

JOHN F. RYAN ELEMENTARY SCHOOL INFORMATION

ABSENCES

It is most important that parents/guardians call the Ryan School and report your child's absence. You may call anytime utilizing our automated telephone system. Simply call 978-640-7880 and follow the prompts. Please spell your child's name and include the date of the absence. This is a safety issue.

ACADEMIC PROGRESS REPORT

Student academic progress reports will be issued to the student's parents or guardian at the mid-point of each of the first three marking terms. If the progress report indicates that a student's attitude, conduct or school work needs improvement, the student's parents or guardian should make a special appointment to talk with the student's teacher and/or team, as well as, to make arrangements to attend each Open House in order to keep up with the student's progress. Academic progress reports must be signed by the student's parent or guardian and returned to school within seven (7) days of receipt.

AFTER SCHOOL SESSIONS

Students may be detained after school with a teacher or administrator for the following infractions:

1. Verbal or physical harassment
2. Failure or refusal to follow a direct order (insubordination)
3. Inappropriate response or reaction (insolence)
4. Use of profanity or inappropriate language
5. Truancy from school; cutting a class or late to class or school
6. Leaving school or a class without permission
7. Behavior that endangers the health, safety or learning of others
8. Misbehavior
9. Failure to bring books or proper materials to class
10. Gum chewing
11. Failure to report when a teacher requires a student to stay after school
12. Bringing items to school, which are prohibited, such as radios, tape recorders, cameras, electronic games, walk mans, beepers, etc.

Repeated offenses for any of the above infractions will be referred to the School Building Principal who may, acting in his/her discretion, take such additional disciplinary action for such offenses, as he/she may deem appropriate under the circumstances.

After school sessions are generally scheduled on Tuesdays, Wednesdays, and Thursdays from 2:30 P.M. to 3:30 p.m. A student who is assigned an after school session must bring his/her schoolbooks to the designated area and must study quietly. After school sessions are served on the day assigned by the teacher; provided, however, that after school sessions may be rescheduled only for one of the following reasons: (1) a medical appointment; (2) an educational appointment; (3) a family emergency. In the event that an after school session is rescheduled, the student will need to bring to the teacher a confirming note not later than the next following school day.

Each student is individually responsible for notifying his/her parents or guardians when he/she is required to stay for an after school session. Students will be given the opportunity to notify a parent or guardian of the after school session in order to make necessary arrangements.

Students may be picked up at 3:30 P.M. Students assigned after school session may take a "late bus" (if available), which will depart from the school at approximately 3:30 P.M. and drop students off at predetermined points.

BUS SCHEDULE

A student should arrive at his/her bus stop not later than 7:30 A.M. Buses depart school property at approximately 2:27 P.M. In the event of a delayed opening due to inclement weather or other like emergency situation, a student should arrive at his/her bus stop not later than 9:00 A.M.

If a student attends after school extra help, or participates in an after school activity, or has any after school session, late buses (if available) leave the school property at 3:30 P.M. on Tuesday, Wednesday and Thursday.

CLASS/SCHOOL TARDINESS

Each student is to be in his/her homeroom not later than 8:15 A.M. If a student arrives to school after 8:15 A.M., he/she must bring a note directly to the school office. The student must also have his/her parents call the office or bring the student to the office. The student must obtain an admission slip from the office before reporting to class.

If a student is frequently tardy, the student may be assigned an after school session or, at the discretion of the school administration, the student may be restricted from taking part in school activities. If a student is not present at the start of a class, the student may be assigned an after school session. Teachers will report students who have been tardy on three (3) occasions to the school administration for the taking of further disciplinary action, which may include, but not be limited to, suspension.

DISCIPLINE OF STUDENTS ON EDUCATIONAL PLANS

All students are expected to meet the requirements for behavior set forth in this handbook. Chapter 71B of the Massachusetts General Laws (also known as Chapter 766) requires that additional provisions be made for children with special needs. The following additional requirements apply with respect to discipline of students with special needs.

