School Faculty and Staff Directory:	http://marbleheadschoools.org http://www.marbleheadschoools.org/glover https://www.marbleheadschoools.org/glover-school/contact-directory
PTO Board Members and Contact Information:	Karen Byron, Co-President Aimee Hughes, Co- President Leslie Bailey, Co-Vice President Susan Ferris, Co-Vice-President Luisa Boverini, Co-Secretary Amanda DaSilva, Co-Secretary Mira Kucharsky , , Co-Treasurer Krissy Sgambellone, Co-Treasurer Rachel Carlino-Dangorra, Social Chair
School Advisory Council Members:	Brian Ota, Principal Patricia Frawley, Glover Teacher Brooke Yanow, Glover Teacher TBD Parent Elton Lika, Parent Declan Murtagh TBD, Glover Teacher Meredith Tedford, School Committee Liaison
Key Contact Individuals for Help:	Barbara Hawlena, School Secretary Linda Kuszmar, School Secretary Lori Mascis, Special Education Secretary Amanda Lockerbie, School Psychologist Kristen Brooks, School Psychologist Dawn Murray, School Nurse Melanie Kaplan, Spec Ed. Team Chair Access Programs Nora Murphy, Preschool Coordinator/Special Ed. Chair

COFFIN SCHOOL

School Contact Information:	Sean Satterfield, Ed.D, Principal satterfield.sean@marbleheadschoools.org 1 Turner Road (Coffin) 50 Elm Street (Gerry)
Coffin:	Phone- (781) 639-3180 Fax-(781) 639-3182
Gerry:	Phone- (781) 639-3185
School Day:	Coffin: 8:05AM - 2:20 PM. Children may enter at 8:05am Gerry: 8:15AM - 2:30PM
Report An Absence:	Call before the start of school to report a student absent or late Coffin- (781) 639-3180 Gerry-(781) 639-3185
Cancellation/Delayed Opening:	School Messenger, Call by 6:30am Radio: WBZ Boston 1030 Television Channels 4, 5 and 7 https://www.marbleheadschoools.org/district/family-community/pages/school-closings
District Web Address:	http://marbleheadschoools.org
Coffin/Gerry:	http://www.marbleheadschoools.org/coffin-gerry
Faculty and Staff Directory:	https://www.marbleheadschoools.org/coffin-school/contact-directory
PTO Board Members and Contact Information:	Donna Weiner, Co-President Emily Barron, Co-President http://www.coffingerrypto.com
School Advisory Members:	Sean Satterfield, Ed.D, Principal Elizabeth Rudzinski, Teacher Meghann Bruett, Coffin Teacher Sarah Gould, School Committee Liaison Erin Gibson, Parent Representative Melissa Desgrosseilliers, Parent Representative
Key Contact Individuals for Help:	Linda Mills Coffin School Secretary Allison Eaton School Counselor Susan Holbrook Special Needs Teacher Elizabeth Rostron Coffin School Nurse

VILLAGE SCHOOL

Grades 4 - 6

School Contact Information:

Amanda Murphy, Principal
Karen Grenier-Mernin, Asst. Principal
Stephen Gallo, Assistant Principal of Curriculum
93 Village Street
Phone (781) 639-3159 Fax (781)-639-9423

School Day:

The regular school day: (See guidelines below)
7:30 – 7:45 a.m. Drop off
4th grade students use the
front doors and remain in the
auditorium until the bell.
7:50 a.m. 5th & 6th grade students may enter main
building using the *rear* doors
8:00 a.m. School day starts with students in their seats and ready
to begin the day
2:15 p.m. Dismissal

Report Absence:

Call before 8:15 a.m. to report a student absent or late
Phone- (781) 639-3159

Cancellation/Delayed Opening:

School Messenger Call by 6:30 a.m.
Radio: WBZ Boston 1030
Television Channels 4, 5 and 7

<https://www.marbleheadschoools.org/district/family-community/pages/school-closings>

District Web Address:

<http://marbleheadschoools.org>

Village School:

<http://www.marbleheadschoools.org/village>

Faculty and Staff Directory:

<https://www.marbleheadschoools.org/village-school/contact-directory>

Principal Newsletters:

<https://www.marbleheadschoools.org/village-school/principals-corner>

PTO Leaders and Contact Info:

Julie Peach – President

School Advisory Council Members:

Amanda Murphy, Principal	Jenna Barbeau, Parent Rep
Susan Holbrook, Teacher Rep	Michelle Grimes, Parent Rep
Taryn Stockwell, Faculty	Cindy Schieffer, Parent Rep
Steve Volpe, Faculty	Kate Lipsitz, Community Rep
Stephanie Trainor Madigan, Faculty	
Meagan Taylor, School Committee Liaison	

Key Contact Individuals for Assistance:

Maryann McKie	Village School Secretary
Jennifer Packard	Village School Secretary
Nicole Grazado	Special Education Chairperson
Kate Dulac	Guidance Counselor
Jeff Newsome	Guidance Counselor
Alex Rosenstein	School Psychologist
Terri Bernhardt	School Psychologist
Deborah Cullen	School Nurse

GENERAL

Visitors

For safety and security reasons, all visitors must check in at the main office. Each visitor, including substitute teachers, must wear a visitor badge at all times during the visit. Please park in approved locations and do not leave vehicles running.

Where to go if you have questions

Occasionally, students and/or parents are not sure who should be contacted at the school in case of questions or concerns. Please refer to the faculty directory on the school website for our faculty email addresses and telephone extensions. In addition, for:

Classroom Issues	Contact the teacher first using the teacher's email or voicemail extension. If you have additional concerns, contact your son/daughter's guidance counselor. If you still have questions, contact the Principal.
Scheduling Issues	Contact the guidance counselor first using his/her email or voicemail extension listed in our web directory. If you have additional concerns, contact the Principal.
Special Education Issues	Contact the appropriate teacher(s) first. If you have additional concerns, contact our Special Education Chairperson. If you still have questions, you can contact the Principal or the District Director of Student Services Robert Bellucci.
Behavioral Issues	Contact the teacher or guidance counselor first. If you are still concerned, contact the Assistant Principal or Principal.
Family Issues	Contact your child's guidance counselor for social, emotional, personal, or family issues.

