

# **Orleans Elementary School Parent/Student Handbook 2022-23**

**Kindergarten through Grade 5**



**Elaine M. Pender, Principal**  
**46 Eldredge Park Way**  
**Orleans, MA 02653**

## **INDEX OF TOPICS**

*This “Table of Contents” is formatted quite uniquely. We have listed topics alphabetically; however, the content within the handbook is grouped according to topic. This design is being utilized to assist you in quickly locating the topic you desire and at the same time directing you to the page within the document that information can be found. We have included reference to many relevant and important School Committee Policies for your review. All related policies are located in the Appendix section of the handbook. There is an alphabetical listing of all policies related to the content within the handbook.*

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## ❖ GUIDING BELIEFS

The Nauset Public School District is comprised of students living in the towns of Brewster, Eastham, Orleans and Wellfleet with school choice enrollment in Wellfleet Elementary and at Nauset Regional Middle and High Schools. All of the schools in our district hold similar expectations of our students and comply with all Stated and Federal mandates. This document is designed to be a reference guide and resource to answer many if not most of your questions about the protocols and procedures in our schools. Please know that we are always available to assist you personally in any matter that impacts your child's safety, development and learning.

### THE NAUSET STANDARD

Nauset Schools are dedicated to the development of individuals within a community. Students and adults alike must strive to treat others as they themselves wish to be treated. Each school community will strive to accomplish this by consistently modeling and upholding its code of conduct, and by supporting the belief that each person is worthy and capable.

### NAUSET VISION

Our vision is to be an exemplary public-school system. That is, the Nauset Schools will continue to set standards of teaching practice at optimum levels of effectiveness. Nauset's member communities provide the resources necessary to achieve this vision. The Nauset Schools are accountable to those communities. This partnership requires the commitment of students, parents, and staff in an educational contract which acknowledges concerted efforts are required by all.

### NAUSET MISSION STATEMENT

We exist to educate each student to the highest attainable levels of academic excellence, social responsibility, and cultural awareness.

### ORLEANS ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Orleans Elementary School is to educate all students to high standards of intellectual excellence, increase social and cultural awareness, and to prepare them for a productive life within a dynamically changing society.

### OES - CORE BELIEFS

Every child matters. Every child must reach academic proficiency and grow personally and socially, through meaningful challenging work. Our collective charge is to find ways to enable every child to do so. This will be accomplished by focused professional development, research-based practices and professional learning communities.

❖ **ESSENTIAL INFORMATION**

**Orleans Elementary School**

46 Eldredge Park Way  
Orleans, MA 02653

**SCHOOL HOURS**

**7:45am – 2:00pm**

Early dismissal: 7:45 am – 11:00 am

Outdoor adult supervision begins at 7:30 am

We kindly request that parental supervision continue prior to that time.

**Contact Information**

Orleans Elementary School: 508-255-0380

Orleans After School Activities Program: 508-274-8635

Nauset Integrated Preschool: 508-255-2903

Orleans Recreation Department: 508-240-3700

Superintendent Brooke Clenchy: 508-255-8800 X 7002

Director of Curriculum & Instruction Robin Millen: 508-255-8800 X 7006

Director of Finance & Operations Giovanna Venditti: 508-255-8800 X 7008

Director of Student Services Mary Buchanan: 508-255-8800 X 7004

Director of Food & Nutrition Services Susan Murray: 508-255-8800 X 7040

Director of Human Resources Joanna Hughes: 508-255-8800 X 7010

***Please refer to the [Nauset Schools website](#)  
for COVID-19 procedures and updates***

## OES STAFF LISTING

### **ADMINISTRATION**

Elaine Pender, Principal

### **OFFICE**

Amy Gibson, Principal's Admin. Asst.

Louise Bohannon, Admin. Asst.

Jessica White, School Nurse

### **GUIDANCE**

Bethany Ambrose, School Psychologist

Sheila Lacey, School Adjustment Counselor

### **CLASSROOM TEACHERS**

Jessica Murray, Kindergarten

Laura Wright, Grade 1

Erin Lagasse, Grade 1

Stonleigh Caswell, Grade 1

Suzan Parisse, Grade 2

Keren Castro, Grade 2

Lori Youngman, Grade 3

Judy Updegraff, Grade 3

Kim Bruemmer, Grade 4

Sue Richer, Grade 4

Allan Peterson, Grade 5

Cirrus Farber, Grade 5

### **RESOURCE TEACHERS**

Jessica Bean, Special Educator

Kaitlin Blehm, Speech & Language Therapist

Kate Bovino, Interventionist

Wilhelmina Caolo, Special Educator

Elaine Cyr, Special Educator

Karen Frankel, Interventionist

Danielle Hinote, Occupational Therapist

Martha Jenkins, Literacy Specialist

Desiree Metta, Special Educator

Anne Moronta, Interventionist

Brian Scalley, Special Educator

Paige Sullivan, ELL Teacher

### **SPECIALISTS**

Leah Belliveau, Instrumental Music

TBA, Technology Integration

Chuck Hollander-Essig, Music

Caitlin Dailey, Art

Emily Edwards, Spanish

Jeff Schwab, Physical Education

Dawn Steber, Computer

Kara Yuen, Library/Title I

Amy Fish, STEM

### **EDUCATIONAL ASSISTANTS**

Jonathan Allard

Amy Christopher

Marnie Collea

Rita Long (K)

Deb Pavlofsky

Kay Rosato

Gail Smith

Karen Sullivan

Lynn Walsh

TBA

### **CAFETERIA**

Lisa Chappel, Cafeteria Manager

Jen Powers, Cafeteria Staff

### **CUSTODIANS**

Anthony Sanzo, Head Custodian

Dan Gosselin, Afternoon Custodian

Tom Bulman, Evening Custodian

## ❖ ATTENDANCE & RESIDENCY

### **Enrollment**

It is both our purpose and our passion to educate your child. Each year we are excited to greet our returning students and to welcome new students to our school. Please know that we will extend every effort to ensure the transition to a new school is both welcoming and respectful.

### **Entrance Age** (see Appendix; [Nauset Public Schools Policy JEB](#))

To enter Kindergarten, children must be five years old on or before August 31st of the school year in which they shall enter. First graders must be six years old on or before August 31<sup>st</sup> of the school year in which they shall enter.

### **Student Records** (see Appendix; [Nauset Public Schools Policy JRA](#); [Nauset Public Schools Policy JRA-R](#))

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

### **Residency Requirements** (see Appendix; [Nauset Public Schools Policy JFAA](#);

Upon registration or at any other time the school should have a concern, parents or guardians must provide two (2) required proofs of residency. The student must attend school in the town of which parent, legal guardian or other person(s) serving as his/her parent(s) are actually bona fide residents. Official documentation for legal guardianship is required when a student does not reside with a parent.

### **Transfers** (see Appendix; [Nauset Public Schools Policy JG](#))

If you are moving, whether to another state, out of the school district, or to another school in the present school district, we ask that you stop at the office to sign a Record Release Form. This gives the school permission to send your child's health and academic records to his/her new school when the request is received. Also, a Massachusetts transfer card will be completed, with a copy going to the child's newly identified school.

### **Attendance** (see Appendix; [Mass. General Laws Part I, Title XII, Chapter 76, Section 1](#))

Regular and consistent attendance, punctual arrival, and remaining for the full day are paramount to a student's successful progression and success in school. If students repeatedly miss school or are intermittently tardy, it puts them at risk for understanding concepts that are taught and reinforced while they are not present. We look forward to working with our families for the regular attendance of each of our students.

### **Absence** (see Appendix; [Nauset Public Schools Policy JH](#))

When your child is absent please call the school's main number before 8:00 a.m. and speak with the school secretary and/or nurse or leave a recorded message with your child's name, grade, teacher, and reason for his/her absence. Should we not receive a call, please be advised that we are required by state law to call parents if your student is not at school.

### **Extended Absence – Illness/Vacation/Make-Up Work**

While there may be times during the school year when vacations cannot be avoided, we highly recommend that families first try to utilize the regular school vacation periods and, if necessary, extend



days before or after the scheduled school vacations. Each grade has curriculum mandated by state standards that we expect students to know and understand. Missing sizable periods of instruction puts children under great stress to make up this work when they return. Although we do not provide extended work for students to take on vacation periods, it would be advisable to ask for suggestions from your child's teacher well in advance.

Students, because of prolonged illness or injury, who are advised by their physician that an extended absence from school is anticipated, are eligible for home-school instruction. Requests should be made to the Principal who will advise parents of options available and of the medical information required. There is no cost to the parents for approved service of this nature.