- The Individualized Education Program (IEP) for a special needs student will indicate whether the student is expected to meet the regular discipline code or if the student's condition requires a modification. Any modification will be described in the student's IEP.
- For special needs students who may be removed from their educational program for more than ten days, cumulatively, in a school year, a review of the relationship between the misconduct and the student's handicapping condition will be conducted.
- If, after conducting such review, the student's special education Team determines that the behavior was a manifestation of the student's disability, the Team will discuss a modified program for the student. If the Team determines that the student's behavior was not a manifestation of his/her disability, the student may then be subject to the school's disciplinary code. In that event, an alternate setting for the student to receive instruction will be determined.
- A Functional Behavioral Assessment will also be conducted with respect to a special needs student whose behavior violates the school's discipline code.
- If a student's conduct involves weapons or drugs, the Team may place the student in an interim alternative educational setting.

DISMISSAL FROM SCHOOL

Whenever it is necessary for a student to be dismissed from school before the end of the school day for medical or family reasons, the student must bring a note stating the reason, the time, and identity of the individual who will pick the student up at school. Only in emergencies will a student be dismissed on the basis of a telephone call. All dismissal notes must be given to the student's Homeroom Teacher at the beginning of the school day.

EXTRA HELP

A student may seek extra help from his/her teachers when the student finds his/her assignments difficult or when the student has been absent from school. The student may schedule an extra help session with the teacher before or after school. On some occasions, a teacher will not wait for the student to ask and will schedule a time to help the student when the need arises to do so.

FIRE, EMERGENCY & SECURITY INFORMATION

Students should be aware that fire and emergency exit directions are posted in each classroom. Please locate and consult these directions when entering each classroom or school area. When the alarm sounds or an emergency code is given, follow those directions quickly and quietly. Students should leave the school building immediately with the classroom teacher, following the prescribed route. If there are any questions concerning the fire and/or emergency exit directions, immediately consult the classroom teacher.

Students should use alternate routes other than the posted routes in case the fire is blocking established routes, e.g. rear doors adjoining one class with another, outside exits, different staircases, etc. Listen to any additional instructions given on the public address system and follow these. Do not enter the building until directed to do so by a teacher. Stay far away from the building. Pulling a false alarm is an unlawful act and will be treated as a police matter. While outdoors, students must remain at least 50 feet from the school building with their teacher. Treat every fire alarm as a real alarm.

As an enhanced commitment to a safe and secure learning environment, a video security system is in operation at the Ryan School.

FURTHER POLICIES

This Code of Conduct is amended to any policy or procedure subsequently enacted by the Tewksbury School Committee.

HOMEWORK--ASSIGNMENT and REQUESTS

Homework guidelines are as follows:

Grade Five---45 minutes to 75 minutes a day;

Grade Six --- 90 minutes to 150 minutes a day.

HONOR ROLL

The John F. Ryan School is pleased to acknowledge two levels of achievement earned by students.

The first area of recognition is comprised of students who have attained all A's and 4's and 3's in all subject areas. Those meeting this requirement have earned High Academic Honors.

The second area of recognition is comprised of students who have attained all A's, B's and 4's and 3's in all subject areas. Those meeting this requirement have earned Academic Honors.

LOCKERS - STUDENT ASSIGNMENT AND USE

Students are assigned a locker to store books, other school materials, and coats and jackets at the beginning of each year. The school owns the locker and gives the student the use of it. A student may go to his/her locker before and after school and at the beginning of his/her lunch period.

Because the school is not responsible for items removed from a locker without the student's permission or knowledge, the combination to a locker should be kept secret. All items stored in a student's locker must be related to an authorized school activity. School officials may, without telling the student, examine the content of a student's locker when there is reason to believe that prohibited items may be located therein.

LOST AND FOUND

When a student finds something that isn't his/hers, bring it to the office. A student may look through "found" items in the cafeteria area to find something that was lost and turned in.

RADIOS, BEEPERS, PORTABLE TELEPHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Radios, beepers, portable telephones and other like personal electronic devices are disruptive of the educational environment and are not allowed on school property, unless otherwise specifically approved for use in advance by the School Building Principal.

REST ROOM USE

Student use of the rest rooms without a pass or permission is restricted to before and after school, and the beginning of the lunch period. The rest rooms located in the school gymnasium should be used only when a student is scheduled for gym class.