Marblehead School Committee

The Marblehead School Committee generally meets on the first and third Thursday of each month during the school year. The Committee sets policy for the school district, works with the Superintendent to develop, implement, and monitor a Strategic Plan, and develops a budget to present to Town Meeting in May. Meetings are held at 7:00 p.m. in the Marblehead High School Library unless otherwise noted. Agendas are generally available online the Monday prior to the meeting at Marblehead.org under "Public Meetings-Calendar" and also on our website at <http://www.marbleheadschoools.org/sc-meetings>. The public is welcome and encouraged to attend and participate. The meetings are usually televised by MHTV on channel 8 for Comcast and Channel 28 for Verizon. Dates for School Committee meetings can be found on the District website.

Marblehead Public Schools Central Administrators/Directors

Superintendent of Schools

Maryann Perry

781-639-3140 ext. 20

Carmen Darisse, Administrative Assistant

Assistant Superintendent

Dr. Bradford Smith

781-639-3140 ext. 28

Director of Student Services

Robert J. Bellucci, Esq.

781-639-3140 ext. 11

Kara Heintz, Administrative Assistant

School Business and Finance Administrator

Amanda Maniaci

781-639-3140 ext. 18

Human Resources Director

Rachel Bowen

781-639-3140 ext. 16

Risa Hassel, Asst. to the HR Dir.

ext. 33

Executive Director of Technology and Operations

Ken Lord

781-639-3140 ext. 23

Food Service Director

Richard Kelleher

781-639-3100 ext. 4132

Facilities Director

Todd Bloodgood

781-639-3120 ext. 3177

Athletic Director & Asst. Athletic Dir.

Greg Ceglarski

781-639-3100 ext. 4130

Mark Tarmey

Marblehead Special Education PAC (SEPAAC)

The Marblehead Special Education PAC (SEPAAC) is a parent advisory council organization run by parents of children with special needs. SEPAAC's purpose is to develop better understanding and communication among parents, teachers, and administrators. Membership includes parents, teachers, and the special education administration. Please refer to the school calendar for days and dates. For more information, go to <http://marbleheadspedpac.org>

METCO (Metropolitan Council for Educational Opportunities)

The Marblehead Public Schools have been a voluntary participant in the METCO program for over 40 years. The METCO staff includes a coordinator, a counselor, tutors, bus monitors, and a clerical aide. This program is completely funded through a State Department of Elementary and Secondary Education grant. The Marblehead METCO Parent Advisory Council acts as a parental support group for parents of METCO students. The METCO PAC meets in Boston once each month. Host families are a critical component of this program. If you are interested in hosting a METCO student, contact the program director at 781-639-3120.

ACADEMICS

Classroom Expectations

All elementary schools have incorporated the Positive Behavioral Interventions and Supports (PBIS) Model which focuses on improving each school's ability to teach and support positive behavior for ALL students, ALL staff, and in ALL settings. It is not a program, but a framework that applies evidence-based strategies and systems to help students develop healthy constructive relationships with their classmates and the staff. PBIS has been shown to increase academic performance, increase safety, and help establish a positive school culture. Teachers will provide each student a summary of academic and behavioral expectations at the beginning of each school year, and reinforce these expectations frequently through effective social-emotional learning techniques.

***Glover School* Behavior Expectations: Choose Kindness**

At Glover, our School motto of "Choose Kindness," is personified in every member of our school community. We focus our learning on our motto and our three core values of being Respectful, Safe, and Responsible. Expectations and

behavioral skills based on our core values and school motto are directly taught and recognized in natural contexts beginning on the first day of school and continued throughout the school year. PBIS has helped our Glover community maintain a healthy and happy learning environment and provided our staff and students a universal language that promotes positive behaviors.

Village School Behavioral Expectations: Keep Each Other Well

Our school staff recognizes the importance of having each student feel a sense of belonging, as each individual child is important to us. Children with a sense of self-worth, in turn, will value others. With that as our premise, we continually encourage the team concept in our words and actions. To promote this concept, our staff continues to promote the acronym **K.E.O.W.** or, **Keep Each Other Well**. In addition, to provide a common language for behavioral expectations among all community members, a school-wide social-emotional intervention/prevention framework was adopted in September 2010 entitled *The Responsive Classroom*.

Homework

Average Daily time requirements for all subject areas combined shall be:

Kindergarten: not more than 30 min.

Grades 1: Not more than 30 minutes or less than 15 minutes

Grades 2: Not more than 45 minutes or less than 15 minutes

Grades 3 & 4: Not more than 1 hour or less than 30 minutes

Grades 5 & 6: Not more than 1 1/2 hours or less than 30 minutes.

Any homework assigned over the weekends will only be in the form of completing long-term projects/assignments or to make-up any missed work. There will be no homework assigned over holidays.

Report Cards and Grading Scale

Report cards are distributed three (3) times a year for Grades 2 through 6. Kindergarten and first grade students do not receive a written report at the end of the first marking period. Conferences are held at the end of the first marking period for all students. Report cards are available through the Parent ASPEN Portal.

ATTENDANCE REQUIREMENTS & PROCEDURES

Numerous research studies have identified that one of the most important factors in the success of a student is daily, on-time attendance. We understand that parents do make decisions to keep their children out of school for particular reasons, such as illness, family emergencies, and family vacations. Vacations outside of the regularly scheduled school vacations are considered an unexcused absence. Excessive absences or tardiness greatly impact student learning and contribute to a reduced rate of academic progress.

Please familiarize yourself with the following information about what do to when your child will be absent or dismissed from school, or late to school.

Student Absence Procedures

When should I call my child in absent, and who do I call?

Please call the school's main office (absentee line) before 8:15 a.m. on the day that s/he will be absent.

What should I say on the absence message?

When calling in your child's absence, on the absence voicemail clearly state the student and teacher's name, grade, reason for absence, and if you know, include their date of return.