### **Tardiness**

Children are marked tardy after 7:45 am and are expected to report to the office accompanied by a parent.

### **Dismissal**

Students are dismissed at 2:00 p.m. Parents, or persons authorized by parents in writing, may pick up children at that time.

### **Early Dismissals - Parent**

Students are to be signed out by a parent or designated adult either at the office during the school day, or as indicated below at dismissal. Please DO NOT remove your child from school at any time unless you sign him/her out. If you intend to pick up your child during or at the end of the day, please send a note from home to your child's teacher.

If an emergency requires change of dismissal plans during the day, please telephone the office by/before 1:30 p.m. If you will be dismissing your child early during the school day, or have alternate dismissal arrangements, it is imperative that you provide written notification to the school. Emergency change of plans may occur that require you to phone in a change; however, this should not be a frequent practice. We are grateful when you are able to plan ahead.

Children will be released only to:

- Custodial parent(s);
- Emergency contact people listed on the Essential Data Card/Student Information Form; or
- A person authorized in writing or by phone by the custodial parent.

### **Emergency Dismissal** (see Appendix; [Nauset Public Schools Policy EBCD](#))

In the event of an emergency dismissal due to unforeseen circumstances or facility malfunction, an automated telephone call will be sent out to each family's identified primary telephone number based on the information provided by you via the online registration portal.

### **Inclement Weather** (see Appendix; [Nauset Public Schools Policy EBCD](#))

In the event of early dismissal, delayed opening, or school cancellation due to inclement weather, an automated telephone call will be sent out to each family's identified primary telephone number. If you haven't already done so, please let the office know which phone number is best to reach you in case of school cancellation or emergency. Keep in mind this call could come very early in the morning or at some point during the day. **We ask your assistance in keeping the office informed with any changes to this number updated with the correct contact.** School closings will also be announced on Cape television and radio stations. The cancellation decision involves several people and various agencies in a complex data-

gathering system. Decisions of this nature are made as early as possible, usually before 6:00 a.m. The following television and radio stations will announce closure or emergency dismissal:

**Television Stations:** WBZ-Channel 4 (online), WCVB-Channel 5 (online), WLVI-Channel 56  
WHDH-Channel 7 (online), WFXT-Fox 25 (online)

**Radio Stations:** WRKO – 680 AM, WCOD – 106.1 FM, WXTK – 95.1 FM, WBUR – 90.9 FM, WRZE – 96.3 FM, WPXC – 102.9 FM, WCIB – 101.9 FM, WQRC – 99.9 FM, WOMR – 92.1 FM, WOCN – 104 FM, WKPE – 104.7

As a matter of routine, delayed openings and early closings will not occur, except in the most extreme circumstances. Once the school day begins, every effort will be made to complete a full day. In the instance of such a cancellation being necessary, we ask that parents establish a plan for their child as to what to do if someone may not be at home and quick arrangements need to be made.

## ❖ **BEHAVIOR, CULTURE AND SAFETY**

### **School Culture**

Ensuring your child's physical and emotional safety is an essential goal for all administrators, faculty and staff. Working together as a team, we can implement the following procedures and practices as a means to increasing the likelihood that our students will find school to be fun, engaging and informative.

### **Custodial Parents** (see Appendix; [Nauset Public Schools Policy KBBA](#))

It is essential that the school receive current reports and legal documentation pertaining to custodial parents. This documentation is paramount for safety and efficiency in working on behalf of our students and families. This is especially important with any changes in custodial arrangements, and with court issued restraining orders.

### **Code of Conduct** (see Appendix; [Nauset Public Schools Policy JIC, JICF, JICFA, JICG, JICH, JICHA, JIH](#))

Mutual respect is the cornerstone in building an effective school community. We believe that children learn best when the environment is caring, safe, and comfortable. Everyone involved in the Orleans Elementary School community has a measure of responsibility to foster this type of environment. Respect is being defined as:

These guiding principles for acceptable behavior include in the classrooms, in the cafeteria, on the bus, all rooms within the school, and on the playground.

Should your child disregard one or more of the behavioral expectations, please be advised that all interventions begin with age-appropriate guidance and student reflection. In every situation, students will be afforded an opportunity to process and explain the situation in accordance with DUE PROCESS policies. All consequences to inappropriate behavior will address the child's age, learning styles and needs, frequency of inappropriate actions, severity of infraction and impact to others' physical and emotional safety. Please find our policies Discipline, Bullying, Bus, etc. in the Appendix.

### **BEHAVIOR CODE**

Students are expected to follow this Behavior Code in all instructional areas, in the cafeteria, in the hallways, on the playground, on buses, and at special activities and events.

### **KINDNESS, RESPECT, and RESPONSIBILITY.**

#### **For all instructional areas...**

1. Behaving politely and cooperatively.
2. Treating people and property with respect.
3. Coming to school prepared.
4. Using appropriate language with peers and adults.
5. Dressing neatly and appropriately.
6. Leaving toys, electronic devices, and other non-school related items at home
7. Following established school rules.
8. Listening to others while they speak without interruption or comment.
9. Listening to adults at all times during the school day.
10. Following directions.
11. Completing home and class assignments on time, reflecting my best efforts.
12. Taking responsibility for missed work.
13. Accepting consequences for my behavior.

### **For the cafeteria...**

1. Always walking and using indoor voices in the cafeteria.
2. Being courteous to classmates and the adults on duty.
3. Raising my hand to ask permission to leave my assigned table.
4. Using good manners and carefully cleaning my own eating space (both on the table and floor).
5. Stopping and listening when I hear the microphone.
6. Lining up with voices off when asked to do so.

### **For the playground...**

1. Using equipment safely.
2. Out of bounds areas include the woods, parking lots and roads.
3. Never using rocks, sticks, snowballs, fighting, pushing, or tackling.
4. Wearing sneakers for safety (recommended footwear for recess).
5. Baseball bats, hard balls, hard frisbees, hockey sticks, skateboards, and roller skates from home are not permitted.
6. Contact sports are not permitted (i.e., contact football, karate).
7. Running is permitted on the fields only.

During inclement weather, the children will remain in their classrooms during recess periods. ***The rule of thumb for indoor recess has been that the children will remain indoors during extremely wet periods and whenever the wind-chill is below 20 degrees.***

### **For the bus...**

#### **Waiting for the Bus at the Bus Stop - Your child's safety is your responsibility while at the bus stop!**

1. Try not to have your child waiting at the bus stop more than ten minutes early
2. Wait on the side of the road, not in the roadway
3. Wait for the bus to come to a complete stop before approaching
4. If your child must cross the road, he/she should wait for the driver to put out the "Stop" sign, put on the red flashing lights, and signal child to cross the road in front of the bus.

#### **Riding the Bus... the six simple rules!**

1. Obey the bus driver.
2. Face front and stay seated.
3. Feet and hands to yourself.
4. Talk quietly.
5. Backpack on your lap.
6. Food and drink not permitted.

#### **Unacceptable Behavior on the Bus**

Failure to follow the rules of conduct will lead to a Bus Behavior Report. If inappropriate behavior continues, the principal may suspend bus privileges for a period of time.

#### **BUS RESPONSIBILITIES**

The School Committee' responsibility for students will normally begin when students enter the school bus and will normally end when the student leaves the school bus. The safety of the students shall be the parents' responsibility up to the time they enter the school bus in the morning and after departure from the school bus at the end of the school day. Kindergarten and first grade students will be brought

back to school if a parent or adult is not at the bus stop in the afternoon. The bus contractor's responsibility is to pick up and deliver the children to given stops. The contractor assumes no responsibility for supervision of children while waiting for the bus. Moreover, it is a parental responsibility to supervise the children upon departure from the bus. If at any time, parents are unable to meet students off the bus, please establish a contingency plan with a neighbor or a relative.

### **EXPECTATIONS AND CONSEQUENCES**

School children are expected to behave respectfully and to follow the classroom, cafeteria, playground, school and bus rules as well as the Massachusetts law on bullying prevention. However, when Behavior Code violations occur, they will usually be handled immediately by the staff member in charge, and always in a manner that is respectful to all students. School personnel contact parents by telephone and written notes about their child's behavior as deemed necessary. When there is a pattern of continued misbehavior or behavior is of a serious nature, staff will seek assistance from the Principal, Counselor, and/or the Teacher Support Team.

### **DUE PROCESS**

Due process means that a student has the right to an explanation of any alleged behavior indiscretions and an opportunity to present his/her side of the story before discipline is imposed. In most cases, this process will be an informal meeting with the student or students involved. If a student's behavior is thought to have violated the school's Code of Conduct, the following steps will be taken:

- The student will be informed of the inappropriate behavior.
- The student will be allowed to explain his/her side of the story and his/her perception of what happened.
- If necessary, an appropriate consequence or outcome will be determined.
- Where practicable, the child's parents will be contacted and informed of their child's behavior.