TOBACCO USE

A student will be suspended for the use of tobacco in school, on school buses, at school events or anywhere on school grounds, as follows:

- | | | |
|----|-------------------------------|--------------------------|
| 1. | First Offense: | One (1) Day Suspension |
| 2. | Second offense: | Two (2) Day Suspension |
| 3. | Third Offense and Subsequent: | Three (3) Day Suspension |

WALKERS/BIKE RIDERS

A student may walk or ride a bicycle to and from school provided a signed and dated permission note is received from the parent/guardian. Bicycles stored on school property are done so at the student's own risk. Bicycle riders are encouraged to wear helmets for safety.

CODE OF STUDENT CONDUCT

This Code of Conduct is intended to inform students and parents as to the expectations of the staff and administration of the school to ensure that each student receives the benefit of an educational experience that fosters skill and knowledge development, social and emotional growth and self-worth. In return, each student is expected to function as a responsible individual who cooperates with and respects the rights of others. At a minimum, each student is expected to come to school on time and on a regular basis, and to behave in a way that allows students to enjoy all of the educational programs that our school may provide.

The information contained in this Code of Conduct is also intended to make each student and parent aware of what is to be expected when student disciplinary problems arise. Please become familiar with this CODE.

STUDENT CONDUCT

Each student is responsible for the following:

- **Doing Quality Work:** Do your best each day to complete assigned lessons including homework and assignments missed because of absence;
- **Knowing School Rules:** Learn our School's Code of Conduct and respect the adults who have a duty to enforce it;
- **Regular Attendance:** Arrive on time; remain on school grounds the whole school day; don't leave without permission; bring a note from your parents or guardian explaining any absence to the satisfaction of your Homeroom Teacher;
- **Respect for Others:** Treat others, as you would like them to treat you, and show the same respect for the property of others as well;
- **High Personal Standards:** Dress appropriately; meet standards of health and cleanliness; be honest, courteous and moral; only use acceptable language; refrain from actions that seem insubordinate or unruly.

STUDENT BEHAVIOR

Students are responsible for exercising good behavior to ensure the safety and well being of themselves and others. When misbehavior has occurred, teachers and administrators will work toward the improvement of the student's behavior. Student behavior will be dealt with in an appropriate and progressive manner. In the school setting this would include, but not be limited to:

- Being spoken to by a staff member,
- Losing recess,
- A telephone call being made by the staff member to parents,
- Being spoken to by the principal,
- A telephone call being made by the principal to parents,
- Receiving a letter from the principal regarding behavior,
- Parental meeting with the principal to discuss the behavior,
- Suspension from school.

In case of suspension from school, due process will be afforded to all students in accordance with the Tewksbury School District's policies pertaining to the conduct of students, as promulgated and amended from time to time.

Specific attention is directed to student behavior on a school bus. The consequences would include, but not limited to:

- A designated seating assignment,
- Parents being called to a meeting to discuss the behavior
- Suspension from riding the school bus as circumstances and conditions may warrant.

Safety is the prime issue of concern. All students should be aware of the following rules pertaining to school conduct:

- (a) Any student who is found on school premises or at school-sponsored events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife; or a controlled substance as defined in Chapter Ninety-four C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff or student on the premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing; providing, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After the hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to violate either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right of counsel at the hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of reasons for said expulsion.

The use of tobacco products, alcohol, or illegal drugs within the school buildings, the school facilities/grounds, or school bus is strictly prohibited by any individual.

BUS CONDUCT

School bus drivers are instructed to ensure that all school bus passengers:

- Remain seated and do not change seats while the bus is in motion;
- Don't throw anything out of the bus or inside the bus;
- Don't put arms, head or hands outside the window;
- Don't make excessive noise or distract driver;
- Hold books and other property on his/her lap;
- Keep step wells and aisles free of musical instruments;
- Don't eat or drink on the bus;
- Don't transport animals or large packages;
- Don't use any tobacco products on bus;
- Obeys all directions of driver quickly and courteously;
- Open emergency exits only when instructed by driver;
- Pay for any damage that is caused to the bus;
- Don't play radios, tapes or CDs'.

Whenever an infraction of one or more of the above occurs, the student will be suspended at the discretion of the school administration for two (2) or three (3) consecutive days for three (3) minor offenses or three (3) consecutive days for one (1) major offense. The determination of the administration as to the type of offense shall be final.