(See "Student Absence due to Illness" section on page 17)

Does the school need any more information?

Per school committee policy, the school may ask for a doctor's note certifying that the absence was justifiable for extended or excessive absences.

Will my child's absence be excused?

Per school committee policy, absences will be excused for illness, religious holidays, death in the family, or funerals. Family vacations are NOT excused absences. If a student is absent from school due to a family vacation, students will make up the work after their return to school at the convenience of their teachers. Students are required to see their teachers upon returning and develop a list of missing work and specific dates for test and quiz make-ups.

Student Dismissal Procedures

How do I arrange for the dismissal of my child from school?

Students who need to be dismissed must bring a written note from a parent/guardian to the main office before 8:00am. The note must state the time, date, and reason for the dismissal.

Can my student come outside to meet me at that dismissal time?

No. Students must be signed out of school by a parent/guardian.

Student Tardy Procedures

When will my student be considered tardy?

Village begins at 8:00 a.m., **Coffin** begins at 8:05 a.m., **Gerry, Glover and Bell** all begin at 8:15 a.m. Students not in their classroom at that time will be considered tardy.

Should I send a note in with my child if they will be late?

Yes. However, a tardy will only be excused if the reason matches the guidelines set for excused absences. (see above)

COMMUNICATION

Registration

All students are registered through our Central Office. Contact Tracey Corbett at 781-639-3140 ext. 26.

Aspen

Aspen is the student information system used by the Marblehead schools. You will have one parent account to access all your children's information. If you happen to receive separate parent accounts for each child, please let the Technology Department know and they can merge the accounts for you. Parents and students can access the system directly at <http://aspen.marbleheadschoools.org/aspen>.

Parents should access **Contact Verification Workflow** to update their contact details and other information about their children. We request parents use this process whenever necessary to update contact and emergency information. The Technology Department has posted a series of instructions and other information about Aspen for your reference on our webpage at <https://www.marbleheadschoools.org/district/aspen-family-portal>. Step-by-step instructions for filling out the Contact Verification Workflow can be found on this site. If you have trouble with your account or have other questions, please contact us at aspen@marbleheadschoools.org.

School/Home Communication – School Messenger

The Marblehead Public Schools subscribes to a “school to home” phone service, School Messenger. This communication system will enable the building principal or the superintendent to contact parents in a timely manner in the event of an emergency situation, or to pass on general information regarding weekly schedules or other school updates.

Change of Address/Phone Number

It is important to update your Aspen account in the Parent Portal of changes in address, email or telephone number(s) so that parents or guardians can be reached in the event of an emergency. Kindly notify the main office of such changes.

Notification of Field Trips

Parents will be informed, in writing, of any field trip no later than one week before it is to occur (except in unexpected circumstances). The written notification shall include, but not be limited to, the following details: date, location(s), and relevance to curriculum, cost (if any), driver information, and request for parental permission. **Students may not participate in field trips without parent consent signed and returned to school.** Staff members supervise students during out-of-school activities. The liability waiver form must not be altered.

Mandatory Fingerprinting for Parent/Community Volunteers

On January 20, 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks". All newly hired school employees, including administrators, teachers, permanent substitutes, tutors, paraprofessionals, secretaries, clerical staff, maintenance staff and custodians, cafeteria workers, field trip chaperones and bus drivers, who work in the schools, are required to complete the new fingerprint-based state and national background check along with the regular CORI check.

Marblehead Public Schools will continue to require that volunteers, who come to the schools during the day, continue to only need a **CORI completed every three years**. Once submitted, these CORIs usually only take a day or two to be processed. **Volunteers who are to be field trip chaperones, daily and overnight, will now also need to be fingerprinted.** This process may take much longer (could be as long as a few weeks) and there is a cost factor to the volunteer. If the volunteer is a licensed educator, the cost is \$55.00 and for all others \$35.00. This new law requires that you plan ahead for your chaperones. **We will not allow a chaperone on a field trip if they have not been fingerprinted.**

What to do?

You must preregister either at <http://www.identogo.com/FP/Massachusetts.aspx> or, by calling 866-349-8130. **The fingerprint locations will not accept walk-ins.** The volunteer will be required to provide **Marblehead Public Schools ESE Organization Code: 01680000** when registering.

Services and Accommodations for Students with Disabilities

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parents or teachers may refer students they are concerned about to the Student Services Office. We take special education referrals seriously and want to be sure to respond within required timelines. **Therefore, all special education referrals shall be made via hard copy, delivered either to the building principal, special education chairperson or Director of Student Services.** Within five (5) school days of a request for an evaluation of a student's eligibility for special education, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)' consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act. For more information regarding the services available to students with disabilities please contact your building principal or the Marblehead Public Schools Director of Student Services at 781-639-3140 X11.

Delivery of Articles

In an ongoing effort to ensure that we minimize any unnecessary disruptions in the learning process during classroom lessons, we are urging parents to refrain from dropping off any “non essential items” needed for the school day. Lunches, homework assignments, and other forgotten items being dropped off at school create interruptions, so we ask that you are mindful of this, and keep messages to a minimum. If students forget their lunches, simply advise them to inform their teachers, get a school lunch, and reimburse the lunch-lady the following day. In this way, students will learn to become more responsible for remembering their lunches in the future, and academic instruction won’t be compromised. Of course, if your child has an urgent request, we are always here to help. Thank you for your anticipated understanding and commitment.

Confidentiality

The MPS elementary schools comply with all federal and state laws and regulations pertaining to confidentiality of student/family information and the maintenance and confidentiality of student records information (see the “Student Records” section for more information). Volunteers may be asked to complete the district confidentiality form to comply with district and state laws.

Placement Process

The faculty spends a great deal of time and energy placing students from one class and grade to the next. The classroom teachers and specialists take into account all available information and go through a laborious process to arrive at recommendations for balanced groupings. MPS wants what is best both for individual students and for each class as a whole. We take into consideration academic skill levels, behavior; social relationships group dynamics, student interests, and special situations in our effort to arrive at an optimal projected distribution of students for the following year. We take the responsibility of placing students seriously. A faculty committee meets with the principal in the spring to create the first placement draft based on the above criteria. The draft is then copied and submitted to all staff members for feedback. All suggested changes are presented to the appropriate committee. If you believe that your child has needs that should receive special consideration in the placement process, you will be notified about a special placement process in the spring. Specific teacher requests will not be accepted.