It should be noted that parent contact and involvement may not be sought in case of minor disciplinary infractions. The goal of this process is for the child to learn from this experience and for the behavior to improve.

If a student is charged with a much more serious offense that may result in a long-term suspension or expulsion, he/she is entitled to a more formal due process hearing including the right to representation by an attorney at the hearing, at his/her own expense, as well as the right to present evidence and witnesses at said hearing. Due process hearings are held with the building Principal. Advanced notice must be given to the Principal if a student will be represented so that arrangements can be made to have school counsel present. In the event that students bring counsel to the hearing without notifying the Principal in advance, the hearing will be postponed. Students who are expelled from school by the Principal have the right to a hearing before the Superintendent of Schools.

### **CONSEQUENCES MAY INCLUDE:**

- Verbal warning, restatement of the broken rule, and possible loss of privilege.
- Verbal or written apology, or making amends.
- Time out with student restatement of broken rule, student makes plan for better choice, and possible loss of privilege.
- Time out with student writing, drawing or restating the problem, and possible loss of privilege. Parent may be notified of the consequence. A serious offense or cumulative pattern of negative behavior will result in principal intervention, a phone call home, and appropriate disciplinary action. This action may include temporary removal from the instructional area, loss of a privilege, before-school or after-school detention, suspension, or expulsion.

**Student Discipline** (see Appendix; [Nauset Public Schools Policy JIC](#))

**Dress Code** (see Appendix; [Nauset Public Schools Policy JICA](#))

We recognize that how students dress and the clothes a student selects may be representative of his/her unique personality as well as his/her likes and dislikes. To that end we strive to honor each student's personal choices providing the choice is respectful and does not distract others from learning. A student's clothing often sets the stage for his/her actions, as well as that of other children in the school. Parents are asked to send their children to school dressed to help reinforce school community values, promote positive school discipline, and provide a school setting that reflects important educational responsibilities. Parents of elementary students may find it helpful to assist their child in making good choices guided by the weather, the activities of the day and the message an outfit may send, as well as the setting.

**Please mark outer clothing and personal property with your child's name.**

**Anti-Bullying** (see Appendix; [Nauset Public Schools Policy JICFB](#))

We believe it is our responsibility to make every effort to keep all our students free from the humiliation, anxiety, and physical harm resulting from bullying by adopting strategies to prevent its occurrence and to intervene in effective ways if it does occur. The Nauset District has developed a formal prevention and intervention plan that outlines definitions, procedures, roles, and responsibilities, and is intended to help families understand where they can get support and seek resolution. While this document focuses on reportable concerns that may rise to the level of bullying, we want families, students, and staff to know that even when there are questions about what does and what does not constitute bullying, families should reach out to counseling and administrative staff to get social, emotional, and behavioral support for any concerns they may have about their student. Our highest priority is to create an atmosphere in which students will grow and thrive.

**Concerns and Complaints** (see Appendix; [Nauset Public Schools Policy JII](#), [KEB](#), [KEB-R](#))

Should a parent or other citizen become dissatisfied with the action of a teacher, administrator, or other school district employee, there is a recommended course of action to follow. The School Committee intends that all parties to a complaint be treated fairly and impartially. First, try to resolve the complaint directly with the employee on an informal basis. Following the employee/parent discussion, persons can bring the issue to the Principal followed by the Superintendent of Schools, and lastly to the School Committee.

**Health & Wellness** (see Appendix; [Nauset Public Schools Policy ADF](#), [EFAB](#))

If your child has a serious allergy or illness please communicate this critical information to the school nurse and remember to update that information should changes occur in your child's condition.

**Food Service** (see Appendix; [Nauset Public Schools Policy ADF](#), [EFAB](#))

In an attempt to provide a safe learning environment for every child, we are guided by two specific policies: our Wellness Policy and Allergy Awareness Policy. Please review both policies as they guide the safe and respectful providing and planning of food consumption in our school.

**Publication of Student Photos for School Events**

From time to time there are opportunities for publicity of an event here at our school by the local newspapers and includes the photographing of students. In order for children's photos to be published, parental permission is needed. The annual student information gathered at the beginning of each school year includes that request for your permission.

**Photographing Students**

If you attend a school event, such as a play or class event, please remember that some parents prefer not to have their child's picture taken. Consult with the classroom teacher regarding any students that should not be photographed.

**Technology Responsible Use** (see Appendix; [Nauset Public Schools Policy IJNDB](#), [IJNDE](#), [EGAEA](#), [GBEE](#))

### **Personal Technology Devices**

We recognize that parents/guardians will make individual choices regarding the provision of personal devices to their children. Cell phones, tablets and other devices are not expected to be used during the instructional day and should remain in a child's backpack unless a specific and unique accommodation has been agreed upon by the administration and the parents. The responsibility for the care and use of those devices remains with the student and his/her parent or guardian. The school does not assume responsibility for electronic devices.

### **Internet Access**

Our School provides access to the Internet. The Nauset Public Schools strongly believe in the educational value of electronic services and recognizes the potential to support the curriculum and student learning by facilitating resource sharing, innovation, and communication. We will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with the information network, but there is no system in place to totally restrict student access. Please review the *Acceptable Use Policy* in the appendices and discuss the acceptable use guidelines with your child and sign where indicated. You and your child's signature will indicate acknowledgement and understanding of these services and regulations for the safe, ethical and legal use of technology. As a user of this network, your child will be expected to abide by the generally accepted rules of network etiquette.

### **Student Internet Access**

The Web is a global database system providing access to information from around the world. Students have access to Internet information resources and the local network through their classroom, library media center, or school computer lab. There is an Internet protection and a network security system in place, but these systems are not intended to replace appropriate student use and supervision by the classroom teacher.

E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world. Email accounts have been assigned to each classroom and teacher and will be assigned to a homeroom itself if needed for use in a group project.

### **Unacceptable Uses of the Nauset Network**

The following uses of the Nauset network are considered unacceptable:

- 1. Personal Safety and Personal Privacy.** You will not provide personal contact information about yourself. Personal contact information includes your home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including Web sites that solicit personal information. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive or Web site you encounter that is inappropriate or makes you feel uncomfortable.
- 2. Email, Chat and Instant Messaging.** Users of the Nauset networks are not permitted to use commercial Web-based mail (Hotmail, Yahoo Mail, etc.) on any school computer, or any type of instant messaging including, but not limited to, AOL, Instant Messenger, MSN Messenger, and

ICQ. Students are not permitted in online Web-based chat rooms (such as TalkCity) unless it is part of a collaborative sharing project under the direct supervision of a teacher and are prohibited from using IRC chat programs on any school computer.

3. **Illegal Activities.** You will not attempt to gain unauthorized access to the network or to any other computer system through the system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the Nauset network to engage in any other inappropriate act such as threatening the safety of another person, etc.
4. **System Security.** You are responsible for any file space you have on the network or classroom computer and must take all reasonable precautions to prevent others from being able to access your data. Under no condition should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. No computer software or shareware may be downloaded or installed onto school machines at any time. If a diskette of data is brought in from home, you will make every attempt to scan it for viruses before use. Adding a password to a computer file is prohibited.
5. **Respecting Resource Limits.** You will use the system only for educational and classroom activities. This includes guided searching as assigned by a teacher or staff member and does not extend to using the Internet for personal recreation. Streaming video and audio for recreation purposes will not be allowed. This includes radio station, feeds, movie trailers, etc.
6. **Copyright and Plagiarism.** You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings others and presenting them as if they were yours.
7. **Inappropriate Access to Material.** You will not use the Nauset network to access material that is designated for adults only or is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people.  
If you mistakenly access inappropriate information, you should immediately inform your teacher. This will protect you against a claim that you have intentionally violated the Internet and Network Use Guidelines. In addition, your parents should instruct you if there is additional content they think would be inappropriate for you to access. The Nauset Public Schools fully expects that you will follow your parent's instructions in this matter.

### **Disciplinary Actions**

You should expect only limited privacy in the contents of your personal files or record of Web research activities on the Nauset network. Routine maintenance and monitoring of the network traffic may lead to discovery that you have violated this Policy, the Nauset Public Schools disciplinary code, or the law. The District will cooperate fully with local state, or federal officials in any investigation related to any illegal activities conducted through the Nauset network. In the event there is a claim that you have violated this Policy or the Nauset Public Schools disciplinary code in your use of the Nauset network, your parents and you will be provided with notice and opportunity to be heard in the manner set forth in the Nauset Public Schools disciplinary code.