Examples of major offenses include:

- a. lighting matches/smoking/tobacco use;
- b. throwing objects in or out of bus;
- c. hanging out windows;
- d. using obscene language;
- e. having or using drugs or alcohol;
- f. tampering with bus equipment;
- g. destroying property, i.e. tearing seats, breaking windows, etc.

The student's parents or guardian will be notified before a student is suspended. Every reasonable effort will be made to notify the student's parents or guardian on the day the offense occurs.

Whenever continued major violations occur, the student may, at the discretion of the school administration, forfeit his/her bus privilege for an indefinite period.

NOTE: *When a student's bus privileges are suspended, the student's parents or guardian are responsible for transporting the student to and from school.*

CAFETERIA BEHAVIOR

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price each school day. All school rules apply. To make it a pleasant setting for all our students to enjoy lunch we ask students to:

- Eat with appropriate table manners
- Remain at table until given permission to leave
- Leave the table and table area clean (no litter left behind)
- Keep food in the cafeteria
- Speak in a quiet tone of voice.

EXPULSION

By law, the School Committee must give the student and his/her parents or guardian a fair hearing before the student is separated permanently from the school for misconduct. The School Building Principal conducts this hearing and must provide the student with:

1. Written notice of the charge of misconduct;
2. Notice that the student may be represented by an attorney or advocate (at the student's expense);
3. Adequate time to prepare for the hearing;
4. Access to all documents the school intends to use at the hearing;
5. The right to question witnesses and;
6. A reasonably prompt, written hearing decision supported by specific findings of fact.

PLAYGROUND REGULATIONS

Outdoor recess rules:

- Play in designated areas only
- Use playground equipment properly and safely (only after lunch NOT in the morning!)
- Keep hands, feet and objects to yourself
- Use proper language
- Report hurtful actions to an adult immediately!

Indoor recess rules:

- Children must be seated in a chosen area engaged in a quiet activity
- Permission must be received before leaving one's seat
- Balls and playground type equipment are not allowed.

STUDENT CONDUCT AFFECTED BY THE EDUCATION REFORM ACT

- A. If a student is involved in fighting or other violent behavior or is involved in acts of vandalism or in violation of other students' civil rights, on school premises, on school buses, or at school-sponsored events, including athletic games, the student will be immediately suspended for an indefinite period of time, and may be subject to expulsion from school.
- B. If a student is found on school premises or at school-related events, including athletic games, to be in possession of a dangerous weapon, including, but not limited to, a gun or a knife or of a controlled substance as defined in chapter 44C (including, but not limited to, marijuana, cocaine, and heroin), the student will be immediately suspended for an indefinite period of time, and, may be subject to expulsion from the school or school district by the principal.

If a student assaults anyone on school premises or at school sponsored or school related events, including athletic games, the student will be immediately suspended for an indefinite period of time and may be subject to expulsion from the school or school district by the principal.

SUSPENSION

In some cases, the conduct of a student may necessitate his/her suspension from continued participation in the activities of the school for a period up to 3 school days. Generally, a student may be suspended from school for doing the following:

1. Verbal or physical harassment
2. Failure or refusal to follow a direct order (insubordination)
3. Inappropriate response or reaction (insolence)
4. Use of profanity or inappropriate language
5. Truancy from school; cutting a class or are late to class or school
6. Leaving school or a class without permission
7. Behavior that endangers the health, safety or learning of others
8. Failure to report when a teacher requires a student to stay after school
9. Bringing items to school, which are prohibited.
10. Use of alcohol or other controlled substances
11. Willful violation of any local, state or federal law
12. Smoking in school, on school property or on a school bus
13. Vandalizing school property

School authorities determine the length of a student's suspension. In certain cases a student may be offered an opportunity to perform community service in lieu of a school suspension. The student's parents or guardian will be notified in writing of the actions taken. Further, before a student may be readmitted to school following a period of suspension, the student and the student's parents or guardian must first meet with a representative of the school administration before the student will be readmitted.

When a student is suspended he/she may not come onto any property under the control of the Tewksbury School District or attend any school functions or school-sponsored activities within the District.

The student is responsible for making up all work that the student's teachers may assign while the student is suspended from school. If a student does not complete the assigned work and return it to the assigning teacher, the student will lose credit for it.