Student School Bus Behavior

Students are expected to behave in an orderly manner while riding the bus, and during the loading and unloading procedures. The bus driver shall be in complete charge of the bus and its passengers at all times, and shall ensure the safety and well-being of all students who ride the school buses. Riding the school bus is considered a privilege. Students who fail to observe the following rules and safety procedures are subject to discipline and/or may lose their right to ride the bus.

After School Activities

After school activities vary from school to school. For updated information, please refer to specific school website.

Student User Fee (Grades 4- up only)

The educational philosophy of the Marblehead Public Schools is to foster and support the participation of all students in a wide variety of student activities beyond the regular school day program such as clubs, organizations, plays, intramural and interscholastic sports programs. Marblehead Public Schools financially support student activities through local appropriation and students' user fees.

User Fees are a one-time fee of \$125, which covers all intramural sports and extracurricular activities throughout the school year. Provisions for financial hardship will be made using the Federal Lunch Program criteria. Inquiries may be made in the main office of your school.

STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

MEDICAL/FOOD/FAMILY SERVICES

Food Services

Applications for free and reduced priced meals are sent home with each student on the first day of school. They are also available at the District Administration office, in each school, and at <https://www.marbleheadschoools.org/district/food-services> If you received benefits last school year, you must re-apply as they will expire on September 30, 2016.

School menus are available for download at <http://marbleheadschoools.org/foodservice/menus>

Breakfast is served on all school days at Village, Veterans Middle, and Marblehead High School's and lunch is available every day except for early release and half days.

All students have an account with the lunch program. It is established upon enrollment. You may access this account by setting up a user's account at www.MySchoolBucks.com This will allow you to see what has been purchased and make payments if you choose.

Payment for lunch is expected prior to, or at the time of service. Please be advised that change will not be made in the elementary schools, with the exception of the Village School. Any excess payment will be applied to your student's account. Negative balance notices will be sent home intermittently.

Please refer to the Marblehead district webpage "food services" at <https://www.marbleheadschoools.org/district/food-services> for detailed information.

Student Health

Each school has a school nurse to assess and treat your child for illness or injury during the school day. Please communicate any health concerns or issues directly with your school nurse. Please notify the school nurse with any changes in health or new conditions such as fractures or medication changes. School nurses are your partners in keeping your child healthy and ready to learn.

Concussions

Per state law and school committee policy, any student who suffers a head injury or concussion, whether such injury occurs in or out of school, must be medically cleared to return to school as well as participate in school athletic activities. Responsible staff will follow the guidelines for graduated return to academics and activities tailored appropriately to the student's age and condition. *Please see Appendix D for the entire School Committee Policy, JJIF, on Athletic Concussions*

Absence due to Illness

If your child is absent please call the schools attendance line before school begins and leave a message with the specific reason for the absence. This information will help monitor illness trends and keep all students well. If your child is contagious, please keep him/her at home until your doctor has cleared him/her for return to school.

- **Strep Throat**-Students being treated for strep throat must be kept home a minimum of 24 hours after treatment begins.
- **Conjunctivitis/Pink Eye**- Students may return to school after 3 doses of antibiotic treatment.
- **Vomiting and Diarrhea**- Students should be kept home for 24 hours after episodes of gastrointestinal distress.
- **Fever**-Students should be fever free without the use of fever reducing medication for 24 hours prior to returning to school.
- **Head Lice**-Please notify the school nurse if your child contracts head lice. We will notify parents of any head lice concerns and serve as a resource for treatment. Please do not keep children out of school for this very common childhood condition.

Life Threatening Allergies

It is our goal to keep all children safe in school. Please notify the school nurse as well as the teacher of any allergies that your child may have. We encourage food free celebrations. Teachers will notify and coordinate parents for any food requests for school. **All food items must carry a label of ingredients and be reviewed by the school nurse. Homemade baked goods are not allowed. Any food surprises will be sent home. Latex balloons are not allowed in schools, due to allergies.**

Immunizations and Physical Exam

The Massachusetts Department of Public Health requires that all children be properly immunized against varicella, measles, mumps, rubella (MMR), polio, diphtheria, tetanus, pertussis (DPT), and hepatitis B before entrance into school. Exemptions from immunizations are allowed under Massachusetts Law for only religious or medical reasons, both of which require documentation. Non-immunized/susceptible individuals will be excluded from school in the event of an outbreak of any vaccine preventable disease Please contact the school nurse if your child has an exemption. Please bring updated immunization records to the school nurse. Immunization and Physical exams are required for entry to school for Kindergarten, 4th grade, 7th grade, and 10th grade and for any new student.

Immunization Requirements for 2016-2017 are:

- **Kindergarten**
 - Hepatitis B-3doses, DTaP /DTP-5doses, Polio-4 doses, MMR-2 doses, Varicella-2 doses
- **Grades 1-3**
 - Hepatitis B-3 doses, DTaP/DTP-4 or more doses or 3doses Td, Polio-3 or more doses, MMR-2doses,
 - Varicella- 2 doses
- **Grades 4-6**
 - Hepatitis B-3 doses, DTaP/DTP-4 or more doses or 3 doses Td, Polio-3 or more doses, Measles-2 doses,
 - Mumps, 1 Rubella, Varicella-1dose
 - *Note- The difference in dosage requirements is due to a phase in schedule for increased immunization recommended by CDC and adopted in 2010 by Massachusetts.