### **Limitation of Liability**

The Nauset Public Schools makes no guarantee that the functions or the services provided by or through the Nauset Public Schools system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The



Nauset Public Schools is not responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

### **Parent Pick-Up/Drop Off**

Signs are posted and the roads are marked regarding bus and car entrances to our parking lots. Please park in the parking areas designated for visitors and observe the areas marked “**No Parking**”. Please do not park, stand in or stay long in this area as it becomes quite congested at arrival and dismissal times. Safety is a primary concern!

### **Safety Tips**

1. Children should know their name and full address, including phone number and area code.
2. Children should be comfortable with the use of the telephone and know 911 for emergency use.
3. Parents should establish a daily routine for children if they are going home alone.
4. Parents should not leave their children unattended outside of the school once they sign them out of the pick-up area.
5. Students should be safely guided across all roadway and parking lot areas on school property. We kindly request that all children be closely monitored by a parent once leaving the building.
6. All children should be instructed as to what to do if no one is home when they arrive – either as a result of parents being delayed or school being closed because of an emergency.

### **Student Searches** *(see Appendix; [Nauset Public Schools Policy JIH](#))*

Nauset Regional School District and School Union #54 reserve the right to conduct a search whenever school officials have reasonable suspicion that the search will reveal evidence that a student has violated or is violating a state law or school rule. This statement is intended to serve as notice of the School Department’s right and intent to conduct searches when it is deemed reasonable. The right of inspection of students’ school lockers is inherent in the authority granted school committees and administration. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child’s constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students’ automobiles or the student will be conducted in a way that protects the students’ rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

### **Interrogations by Police** *(see Appendix; [Nauset Public Schools Policy JIH](#))*

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student’s rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student’s parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

### **Threat Assessment Procedures**

In order to address concerns regarding school safety and possible threats in the school environment, the Nauset Public Schools have adopted a Threat Assessment process which provides school administrators guidance in implementing a process for investigating, evaluating and managing possible threats of

targeted violence in order to prevent school violence. The purpose of the Threat Assessment process is to contribute to achieving the broader goal of creating safe and secure school environments by helping school and law enforcement officials respond responsibly, prudently, and effectively to threats and other behaviors that raise concern about potential violence. Our process is based upon a publication entitled *A Guide to Managing Threatening Situations And To Creating Safe School Climates by The UNITED STATES SECRET SERVICE AND UNITED STATES DEPARTMENT OF EDUCATION, 2004.*

A threat assessment inquiry is initiated and controlled by school authorities (often with law enforcement consultation and participation). Information is gathered at the school and by persons known to the school. If information collected suggests that the student of concern is considering an act of school violence, school officials will report the situation to law enforcement for an investigation or other necessary action. Also, if information gathered in a school-based threat assessment inquiry suggests that it is likely that a violation of law has occurred the situation will be referred to law enforcement.

### **Weapons**

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

### **Visitors**

We encourage parents and interested citizens to visit school so that they may find out more about the instructional program. For the protection of the children and to minimize interruptions in the classroom, all visitors are required to observe the following:

1. Complete a CORI check form, submit it to the office in person and arrive with your license to be copied by office staff (CORI checks take a few days to process).
2. Arrange a visitation time with the classroom teacher.
3. Do not engage the teacher in conversation while the class is in session.
4. Limit visit to a reasonable time period

In accordance with the Nauset Regional School District Emergency Response Plan, all visitors are to report to the main office upon entering the building. Visitors may not go directly to classrooms. All visitors shall present a form of picture identification to school staff before receiving a visitor identification tag or sticker from school staff. For safety and security, we need to know who is in the building at all times. For all Visitors, staff shall record and retain as a matter of record full name, date of birth, residential address, arrival & exit times, name of the school employee you are visiting, and name of business, group, or entity you are representing.

### **Volunteers** (see Appendix; [Nauset Public Schools Policy IJOC](#))

We welcome your volunteer efforts and ask that you first check with the classroom teacher, librarian, or front office to inquire where we might best use your assistance. Anyone who volunteers with children in any way in the school community needs to have completed a **CORI** form at least one month prior to volunteering. These forms can be obtained in the school offices and must be returned accompanied by a government-issued photo ID, i.e., driver's license or passport. We will be happy to make the copy for you and attach it to your completed form for submission to the Superintendent's Office. A new CORI form must be submitted every three years.

## ❖ ACADEMICS

Our commitment to your children centers on developing their core competency in Reading, Writing, and Mathematical competency and literacy. As teachers of elementary students, we recognize that it is our shared responsibility to build a strong foundation of knowledge in these areas in order for your child to continue to excel academically. We use a variety of research-based teaching practices and programs to meet each child's needs in achieving foundational literacy in Reading, Writing, and Mathematics.

### Art Classes

Each class from kindergarten through fifth grade participates in instructional art classes once a week. Art teachers introduce the students to a wide variety of artistic mediums following a spiraling curriculum based on the State Standards for Visual Arts. Art classes often correspond to grade level studies by providing a culminating lesson integrating knowledge gained in the classroom. Many of the projects are related to classroom curriculum. Students' work is exhibited in many locations in the school and surrounding community throughout the year.

### Health and Physical Education (see Appendix; *Nauset Public Schools Policy IHAM, IHAMA*)

All classes are given physical education instruction twice each week for 50 minutes. These classes are aimed at physical fitness, skill building, and the awareness of the wide variety of physical activities to be experienced, as well as a general knowledge of wellness. The program focuses on personal fitness, movement education, basic motor skills, cooperative games, and age appropriate social behavior with an emphasis on respect, fair play, teamwork and sportsmanship. Also included are rhythmic activities like different dance forms and gymnastics. The goal of the program is fun and fitness. Basic health concepts are taught by the Physical Education Teacher with a great deal of reinforcement in the physical education class.

The Physical Education Teacher also promotes healthy choices for a healthy lifestyle through lessons and activities. Fitness testing is done twice a year to help students understand and practice the five fitness components (muscular strength, muscular endurance, agility, flexibility and cardiovascular endurance) deemed important to stay active and fit.

### Health Curriculum (see Appendix; [Nauset Public Schools Policy IHAMA](#))

The Parental Notification Law ([Mass. General Laws, PartI, TitleXII, Chapter71, Section32A](#)) passed in 1996, requires school departments to notify parents/guardians in writing of the courses and curriculum offered that primarily involve human sexual education or human sexuality issues. The Nauset Regional School District and Union No. 54 School Committees will provide this notification prior to its implementation by sending home an overview of the health education curriculum.

### Social and Emotional Learning

Social and emotional learning (SEL) is the process through which children understand and manage their emotions, set and achieve positive goals, feel and show empathy for one another, establish and maintain positive friendships and relationships, and make responsible decisions. We regard our work in this area as a critical partnership with parents and guardians to ensure health, happy and safe students. Classroom teachers and Health Educators, along with guidance staff consistently educate and reinforce the learning of and use of acceptable personal and social behavior.

### Library

Our library is the heart of each school and is important to all of us. The book collection consists of fiction, chapter books and picture books, nonfiction, reference, and professional books. We also have a large collection of audiovisual materials. Students participate in a weekly library science class where they are instructed in the use of the library and exposed to the world of great literature by the librarian. A Parent's

Shelf is available with books about child growth and development, dealing with difficult situations, and other topics of interest.

As technology advances and more digital media becomes available, we are committed to evolving the focus of our library to include digital media and an understanding of the value and balance of both print and digital resources.

We welcome volunteers who enjoy managing the circulation, helping children, mending and filing books.

### **Music**

Students experience music instruction once a week learning about choral music, American music history, and begin to use musical instruments. The music teacher coordinates the study with topics studied in the classroom as well as seasonal and holiday themes. In addition, we offer chorus for both fourth and fifth graders which meets once per week either before or after school. Children learn choral singing appropriate for elementary children's voices.

Students in chorus have the opportunity to perform in special events during the school year.

### **OES Instrumental Music**

Instrumental Music is offered to grades 4 and 5 students. Students participate in a half-hour small group lesson per week as well as a full band rehearsal before school. The band traditionally performs two concerts per year.

### **Science Programs**

Science instruction is an important component of our students' learning. Topics are selected by the teachers and are aligned with the Massachusetts Curriculum Frameworks and the Next Generation Science Standards. In addition to classroom science instruction, students may experience instruction by outside consultants in specialized content areas. Science labs have been established for students use in Gr.1-5.

### **Technology**

Classroom teachers and the Instructional Technology Specialists work together in designing lessons that support the Massachusetts Curriculum Frameworks using technology as a tool. Students meet a minimum of once per week in a lab setting. The goal of the program is to build on existing technology skills of students and teachers, promote responsible use of technology systems and software, and create opportunities for students to experience age appropriate communication via technology. Students have an opportunity to use the lab to develop keyboarding skills.

### **Field Trips** (see Appendix; [Nauset Public Schools Policy IJOA](#))

Field trip learning experiences that support our curriculum are an integral part of our school program. Your signature on a permission slip that is sent home lets the school know that you give permission for your child to travel and that you are aware of the details involved with each trip. Should a field trip include eating lunch away from school, a bag lunch may be purchased as a cafeteria-provided alternative.

At times volunteer chaperones are needed for a trip. An approved CORI (*Criminal Offender Record Information*) form and a drivers' license run through the Raptor Management System are required. Both may be completed with our school secretary. CORI approvals take time to process so we suggest parents complete them in September.

### **Homework** (see Appendix; [Nauset Public Schools Policy IKB](#))

This policy is an attempt to find the balance between the amount of homework to promote student well-being while still attaining high levels of academic achievement for students and teachers. The Superintendent gathered feedback from students, teachers and parents to better understand the

complexities of the homework issue and developed the following guidelines for teachers, parents and students:

### **Effective Homework**

- Has a clear educational purpose
- Is connected to the instructional objectives of the class
- Checks for understanding
- Prepares the student for classroom instruction
- Reinforces skills and concepts taught in class

### **Parent/Guardian Roles**

Educators recognize the value families play in supporting the learning process for their sons and daughters. Educators and administrators must work together with our families.

- Encourage and help your child find balance with their after school activities
- Provide time for independent reading
- Support your children by asking questions about their assignments
- If there are any concerns with homework, you should encourage your child to speak to the teacher or parent call the teacher

### **Teacher Roles**

- Homework should be related to instructional objectives
- Homework should take into consideration individual differences in students
- Homework should always be reviewed by the teacher and appropriate instruction should follow
- Homework can be made up with teacher assistance when student is absent
- Explain the grading guideline for each assignment

### **Students**

- Read for pleasure
- Plan short or long term assignments by using a calendar, agenda, technology, etc.
- Ask clarifying questions about an assignment
- Understands the grading guidelines for each assignment

### **Progress Reports/Parent Teacher Conferences** (see Appendix; [Nauset Public Schools Policy KBA](#))

In an effort to effectively communicate with parents and guardians and to keep you apprised of your child's progress, progress reports are issued in the fall, spring, and at the end of the school year. One early closing is provided during the fall and spring for conferences. Thirty (30) minute appointments are available during both the day and evening for parent conferences. Please refer to the school calendar for specific dates.

Additional conferences may be scheduled when either the parent or teacher considers that they will be helpful. We urge parents to contact the school whenever they have questions or concerns. Our goal is to work together in providing a positive educational experience for every child.

### **Standardized Testing**

<u>Grade</u>	<u>Test</u>	<u>Purpose</u>	<u>Time</u>
Preschool	Early Screening Inventory	Screening	Winter
Kindergarten	Screening Inventory	Screening	May/June
Grades 3,4,5	MCAS*	Assessment	March/May

\*Massachusetts Comprehensive Assessment System

### **Massachusetts Comprehensive Assessment System**

Students in grades 3-5 are expected to complete the State mandated testing given at intervals between March 27 - May 26. This assessment is designed to provide one measure of children's achievement in the areas of English Language Arts, Mathematics and Science.

As a school and as a school district, we respect the rights of parents to make decisions they feel are in the best interest of their child. Please note that, "Opting your child out of" taking MCAS would be considered a refusal of testing by the Department of Elementary and Secondary Education. Please note that pursuant to the Massachusetts Commissioner of Elementary and Secondary Education's written guidance, students who refuse to take the test at the direction of a parent should be "engaged in an alternate educational activity" that is not "distracting other students during the testing period." This could include moving your child to an alternate setting within the school to read, make-up work, or complete classroom assignments.

## ❖ GENERAL INFORMATION

### COMMUNICATION

It is important to keep the lines of communication open between home and school. Notes, phone calls, parent-teacher conferences, email messages, and report cards provide this communication.

- **Back Pack Mail:** Occasionally notices will be sent home on other days. Most news and notices will be sent via email. It is important to establish a daily routine with your child around their school day. Please check backpacks regularly for notices.
- **Newsletters and/or Monthly Calendars:** Monthly calendars provide a snapshot of known activities scheduled each month and are subject to change.
- **Telephone:** Our voice messaging system will take your call. Due to classroom responsibilities, teachers generally return calls outside of the student day.
- **Internet Information:** Log-on to Nauset's website @ [www.nausetschools.org](http://www.nausetschools.org) to access information and contact staff.
- **Report Cards:** Report Cards are issued three times each school year.
- **Conferences:** Conferences are held two times (Fall and Spring) each school year. Students are dismissed early (11:00 AM) on afternoon conference days.
- Teachers are available to meet with parents any time there is a need – please contact the teacher to request a meeting.

### HEALTH CARE

Our school nurse is here every school day and works in partnership with parents to support students' health and safety. You will receive communications from the health office throughout the year. Please be in touch should you need anything health related. Our nurse also confidentially oversees the lunch program application process. The nurse collaborates with teachers on various units in our Health program and performs many evaluation tests through the year.

### Illness

When your child is absent due to illness please call the school's main number before 8:00 a.m., and speak with the school secretary and/or nurse or leave a recorded message with your child's name, grade, teacher, and reason for his/her absence.

### When to keep your Child Home?

Please keep your child at home for sore throat, nausea, diarrhea, chills, skin rash, inflamed eyes, discharging ear, vomiting, earache, coughing or fever. If your child vomited or had a fever during the night, please do not send your child to school the following day.

School health policy reminds you that if your children are ill enough to remain indoors for recess, they are generally too ill to be in school and should remain at home until their symptoms disappear as colds and some illnesses spread easily among young children.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover. If you have questions, don't hesitate to call your school nurse.

### Medications

If your child needs to take medicine during school hours, the parent/guardian must deliver it personally to the school nurse in the original prescription bottle. Parents are required to sign a medication administration permission slip (*available from the nurse's office*). The school nurse cannot dispense any medicines, including over-the-counter medications, without written permission.

**Records** – Health records are kept by the school nurse. Please notify the nurse of illness, surgery, immunizations, booster shots, etc.

**Physical Examinations** *(see Appendix; [Nauset Public Schools Policy JLCA](#))*

Massachusetts State Law requires that all students entering school or within the first six months of the start of school, and in grades 4, 7, and 11, will have a physical examination. Lead screening is required for children entering kindergarten and transferring from out of state.

**Screenings** – Vision, hearing, height, and weight of all children are checked annually by the school nurse. In fifth grade postural screening occurs. Any indications of health problems in these or other routine examinations are reported to the parents.

**Body Mass Index (BMI)**

All Massachusetts public schools will continue implementing BMI screening for students in grades 1, 4, 7, and 10. The purpose of the BMI Screening Program is to give you information about your child's weight status and ideas for living a healthy life. In the Nauset Public Schools, we address our children's health and wellness with a comprehensive approach that includes health screenings and initiatives. The school nurse will supervise your child's screening and will make sure your child's privacy is respected at all times. The results are strictly confidential and will be kept in your child's school health record and given to parents directly by mail. For additional information you may access the state's resources at [www.mass.gov/massinmotion/](http://www.mass.gov/massinmotion/). You have the right to waive your child's BMI screening at school by submitting a written request to your school nurse.

**Postural screening**

All public schools in Massachusetts are required to provide postural screening to all students in grades 5 through 9. If a parent or guardian refuses to have a postural screening by school personnel, written documentation provided by the family physician must be submitted to the school nurse.

**School Immunization** *(see Appendix; [Nauset Public Schools Policy JLCB](#))*

"No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, measles and rubella (MMR)." Requirements for Kindergarten also include immunizations against Hepatitis B and Chicken pox (or physician-documented history of disease).

NOTE: Children exempt from physical examination and immunizations reasons must present a statement signed by the parent or guardian upon entrance. Only medical or religious exemptions are accepted in the state of Massachusetts. Philosophical exemptions are not accepted, medical exempts must be written by the child's physician and a reason must be given per Massachusetts law.

**Fluoride Treatment** – Sodium fluoride rinses are provided for grade 1 -5 only, with parental permission. Permission slips will be sent home by the School Nurse.