The current Massachusetts school immunization requirements can be found on the website: www.mass.gov/dph/imm
If you have any questions about current or future school immunization requirements, please contact the Division of

Reminder: State-supplied vaccines are available for catch-up of all children through 18 years of age, regardless of insurance status:

- Tdap vaccine* -MCV4 vaccine
- Varicella vaccine* -Hepatitis A vaccine*
- MMR vaccine*

Health Office Prescription Drop Off

Only medication prescribed by a physician may be dispensed by the school nurse. Medication must be brought to the Health Office by a parent or guardian in a prescription container with the official prescription label on it. No child should be sent to school with medication for the safety of the child and others. If necessary, ask your pharmacist to give you a duplicate container for safe storage of the medication at home and school. The school cannot dispense medication that does not have the prescription label on the package. Inhalers will be stored in the health office unless the school nurse and parent mutually agree to alternate storage. The nurse will notify parents or others identified on a student's emergency card prior to administering any over-the-counter medication covered in the MPS medication policy and protocol.

Please notify your school nurse of changes in medication or new medication so that we can assist your doctor and you in monitoring side effects and efficacy.

Physical Examinations and Health Screening

Physical exams are required prior to entry into kindergarten, 4th grade, 7th grade and 10th grade and for all students new to our schools. Vision screening for distance, visual acuity, and ocular alignment/stereopsis must be performed by a doctor within 12 months prior to kindergarten entry or within 30 days of the start of the school year.

State mandated screenings are conducted annually for vision, hearing, height and weight. If your child does not meet state standards on these screenings, you will be notified by the school nurse. Your child should then be evaluated by a physician for diagnosis, treatment, or referral. You will be notified in advance of the screening and have the right to decline the screening.

Special Medical Considerations

Parents of a child with any medical condition that may require special attention or planning should contact the school nurse as soon as possible. This includes conditions such as asthma, severe allergies, seizure disorders or diabetes. An Individualized Health Care Plan and/or a medical 504 Plan is developed collaboratively with school, family and health care provider. Parents should also notify the school nurse of any changes in their child's daily medications or medical conditions. The Massachusetts Asthma Action Plan is to be completed by your health care provider for students with asthma.

Please see MPS SC Health/Nursing policies JLC, JLCB, JLCD, JLCA, and JLCCB

Home/Hospital Tutoring

As soon as you become aware of an impending extended (14 days or more) absence for your child, you may begin the process of requesting home/hospital tutoring (tutoring). You do NOT need to wait until your student has missed 14 days of school.

- The student's guidance counselor will be the contact at school to manage the tutoring process.
- The guidance counselor will request the parents/guardian obtain, "The Physician's Statement for Temporary Home or Hospital." from the student's physician
- Guidance will provide you this form.
- Upon receipt of the doctor signed Physicians Statement the guidance counselor will fill out the appropriate paperwork for submission to the principal for authorization of home/hospital tutoring.
- The principal will determine the number of hours the student is eligible

for tutoring.

- The guidance counselor will work with the parents to locate an appropriate tutor

Homeless Students

Per School Committee policy and Federal law, the Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families in accordance with the McKinney-Vento Act. For the 2016-2017 school year, Martha Krol, Student Services Liaison (781-639-3140 x 35) will be the Homeless Officer. You may also contact the building principal if you have any need for assistance, and he/she can connect your family with the district's homeless liaison.

Please see MPS SC Homeless policy JFABD

Pets/Animals

Pets are not allowed in school unless specifically authorized by the classroom teacher and the building principal. Dogs are not allowed on school property, including playgrounds and athletic fields.

Student Expectations

Computer/Internet Usage

The school's computers are provided as learning tools. Students who abuse the schools/personal computers or internet access on school grounds may be excluded from their use and may also face school discipline. Sites prohibited may include, but are not limited to instant message/email, pornographic sites, games, shopping, or translation sites. Use of electronic translators is also prohibited at the discretion of the classroom teacher. The use of school provided electronic devices or networks to harass or bully others is strictly prohibited and may result in loss of access to the school's network and equipment and other disciplinary consequences. **Please see Appendix C for the MPS Acceptable Usage policy and student email policy.**

Dress Code

(Grades PreK to 3): Students are expected to come to school dressed in neat and appropriate clothing. Extreme forms of dress that may be distracting to students' learning are not allowed. Parents are asked to review clothing selection with their children, especially during cold weather, i.e. socks, raincoats, hats, boots, etc. Shirts or clothing, which display violence or obscene or harassing language, should not worn to school. Students will be required to wear such shirts inside out or to change clothes. Students are not allowed to wear hats in the building.

Village School (Grades 4-6): In addition to above dress code, the following are required standards of dress for the Village school:

- With the exception of head coverings worn for religious purposes, hats and other head coverings must come off upon entering the building, be placed in the student's locker
- Coats, jackets, and sweatshirts cannot be worn from 8:00 am to 2:15 pm and must be kept in student's locker. Faculty members may allow students to wear these items if the room temperature is too cold.
- Short-shorts and very short skirts will not be allowed. The acceptable length will be at the discretion of the school administration.
- Footwear laces will be tied.
- Torn and cut clothing will not be allowed.
- Clothing will be neat and appropriately buttoned or zipped at all times.
- Tube, halter, camisole tops and bare midriffs are unacceptable.
- Chain wallets are other clothing with chains are not allowed.
- Underwear may not be visible.
- Pajamas are not allowed.

Cell Phone/Electronics Usage

Cell phones and electronic devices must be turned off and put away until the end of the day. The school day is defined as 7:50-2:15 for Village, 7:55-2:20 for Coffin, 8:05-2:30 for Gerry, 8:15-2:30 for Bell and 8:15-2:30 for Glover or until a school activity is completed (including school events). An example would be homework club, which ends at 2:45 and library that ends at 3:00. Teachers may allow the use of smart phones for classroom projects such as performing research or using the compass function. Additional protocols include:

- Teachers may allow cell phone use in an emergency such as the cancellation of an after school activity in which a student must call home to arrange transportation. **Please do not text or call your child on their cell phones during school hours.**
- Students violating this rule will have their cell phones taken from them by the staff member. The staff member will return the phone to the student at the end of the day with a reminder that the next offense will result in an office referral. A second offense will result in the student and the phone being sent to an administrator who will take the phone and release it to a parent or guardian.
- Teachers may allow students to use e-readers such as a Kindle, Nook or iPad for book reading provided the student does not use such devices for game play. The wireless settings if possible should be disabled.
- At all times, students may not use electronic devices to take photographs or videos on school grounds at any time unless specifically directed to do so by a teacher for educational purposes.
- At all times, students may not use personal electronics to harm or hurt other people including the use of embarrassing or abusive language or spreading lies or gossip on public/private messaging, social networks, or blogs.

Student Conduct

Behavioral Provisions

- All school personnel are expected to enforce the school's disciplinary code at all times.
- Please note that the school's teachers reserve the right to invoke additional penalties if so stated in their written course guidelines.
- Depending on the severity and/or frequency of an offense, the school's administrator may use his/her discretion in determining the appropriate length for each disciplinary step.
- Students will be given notice for teacher detentions or office detentions. Parents may request 24-hour notice.
- A student will be given oral notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Definitions of Typical Behavioral Consequences

Teacher Detention

Assigned to students prior to being referred to/or disciplined by the Administrator. These typically run until 3:00 p.m.

Office Detention

These are also assigned to students for inappropriate behavior inside/outside the classroom. Students are expected to complete work and/or academic reading during office detentions. Failure to use this time productively will result in the assigning of additional detentions. Office detentions may also be enforced during lunch.

In-School Suspension

In-school suspensions may be assigned for Type 2 and 3 offenses. During the day, the student must work productively on outstanding work, assignments provided, and any additional academic work assigned by the administration.

Out-of-School Suspension

Out-of-school suspensions may be assigned for Type 2 and 3 offenses. Students are not allowed on the school campus or at school activities until the date they return to school. Per the definition of excused absences by MA state regulations, students are allowed to make-up the point value of assignments missed during a suspension.

Social Probation

Students may be excluded from attending school functions that are extra-curricular in nature, due to poor behavior during the school day or any school functions.

Expulsion

Permanent removal from school per MA state regulations.

Police Notification

Because all members of the school community are subject to both the laws of the Commonwealth and town ordinances, the school cooperates with the police in investigation of possible violations of laws and ordinances pertaining to, and including but not limited to: possession and use of controlled substances, illegal use of alcohol, theft, assault, harassment, improper use of motor vehicles, vandalism, illegal parking, possession or use of weapons/firearms/explosives, possession of stolen property, and bullying.

Type 1 Prohibited Actions include, but are not limited to:

- Skateboarding, roller skating, rollerblading, scooter, bike, or any other type of wheeled device, riding anywhere in the building or on school grounds *unless* ridden to school and parked at a bike rack for the school day.
- Using/wearing radios, iPods, MP3 players, CD players, cell phones, or any other communication or music related devices during school hours. NOTE: Cell phones and all other telecommunication devices **must be shut off** at all times and placed in a locked locker.
- Possession/use of “playthings” (i.e. Gameboy’s, cards, toys, water balloons etc.)
- Gambling or betting
- Chewing gum or candy (cough drops are allowed with permission from the nurse or parent/guardian)
- Eating or drinking outside the cafeteria without permission (students may carry water)
- Littering anywhere in school or on school grounds
- Tardiness to school
- Tardiness to class without a pass
- Using a locker or being in a corridor at any time other than passing between classes except with a valid pass
- Being in building before or after school, unsupervised
- Behavior not conducive to an effective/safe learning environment
- Inappropriate language, swearing, etc.
- Instigating, or being involved in inappropriate/disruptive behavior and/or activity, including “playful altercations,” in hallways, stairwells, classrooms, common spaces (theater, gym, cafeteria), entering/leaving school, on school property, or on a school bus
- Inappropriate displays of affection
- Inappropriate school attire
- Wearing hats, hoods, bandanas or other types of headdress (unless used for religious purposes)
- Wearing backpacks or side bags between classes (from 8:00 a.m. - 2:30 p.m.)
- Skipped detention

Consequences for Type 1 Behaviors include, but are not limited to:

- Verbal warning
- Parental notification
- Conference
- Written apology
- Teacher detention
- Office detention, or in-house suspension, including re-entry meeting with the student and parent(s)
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up
- Social Probation
- Filing of a 51A (Department of Social Services) or CRA (Juvenile District Court)

NOTE: A second offense for a Type 1 prohibited action could result in a Type 2 consequence

Type 2 Prohibited Actions include, but are not limited to:

- Threats, teasing, harassment, verbal abuse, bullying, retaliation or intimidating behavior of any kind. This includes verbal, visual symbols, cyber bullying or any electronic communication.
- Dishonesty, lying, cheating/plagiarism
- Forgery of signatures, or dishonesty in notes or passes
- Throwing of any objects including, but not limited to, snowballs, water, or food
- Leaving any group, or exhibiting inappropriate behavior, while under the supervision of a faculty member or authorized chaperone on a field trip or other event

- Possession of a chain, including chain wallets
- Theft of any personal, private, or school property
- Disrespectful gestures, profanity, or injurious behavior directed at another person, including misbehavior towards/insubordination of any staff member, including substitute teachers
- Any action, including vandalism and graffiti, which results in injury or damage to property, whether intended or not (full restitution is required)
- Truancy or class cutting
- Fighting, in which a person makes physical contact with another person
- Bringing to school any animals or live organisms without prior permission from the main office
- Unauthorized use or entry of any school building or property (trespassing)
- Violation of the school internet policy
- Skipped office detention
- Inappropriate behavior at any athletic or other event or rally (whether at home or at another site) including, but not limited to, profanity, taunting, threats, and fighting

Consequences for Type 2 Behaviors include, but are not limited to:

- Parental notification
- Conference
- Written apology
- Office detention, or in-house suspension, including re-entry meeting with the student and parent(s)
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/cafeteria clean-up
- Exclusion from school-sponsored activities and field trips
- Notification sent to any extracurricular “coach or sponsor” – Possible loss of leadership role/playing time/participation
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school
- Police notification
- Social Probation
- Recommendation for expulsion, including a hearing with the student and parent(s)
- Filing of a 51A (Department of Social Services) or CRA (Juvenile District Court)
- Police notification

NOTE: A second offense for a Type 2 prohibited action could result in a Type 3 consequence. Type 2 violations that are determined by the principal to be egregious may also result in a Type 3 consequence.