**Head Lice** – Head checks are done for pediculosis (head lice) by the School Nurse. Parents are encouraged to check their children's heads periodically. Any questions should be brought to the school nurse. Should your child have head lice, prompt treatment will be necessary. If your child has head lice, he/she will need to be rechecked before rejoining their classroom. If you do not have resources to address this condition, call our nurse.

**Physical Education Excuses** – Physical education and outdoor recess periods are part of the normal school day. Unless children have a valid medical reason from a physician or school nurse, they are



expected to participate in all activities. If a physician's excuse is not submitted, parents wishing to have their children excused are asked to write a note or call the school nurse.

**Field Trips and Short-Term Special Events** (see Appendix; [Nauset Public Schools Policy JLCD](#))

When it is not possible to obtain a nurse to accompany students on field trips and short term special events, the school nurse (RN) may, with written parental permission, delegate to a responsible adult the administration of prescription medications. Children with life threatening conditions as documented by the child's physician must be accompanied on all field trips and short term special events by a parent/guardian or registered nurse.

**Procedures for Emergency at School** (see Appendix; [Nauset Public Schools Policy JLCE](#))

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision. Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

**Student Illness or Injury within School**

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation. Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator. Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

**AIDS/HIV Policy** (see Appendix; [Nauset Public Schools Policy JLCC](#))

Nauset Schools will follow state regulations to protect the privacy of children who may be AIDS infected or HIV positive. Regulations on the subject are available from the school nurse. Moreover, guidelines called "Universal Precautions for School Settings" as per the Department of Elementary and Secondary Education are in place. These guidelines relate to reducing the risk of spreading infectious diseases. To obtain a copy of the guidelines, call the school office.

**Insurance** (see Appendix; [Nauset Public Schools Policy JLA](#))

Student accident insurance is made available each September or upon registration. Parents are well advised to examine carefully the proposed policy and its options in light of their present coverage. School systems generally carry liability insurance, not accident insurance. Therefore, serious consideration should be given as to whether the student accident insurance plan might fill a void in a

family's insurance coverage or whether it would duplicate existing coverage. School insurance does have provision for dental coverage due to an accident.

### **Vacations**

According to State regulations, the school year includes 900 hours of instruction over 180 days. Every school-age child is expected to attend school on a daily basis. Please make every effort to schedule your family vacations at the same time as school vacations. Vacations taken on scheduled school days result in unexcused absences and are highly discouraged by the school. A student's progress and promotion may be affected by vacation absences of any length. Taking work on vacation or attempting to make work up after returning does not replace being in the classroom. **Teachers are not required to provide work for unexcused vacations.**

If your child(ren) will be absent for reasons other than health, kindly notify the school at least one week ahead of time. Take-along work or make-up work is at the sole discretion of the teacher.

**Transportation** (see Appendix; [Nauset Public Schools Policy EEA](#), [EEAC](#))

### **Buses**

Bus transportation is provided for all children. Bus stops, routes, and schedules are planned for maximum safety and efficiency. These responsibilities are those of the Business Manager who is the contact person for major problems and requests such as the changing of an established bus stop. Do not request of the drivers themselves to make alterations in their established routes, as they have no authority to do so. Contact the school's office, and a written request will be made to the Business Manager to change a bus stop.

1. Children in Kindergarten will be required to sit in the front of the bus.
2. If your child is in Kindergarten, First or Second Grade, he/she must be met at the bus stop in the afternoon by an adult or a parent-designated person or they will be returned to school\*.
3. Children are not permitted to ride a bus other than the one to which they are assigned. Emergency situations may be exceptions provided these situations are cleared with the office. Changing buses for meetings, appointments, parties, or visiting friends is not permitted.
4. Buses stop at established stops determined by Cape Cod Collaborative, Inc. in conjunction with Elementary Administration. Children may be released from their assigned bus at a stop other than their regular one provided that a note to this effect is received on the day the change is requested.
5. Our expectations regarding bus behavior is based on safety factors. Parents of children who are reported to the principal by the bus driver for unacceptable behavior receive a written warning for a first offense (unless it is a serious violation, in which case the parents will be called in for a conference). Unacceptable behavior is defined as behavior which may contribute to danger – such as moving from seat to seat after boarding the bus, distracting the driver by excessive noise or physical activity, or failing to follow the directions of the driver promptly and courteously. A second offense could result in an assigned seat or suspension from the bus.
6. Responsibility for students will normally begin when students enter the school bus and will normally end when the student leaves the bus. The safety of the students shall be the responsibility of the parents up to the time that they enter the school bus in the morning and after departure from the bus at the end of the day.
7. Video cameras are employed on Nauset buses. These cameras are used to monitor behavior on a random basis. On occasion, the cameras are employed to assess reports of disruptive behavior. The tapes may be reviewed initially by the bus contractor and the Business Manager. Tapes are treated in a confidential manner.

8. The bus contractor's responsibility is to pick up and deliver children to given stops. The contractor assumes no responsibility for supervision of children while waiting for the bus. Moreover, it is a parental responsibility to supervise the children upon departure from the bus.

### **Bus Schedules**

Bus routes and schedules will be determined before the beginning of the school year and will be published in late August in local newspapers. Designated bus stops are listed along with projected morning pick-up and afternoon drop-off times.

\*If at any time, parents are unable to meet students off the bus, please establish a contingency plan with a neighbor or a relative to meet the bus in the afternoon. Kindergarten and first grade students will be brought back to school if a parent or adult is not at the bus stop in the afternoon.

### **Private Transportation**

Parents, or persons authorized by parents in writing, may pick up children at 2:00 p.m. by signing them out with the dismissal staff. **It is important that parents send a note that morning or call the school prior to 12:00 p.m.** as calling children from the bus lines can create confusion at dismissal and is upsetting for the children.

### **Breakfast and Lunch**

Breakfast is available every day before school. Assorted breakfast items include cereal, muffins, cheese sticks, yogurt, fresh fruit, and milk. Hot lunches are served daily and include milk. Milk may be purchased separately by those students who bring a lunch. A Point-of-Sale [POS] system to purchase school lunches is available. Benefits of this system include adding money to your child's account online and reviewing purchases that are made. No child is ever denied lunch for lack of money, whether they have lost or forgotten it. However, funds for borrowing are limited and we encourage prompt repayment. Menus for the month are posted in each classroom, and a monthly menu is provided on the Nauset website (hard copies are also sent home).

Free or reduced-price lunches are available to families who qualify. Families who do not qualify in September may qualify later in the year as circumstances change. All applications are kept strictly confidential and are available throughout the year at the school office. We encourage families who qualify to apply as participation helps us receive greater federal reimbursement.

### **Classroom Celebrations**

Throughout the year we celebrate special occasions including birthday celebrations. Birthday celebrations focus on recognizing each child as special and important. Teachers and classmates will recognize students in the classroom in imaginative ways. The celebrations will be **NON-FOOD**. Invitations to private parties should not be distributed at school out of consideration for students not invited. As a matter of policy the school cannot release addresses or telephone numbers for any purpose. The PTO annually provides a voluntary Student/Family Directory. Look for information at the beginning of the school year

Classroom celebrations will also be non-food focused; however, in the event the partaking of food will be respectful of student allergies and the District Wellness Policy.

### **Snacks**

In keeping with our Wellness Policy, healthy snacks are encouraged each day. You will be notified prior to the start of the school year if your child has been placed in a peanut-free classroom, at which time a snack list will be provided. Water bottles and juice are permitted at snack times only. Schools should not allow students to share foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**Change of Address/Moving**

Are you moving? Please notify the office at least two weeks in advance to request a transfer or update information for the school offices.

**Observation in the Classroom**

We do not encourage parents to observe in classrooms as a means of evaluating their children's progress because it is often disruptive to the lesson and may bridge confidentiality issues with other children in the room. Additionally, when a parent or outside visitor is in the classroom, it changes the dynamics of the classroom learning environment and learning can be compromised. However, there are exceptions where observation may be appropriate. Please contact the school principal in writing should you wish to consider this option. An Observation Form must be filled out prior to meeting with the principal and will be used to determine whether the observation is granted.

**School Pictures** *(see Appendix; [Nauset Public Schools Policy JRD](#))*

Individual student photographs are taken every year, usually in the fall. Provisions for retakes are made for children absent on the day pictures are taken or those whose pictures are determined by the photographer to be of inferior quality. Parents who wish to consider purchasing pictures are requested to pay in advance. Those who later do not wish to keep the pictures will have their money refunded. Notices are sent home with children prior to picture day and include a payment envelope. All students are photographed to provide an identification picture for office files.

## ❖ MISCELLANEOUS INFORMATION

### **Ethics**

In compliance with the Massachusetts State Ethics Commission, school staff may not accept gifts and gratuities that have a value of \$50 or greater.

### **Care of School Property**

Individuals are responsible for the proper care of school material, equipment, and property. Damage (beyond normal wear), loss, or destruction of school materials and equipment is charged to the person to whom the material is assigned. Bills for such items which have not been compensated for at the time of the loss or damage will be sent in June at the close of the school year.

### **Personal Property**

Toys are not allowed in school (unless they pertain to a specific project and have been approved by the teacher or principal). This may include, but is not limited to, cell phones, electronics (i.e. iPods), comic books, radios, trading cards, fidget toys/spinners, collectibles, remote control toys, CD players, electronic games, tablets, skateboards, skates, sneaker skates, anything depicting violence (including clothing, hats, etc.), or any kind of weapon (real or toy). Unapproved items will be held in the office until a parent is able to claim them. Please assist your child in refraining from trading or purchase of items, including food items, from other children.

### **Fundraising Activities** *(see Appendix; [Nauset Public Schools Policy JJE](#))*

Fundraising for school-related activities does occur at regular intervals by our PTO. However, door-to-door solicitations by the children are not permitted for safety reasons. Many individuals and organizations have raised funds for worthwhile purposes over the years. The staff appreciates their good work. But fundraising involving the school done by individuals and organizations will not be approved if there is any manner of commercial endorsement involved – stated or implied. Please be advised that District Policy requires School Committee approval for any fundraising undertakings on behalf of the school.

### **Solicitation/Publicizing of Non-School Activities**

The sales of cookies, chances, tickets and similar solicitations cannot be permitted within the school. Publicity handouts can be distributed if they have been approved by the Superintendent of Schools. They must be consistent with the policies established by the School Committee relative to their distribution. Approved handouts should be brought to the office in pre-counted groups of 20 and will be distributed within a reasonable time as determined by the school office.

### **Sports Equipment/Toys**

Children are not permitted to bring electronic toys, stuffed animals, dolls, trading cards, sports equipment, musical instruments, cell phones, skateboards or sleds to school unless specifically requested by a teacher. Items are prohibited if their use at school creates a distraction or safety hazard. The school will not be responsible if valuable equipment/toys are lost or stolen. The good judgment of parents is the best guideline and we seek your cooperation.

### **Lost and Found**

Lost and found is located in the corridor by the main office. Please check Lost and Found regularly as we accumulate many items. Unclaimed items are donated to a local charity prior to the December vacation and at the end of the school year. I make be helpful for you to label all of your children's clothing, backpacks, and lunch boxes.

**Textbooks**

Students may be assigned books. Books are to be treated with respect and returned in good condition. Parents must pay for lost or badly damaged books.

**Pets/Animals** *(see Appendix; [Nauset Public Schools Policy IMG](#))*

On occasion a student will request permission to bring their pet to school for sharing or as part of a special report. While the request may at first appear reasonable, other students or teachers may not be able to tolerate animals due to allergies or being frightened of certain animals. The State of Massachusetts also has restrictions regarding particular animal species. Therefore, in the interest of all, animals are not allowed in our building with the exception of Assistance Animals for students, parents, or guests in need of such assistance. Exceptions made for Service animals must comply with the District Policy.

**Use of School Facilities** *(see Appendix; [Nauset Public Schools Policy KF](#))*

Requests by individuals or groups to use the school facilities should be directed to the school secretary, Louise Bohannon, who handles the applications and the scheduling of building usage. The request is then processed through the principal for the approval under the term of the Building Use Policy of the Orleans Elementary School Committee. Building Use & Application Fees can also be found on our website.

**OES Childcare**

The Orleans After School Activities Program (OASAP) is a non-profit organization established to offer quality, on-site after school care for children in grades K-5. OASAP is governed by a Board of Directors and run separately from the Orleans Elementary School. Office hours 10:00am-1:00pm, Childcare hours 2:00-5:30pm. A reasonable fee is charged for each student. The program is limited in the number of children that can be serviced each day. Enrollment is on a first come first served basis. For more information, please contact the Director, Serena Kilawee, at (508) 274-8635.

## ❖ STUDENT SUPPORT SERVICES

### Systems of Support

Within our school there are numerous formal and informal systems of support for your child. These accommodations and interventions are designed to maximize each student's success. Our accommodations and interventions consist of the following:

**Nauset's Comprehensive System of Support (NCSS)** The first place accommodations and interventions are made is within the regular classroom. The *District Curriculum Accommodation Plan* guides many of these general education accommodations and should occur within the regular education setting by classroom teachers and appropriate staff. Should your child require additional supports a pre-referral process is in place for teachers to work with colleagues to help each other with strategies and ideas for intervention with a child who is experiencing difficulty. The problem may be a learning problem, behavioral concern, or a health problem. Teachers are required to attempt alternative strategies before referring a child for special services or special education. The NCSS provides the opportunity for a selected group of staff members to create a plan for improvement. Parents are not members of the school's NCSS; however, it is not unusual for the classroom teacher to strategize with a child's parent. Parents will be informed as to the outcome of the meeting.

### **504 Accommodations** (see Appendix; [Nauset Public Schools Policy ACE, IHBA](#))

A 504 plan is a blueprint, verbal or written, for how the school will provide supports and remove barriers for a student with a disability. Its purpose is to give equal access to the general education curriculum. Your child may qualify for a 504 plan if a diagnosed and documented disability exists that substantially limits one or more major life activity. Parent should speak to your child's teacher if you have concerns and he/she will assist you in this process.

### **ELL** (see Appendix; [Nauset Public Schools Policy IHBEA](#))

Our ELL Program is designed to create an interactive setting where students are taught strategies to help them master English as quickly as possible, develop appropriate academic and social skills, and progress in content areas without loss of achievement due to English proficiency level. Instruction integrates skills and concepts of the mainstream curriculum in the belief that language learning best occurs when the content is meaningful and useful to students. In an interactive setting, teachers can respond to a variety of learning styles, cultural backgrounds and language levels.

### **Guidance** (see Appendix; [Nauset Public Schools Policy JLD](#))

Guidance services are available to parents concerned about their children's educational, intellectual, social, or emotional development. You are also invited and encouraged to speak with your child's teacher.

### **Special Education** (see Appendix; [Nauset Public Schools Policy IHB](#))

This service has been primarily designed to provide children having special needs with help for their educational progress. If you feel that your child, from the age of 3 through 21, is in need of supportive services to benefit from school educational programs, please discuss with your child's teacher, School Psychologist, or contact the office of the Director of Student Services, Mary Buchanan, 78 Eldredge Parkway, Orleans, 02653 at 508-255-8800, ext. 7003. The Massachusetts Special Education Regulations require that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individual Educational Plan (IEP). Parents are an integral part of this evaluation process and in the development and approval of the child's Individual Educational Plan.

### **Student Assistance**

Teachers are available one day per week, with the exception of Fridays or any day preceding a non-school day, to provide student assistance. The time of assistance is scheduled outside the school day and varies according to the teacher's schedule.

### **Title I**

Title I is a federally funded program designed to provide limited reading and math services, on a most needed basis. Referral for the program requires small group tutorial services in the regular classroom or in a pull-out model. The children receiving Title I services are usually only slightly below grade level. Students leave the program when the parent, classroom teacher and Title I teacher agree that adequate progress has been made.

### **Home and Hospital Tutorial** *(see Appendix; [Nauset Public Schools Policy IHBF](#))*

On written request from the principal or parent, as substantiated by the student's attending physician, the Nauset Schools will provide home and/or hospital tutoring for any child from the Nauset towns who must remain at home and/or in a hospital for a period of fourteen or more calendar days.

### **Child Requiring Assistance (C.R.A.)**

Child Requiring Assistance (CRA), Chapter 240 of the Acts of 2012 formerly known as child in Need of Assistance (CHINS). The purpose of this law is to shift the focus away from punishment to instead emphasize prevention and a holistic, community-based service. Under the new law, an application of assistance may be filed on a child between the ages of 6 and 18, for the four traditional categories of student truancy: stubborn, truant, school offender and runaway. The categories are defined as a child who repeatedly:

1. Fails to obey the lawful and reasonable commands of a parent, guardian, or custodian, thereby interfering with their ability to care and protect the child;
2. Willfully fails to attend school for more than 8 days in a quarter when not otherwise excused from attendance in accordance with lawful and reasonable school regulation;
3. Fails to obey lawful and reasonable school regulations; and/or
4. Runs away from home.

If your child is approaching 8 days of unexcused absences in one quarter, school staff will contact you to set up a meeting with school personnel and may include community representatives.