Type 3 Prohibited Actions include, but are not limited to:

- Pulling a fire alarm
- Posing a threat to, jeopardizing the safety of the school community (threatening actions or letters)
- Possession, use, or providing of tobacco, alcohol, drugs and/or controlled substances, or drug paraphernalia as defined by M.G.L. Chapter 94C and other statutes
- Possessing or displaying sexually explicit material
- Harassment/Bullying/Cyber Bullying second time or more
- Assault and/or battery of any staff member or student on school premises or at a school sponsored or school related event or athletic game
- Possession of dangerous weapons including, but not limited to, a gun or a knife (this includes the use of any device that could be construed as a weapon, i.e. fake guns and knives etc.)
- Possession or use of lighter, matches fireworks, smoke bombs, stink bombs, propellants, or any other explosive or flammable devices or materials

Consequences for Type 3 Behaviors include, but are not limited to:

- Parental notification
- Exclusion from school-sponsored activities and field trips
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school
- Social Probation

- Police notification
- Notification sent to any extracurricular “coach or sponsor” – Loss of leadership role/playing time/participation
- Recommendation for expulsion, including a hearing with the student and parent(s)
- Filing of a 51A (Department of Social Services) or CRA (Juvenile District Court)

Please see MPS SC policies relating to:

Student conduct and discipline– JIC

Student rights JI

Bus Behavior – EEAEC/JICC, EEAEC-R

Policy CHCA-E

From the Marblehead Public Schools Policy Manual

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. *Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.*
2. *Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.*
3. *Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of their 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 the Principal may decide to suspend rather than expel a student.*
4. *Any student who has been expelled shall have the right to appeal to the Superintendent.*
5. *When a student is expelled under the provisions listed above 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. LEGAL REFS: M.G.L. ch.71, §37H*

Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a “change of placement”, building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to the receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
- (2) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury

to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

- (4) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Investigative Procedure

When the school receives a complaint or information of inappropriate conduct by a student, the Principal or other designated staff member may conduct an investigation. During the course of the investigation, school personnel may talk to witnesses, may search students or students' lockers, internet sites, cell phones or possessions and take other appropriate investigative steps.

Student Searches

A student's person, personal possessions, desk, internet sites, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items| materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to disciplinary action and criminal prosecution.

Lockers

At some elementary schools, each student will be assigned a locker for storage of school materials and outer garments.

Students must not bring valuables or large sums of money to school. As much as we work to safeguard private property, **the school is not responsible for lost or stolen items.**

Lockers are school property and the school reserves the right to search lockers at any time. Students have no expectation of privacy in the contents of their lockers.

Appeals Procedure

A student is entitled to appeal disciplinary action by a staff member. Appeals of disciplinary actions resulting in suspension or expulsion from school shall be appealed in accordance with the "Disciplinary Procedures" set forth above. If a student wishes to appeal disciplinary action that does not result in suspension or exclusion from school, the matter must first be discussed with the person who took the disciplinary action. If it cannot be settled at that level, it may be appealed next to the Principal. In cases where the Principal makes the original decision, the Principal's decision may be appealed to the Superintendent. The student(s) being investigated may be removed from class for all or part of the school day during the investigation.

Non-Discrimination Notice

The Marblehead Public Schools provides equal education and employment opportunity without regard to race, color, national origin, veteran status, religion, sex, disability, gender identity or sexual orientation.

The Marblehead Public Schools complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Law, ch.151B, ch.151C, ch.76, §5, and hc.71B.

The Marblehead Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, gender identity, sexual orientation, Vietnam-era or disabled veteran status in its employment, in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries by students,

employees and/or prospective employees regarding disabilities and Section 504 of the Rehabilitation Act may be directed to the appropriate coordinators at each school building.

The Marblehead Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this non-discrimination policy. For compliance issues regarding employment activities, employees should contact: Monica Visco, Human Resources Director, 781-639-3140 ext. 16 at 9 Widger Road, Marblehead, Massachusetts 01945 for compliance issues regarding employment. For compliance issues regarding educational activities, contact: Robert J. Bellucci, Director of Student Services, 781-639-3140 x 11, 9 Widger Road, Marblehead, Massachusetts 01945. Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file a written grievance with the appropriate officer.

The Marblehead Public Schools is an equal opportunity/affirmative action employer. District employment practices in general are free from discrimination on the basis of race, color, national origin, sex, or disability. The district's employee recruitment is aimed at reaching all groups, including members of linguistic, ethnic, and racial minorities, females and males, and persons with disabilities.

The building principal is the local Sec. 504 Coordinator. Robert J. Bellucci is the District Sec. 504 Coordinator and can be reached at (781) 639-3140 ext 11. Harassment Officer is Robert J. Bellucci (781-639-3140 x 11).

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

SECURITY CAMERAS

Please be aware that security cameras have been installed throughout the Glover and Village Schools to help ensure student and staff safety.

Appendix A

Bullying, Harassment, Sexual Harassment, and Hazing

BULLYING IN SCHOOLS

MPS SC Policy: JICFB

The Marblehead Public Schools is committed to creating a working and learning environment free of bullying, along with an environment that fosters student's social and emotional health and well-being. Bullying and harassment are major distractions from learning. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bullying of any type has no place in a school setting.

Definitions:

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

"Cyber-bullying" is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any

of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Where the term "bullying" is used in this document, it is intended to encompass both "bullying" and "cyber-bullying" as defined above.

"Perpetrator", a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

Policy:

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and

(ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

The school district shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

The school district shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The consultation shall include, but not be limited to, notice and a public comment period. The plan shall be updated at least biennially.

The plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

The plan shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify, and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents, (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim, and witness to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The school district shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

The school district shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in employee handbooks. The plan shall be posted on the district's website.

Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his/her school. A member of a school staff, including, but not limited to, an educator, administrator, school nurse, secretary, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school Principal or a designee shall promptly conduct an investigation. If the school Principal or a designee determines that bullying or retaliation has occurred, the school Principal or designee shall (i) notify the local law enforcement agency if the school Principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with the state and federal law, promptly notify the appropriate administrator of the other school district or school so that both take age-appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the local school district, the school district informed of the bullying or retaliation shall contact law enforcement.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:370: 265:43, 43A; 268:13B; 26914A

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JIC, Student Discipline Regulations
JICFA, Prohibition of Hazing

REFS.: Massachusetts DESE Model Bullying Prevention and Intervention Plan

SOURCE: Marblehead

SEXUAL HARASSMENT

Policy ACAB

From the Marblehead Public Schools Policy Manual

All persons associated with the Marblehead Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Marblehead School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
4. The Grievance Officer, upon request, will provide the charging party with State and Federal agencies that handle the sexual harassment matters.

The Grievance Officer:

Two Sexual Harassment Officers (one male and one female) will be designated in the District who will be responsible for processing complaints of sexual harassment in accordance with the procedures available from the Superintendent's Office or the Principals' Offices.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the governing agencies set forth below. Our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

- a) United States Department of Education Office for Civil Rights - Region 1
J.W. McCormack Post Office and Court House
Post Office Square
Boston, MA 02109 (617) 223-9685
- b) The Massachusetts Commission against Discrimination ("MCAD")
One Ashburton Place - Rm. 601
Boston, MA 02108 (617) 727-3990

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

HAZING, PROHIBITION OF

Policy JICFA

From the Marblehead Public Schools Policy Manual

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days. Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school.. Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. 269:17, 18, 19

CROSS REF: JIC, Student Conduct

Hazing

M.G.L. ch..269, §17

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

M.G.L. ch..269, §18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

M.G.L. ch. 269, §19

Each secondary school shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of Chapter 269 of the General Laws. An officer of each such group or organization, and each

individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received said copy.

Legal Reference: M.G.L. ch. 269

Appendix B

Selected Laws Related to Student Discipline

M.G.L. ch.269, §10

It is illegal to have a weapon in school or on school property. Students who are in possession of a weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, laser pointers or any other objects, which in the opinion of the administration may cause harm to you or others.

“Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than two years, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.”

Students who are in possession of a weapon or a look alike weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, or any other objects, which in the opinion of the administration may cause harm to you or others.

M.G.L. ch.71, §37L

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall 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 children and families, 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 children and families, 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 the 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.

M.G.L. ch. 71, §37H

Massachusetts General Law ch.71, §37H mandates that all student handbooks contain the following provisions relative to student behavior and conduct.

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

(b) Any student who assaults a principal, an assistant principal, a teacher, teacher's aide or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school by the principal.

(c) Any student who is charged with a violation of either paragraph (A or B above) shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation [at their own expense], along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel [at their own expense] at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M.G.L. ch.71, §37H1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be

the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

Appendix C

Acceptable Usage Policy and Student Email Policy

File: IJNDB

Marblehead Public Schools Student Acceptable Usage Policy

Responsibility

Access to Marblehead Public Schools' ("MPS") network systems, email, Internet, intranet, student records, and other computer or technological resources (collectively, the "MPS Network Systems") is provided for educational and MPS administrative use exclusively. This AUP governs all use of network systems by students and includes Internet and network access: social networks, blogs and wikis, live and text-based chatting, newsgroups, and other Internet utilities. This includes the use of personal equipment and accounts on all MPS networks.

Students must comply with the following rules:

- Identify themselves accurately in all communications using the MPS Network Systems
- Use MPS Network Systems only for their specified educational purpose
- Post/send only appropriate information in light of the educational purpose of the MPS Network Systems
- Access only their own account and keep their passwords private from any other users
- Refuse permission to others to use the student's account
- Only alter their own work
- Remove their old files when they are no longer needed
- Adhere to all other MPS codes of conduct when using the MPS Network Systems

Students are prohibited from the following activities:

- Engaging in harassment, libel, slander, or bullying of any kind
- Using the MPS Network Systems for commercial or political purposes
- Using another person's account
- Using the MPS Network Systems to advocate or facilitate the illegal use of drugs or alcohol
- Using the MPS Network Systems to access or transmit/post material which is profane, obscene, fraudulent, offensive, discriminatory, threatening, demeaning, intimidating, sexually explicit or pornographic
- Using the MPS Network Systems for illegal activities including, but not limited to, copyright violations (such as copying music, videos or software)
- Giving out another individual's personal or private information, including but not limited to that person's address or phone number or educational information
- Recording or posting audio, video or any material of or created by another student or faculty member without that individual's permission
- Engaging in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
- Using equipment without permission
- Altering the configuration of school technology (changing system settings) or engaging in any misuse, disruption, or degradation of the MPS Network Systems, including intentional physical misuse or damage to equipment, materials, data or programs
- Downloading or installing software of any kind
- Illegally copying software
- Bypassing system security or filters
- Engaging in any other conduct while using the MPS Network Systems that is deemed by the Building Principal or the Superintendent to be detrimental to MPS or any school learning environment

Sanctions

Network access is a privilege, not a right. Violations of this policy may result in the following at the discretion of MPS:

- Loss of access privileges
- Disciplinary action at the building level, in accordance with the discipline code in the student handbooks.
- Referral to appropriate law enforcement agencies

Privacy

Users do not have any expectation of privacy or confidentiality in the content of electronic communications or of other files sent, received and/or stored within the MPS Network Systems. The use of a password is solely to protect the user's information from access by fellow users, but creates no expectation of privacy with regard to access to that information by authorized MPS employees. MPS also reserves the right to examine all data sent, received and/or stored within the MPS Network Systems, whether such records, communications, folders, and information are password-protected or not. All communications including text and images may be disclosed to law enforcement or other appropriate third parties without the prior consent or knowledge of the sender or receiver.

Appendix D

File: JJIF

Concussions

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

¹ Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or team mates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS.: M.G.L. 111:222; 105 CMR 201.000

SOURCE: MASC December 2011