## ❖ School Governance & Partnerships

The Nauset Elementary Schools, Pre-Kindergarten through fifth grade, is governed by their own School Committee. The School Committee has five elected members and is the policy setting body for the school. They are also responsible for presentation of the school budget at the Annual Town Meeting.

Nauset students in sixth through eighth grades attend Nauset Regional Middle School. Ninth through twelfth graders attend Nauset Regional High School in North Eastham. The regional schools are under the jurisdiction of the Nauset Regional School Committee, which includes representatives from Eastham, Brewster, Orleans and Wellfleet. High school students are also eligible to apply to attend the Cape Cod Regional Technical High School in Harwich. The elementary schools of the four towns share a superintendent and a central office staff with the Nauset Regional Schools.

The Massachusetts Educational Reform Act requires that every public school establish a **School Council**. This representative committee is composed of the Principal, parents, teachers, and community members. Parent representatives are elected formally by the Wellfleet Elementary School parents, teachers are elected by school staff, and community members are appointed by the Principal. Council meetings are open to the public and are publicly posted.

School Councils assist the Principal in:

1. adopting educational goals consistent with local and state policies,
2. identifying the educational needs of the students,
3. reviewing the annual school budget,
4. formulating a School Improvement Plan, and

### **School Committee Members**

Gail Briere, Chair  
Ian Mack  
Ginger Marks  
Sassy Roche  
Maxine Minkoff

### **School Council Members**

Elaine Pender, Principal  
Martha Jenkins, Literacy Specialist  
Allan Peterson, Grade 5 Teacher  
Bob Colquhoun, Parent Representative  
Griffin Ryder, Parent Representative  
Cynthia Okolo, Parent Representative  
Molly Jenks, Community Representative  
Jean Comeau, Community Representative  
Carol Counihan, Community Representative  
Ian Mack, School Committee Representative

NAUSET DISTRICT POLICIES APPENDIX:

**NAUSET PUBLIC SCHOOLS  
POLICIES FOR PARENTS/STUDENTS**

504 ACCOMODATIONS [Nauset Public Schools Policy ACE](#), [Nauset Public Schools Policy IHBA](#)  
ABSENCES AND EXCUSES [Nauset Public Schools Policy JH](#)  
ACCEPTABLE USE OF TECHNOLOGY – STUDENTS [Nauset Public Schools Policy IJNDB](#), [Nauset Public Schools Policy IJNDE](#),  
AIDS/HIV [Nauset Public Schools Policy JLCC](#)  
ALLERGIES – LIFE THREATENING [Nauset Public Schools Policy EFAB](#)  
ANIMALS IN SCHOOL [Nauset Public Schools Policy IMG](#)  
ATTENDANCE [Mass. General Laws Part I, Title XII, Chapter 76, Section 1](#)  
BULLYING PREVENTION [Nauset Public Schools Policy JICFB](#)  
CONCERNS AND COMPLAINTS [Nauset Public Schools Policy JII](#), [Nauset Public Schools Policy KEB](#), [Nauset Public Schools Policy KEB-R](#)  
DISCIPLINE [Nauset Public Schools Policy JIC](#), [Nauset Public Schools Policy JICF](#), [Nauset Schools Policy JICFA](#), [Nauset Schools Policy JICG](#), [Nauset Schools Policy JICH](#), [Nauset Schools Policy JICHA](#), [Nauset Schools Policy JIH](#)  
DRESS CODE [Nauset Public Schools Policy JICA](#)  
EMERGENCY DISMISSAL [Nauset Public Schools Policy EBCD](#)  
EMERGENCY PROCEDURES [Nauset Public Schools Policy JLCE](#)  
ENGLISH LANGUAGE LEARNERS [Nauset Public Schools Policy IHBEA](#)  
ENTRANCE AGE [Nauset Public Schools Policy JEB](#)  
FIELD TRIPS [Nauset Public Schools Policy IJOA](#)  
FUNDRAISING [Nauset Public Schools Policy JJE](#)  
HEALTH CURRICULUM [Nauset Public Schools Policy IHAMA](#), [Mass. General Laws, PartI, TitleXII, Chapter71, Section32A](#)  
HOME AND HOSPITAL TUTORIAL [Nauset Public Schools Policy IHBF](#)  
IMMUNIZATION [Nauset Public Schools Policy JLCB](#)  
INCLEMENT WEATHER [Nauset Public Schools Policy EBCD](#)  
INSURANCE PROGRAM [Nauset Public Schools Policy JLA](#)  
INTERROGATIONS BY POLICE [Nauset Public Schools Policy JIH](#)  
MEDICATION, FIELD TRIPS [Nauset Public Schools Policy JLCD](#)  
NON-CUSTODIAL PARENTS’ RIGHTS [Nauset Public Schools Policy KBBA](#)  
PHYSICAL EXAMINATIONS [Nauset Public Schools Policy JLCA](#)  
PROGRESS REPORTS/PARENT-TEACHER CONFERENCES [Nauset Public Schools Policy KBA](#)  
RESIDENCY REQUIREMENTS [Nauset Public Schools Policy JFAA](#)  
SCHOOL PICTURES [Nauset Public Schools Policy JRD](#)  
SPECIAL EDUCATION PROGRAMS [Nauset Public Schools Policy IHB](#)  
STUDENT RECORDS [Nauset Public Schools Policy JRA](#), [Nauset Public Schools Policy JRA-R](#)  
STUDENT SEARCHES [Nauset Public Schools Policy JIH](#)  
TECHNOLOGY [Nauset Public Schools Policy EGAEA](#), [Nauset Public Schools Policy GBEE](#)  
TRANSPORTATION [Nauset Public Schools Policy EEA](#), [Nauset Public Schools Policy EEAC](#)  
TRANSFERS [Nauset Public Schools Policy JG](#)  
USE OF SCHOOL FACILITIES [Nauset Public Schools Policy KF](#)  
VOLUNTEERS [Nauset Public Schools Policy IJOC](#)

**SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS  
AND DISTRICT COORDINATOR INFORMATION  
NAUSET PUBLIC SCHOOLS  
Synopsis of Laws**

Robin Millen, Ed.D, Director of Curriculum

Ms. Mary Buchanan, Director of Student Services

**Nauset Public Schools, 78 Eldredge Park Way, Orleans, MA (508) 255-8800**

**Title VI of the Civil Rights Act of 1964**

**Coordinator: Robin Millen, Ed.D, ext 7005**

Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color or national origin in programs or activities receiving federal financial assistance. Title VI is codified at 42 U.S.C. 2000d et seq.; regulations have been promulgated under it in the Code of Federal Regulations at 34 CFR Part 100 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr100.html>).

**Title IX of the Education Amendments of 1972**

**Coordinator: Ms. Mary Buchanan ext. 7003**

Prohibits discrimination, exclusion from participation, and denial of benefits based on sex in educational programs and activities receiving federal financial assistance. Title IX is codified at 20 U.S.C. 1681 et seq.; regulations have been promulgated under it at 34 CFR Part 106 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>).

**Section 504 of the Rehabilitation Act of 1973**

**Coordinator: Ms. Mary Buchanan ext. 7003**

Prohibits discrimination, exclusion from participation, and denial of benefits based on disability in programs or activities receiving federal financial assistance. Section 504 is codified at 29 U.S.C. 794; regulations have been promulgated under it at 34 CFR Part 104 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>).

**Americans with Disabilities Act of 1990**

**Coordinator: Ms. Joanna Hughes ext. 7010**

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34 CFR 35.107(a))

**Equal Educational Opportunities Act of 1974**

**Coordinator: Ms. Mary Buchanan ext. 7003**

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs (20 USC S1203(f))

**Mass. General Laws CH.76, S5 (also known as Chapter 622)**

**Coordinator: Ms. Mary Buchanan ext. 7003**

This state law provided that “no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.”

**Title I of the Elementary and Secondary Education Act of 1965 Coordinator: Robin Millen, Ed.D, ext 7005**

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student’s language needs rather than providing an ESL program/class).

**Massachusetts General Laws, Chapter 71B**

**Coordinator:** Ms. Mary Buchanan **ext. 7003**

Governs the education of children with disabilities. Section 6 relates to the assignment of children to special education classes. Regulations have been promulgated under c. 71B at 603 CMR 28.00.

**McKinney-Vento Homeless Education Assistance Act**

**Coordinator:** Ms. Mary Buchanan **ext. 7003**

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

State and federal laws prohibit discrimination in education. In the Nauset Public Schools, we do not discriminate on the basis of race, color, sex, sexual orientation, homelessness, gender identity, religion, disability, age, genetic information, active military/veteran status, ancestry, or national or ethnic origin with regard to admission and in the administration of its educational policies, employment policies, and other administered programs and activities.