HEALTH AND SAFETY

BUS EMERGENCY EVACUATION DRILLS

At least twice each school year, every student transported in a school bus shall participate in on-bus emergency evacuation drills.

COMMUNICABLE DISEASES

Any illness your child might have that could be transmitted to another student should be considered communicable. When in doubt, call your doctor. The child should remain at home until after 24 hours on antibiotics or the condition is cleared up. These conditions might be demonstrated by a fever, rash, skin infection, head lice, irritated or reddened eyes, pinworms, etc. If a child has been found to have head lice, he/she must be checked by the nurse before readmittance to school. Please accompany your child to school that morning in case she/he needs to go home again. Please report any case of chicken pox to the school nurse, as this can be a serious problem for certain students with preexisting health problems. Contact the school nurse if you have any questions regarding the necessity for a doctor's note upon returning to school after an illness, or if you have any questions regarding school policy and child's health.

FIRE DRILLS

Fire Drills and other emergency evacuation drills are conducted at various times throughout the school year.

FOOD ALLERGY / ALLERGY

A food allergy is an abnormal reaction to a particular food. Symptoms of a food-allergic reaction can range from mild and bothersome to severe and life threatening. While any food potentially can cause a food allergy, the few foods that are responsible for more food-allergic reactions in children include eggs, cow milk, peanuts, soy, wheat, fish and tree nuts.

- If your child has a particular allergy please contact our nurse as soon as possible so that we may properly handle your particular situation. With permission, the following procedure will be followed:
- Our school nurse will be in contact with the family.
- Staff members will be notified of those students who have allergies and the nature of the allergy.
- Information will be posted in the nurse's office and cafeteria.
- All staff will receive Epi-Pen training.
- Notices about "Party Food" and sharing of food/snacks will be periodically sent home to parents.

Other allergies may include insect bites and plant contact. The above policy will also be in effect for those students.

HEALTH NOTES

A registered nurse is generally in attendance during the school day. The nurse attends to ill or injured students during school hours, and notifies parents when necessary. Please inform the nurse of any communicable diseases or health problems. The school department recommends that children do not come to school if they are ill. It is always advisable to keep a child at home if he/she has a sore throat, bad cold, rash or temperature. No student will be excused from Physical Education class or recess unless a directive is received from the student's physician that the child should not participate in that particular activity. No student will be allowed to participate in Physical Education class after being excused until a physician's note states it is appropriate.

ACCIDENT / ILLNESS

In life threatening emergencies or potentially disabling conditions as specified in EMS policy, every effort will be made to notify a parent personally by either an administrator or by the school nurse. Emergency treatment and transport will not be delayed and not be dependent on notification of parent.

For non-life threatening emergencies and illnesses that may or may not require further medical consultation, school personnel will rely on the information contained on the Accident/Illness Form on file in the school. The contact may be either a telephone call, message, or in writing with a first aid slip. Minor first aid and symptoms of illness that are resolved in school will not require a first aid slip. Parents will be notified for any fever over 100 degrees F. and the child will be dismissed. Parental contact for temperature under 100 degrees F. is not medically indicated per standard medical practice.

Each year parents/guardians 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.

All dismissals from school due to illness must be consistent with school department policy.

MEDICINES

Requests made by parents/guardians for administration of medication shall be reviewed and approved by the principal or designee and administered in accordance with MA Department of Public Health regulations. Any medication (including aspirin, Tylenol, cough syrup, cough drops etc.) will be maintained in a secure area in the nurse's office. The nurse must screen any child who returns to school after being treated for head lice.

Consistent with Massachusetts General law (105 CMR 210.000) the Tewksbury Public Schools district requires that the following forms be on file in your child's health record before we can begin to administer or allow self-administration of medication in school (**This includes both prescription and non-prescription medications**):

Parents should make every effort to give prescription and non-prescription medication at home. If this is not possible, the school nurse will administer the medication in accordance with the following policy:

- A written directive from a physician including diagnosis, medication, dosage and time required. A pharmacy labeled container may be used as the written doctor's order. If a student must keep the medication on his/her person, this must be authorized in writing by the physician (e.g. inhalers).
- A Written doctor's consent is necessary for ALL over-the-counter drugs as well.
- A signed consent form/note from the parent or guardian to issue the medication.
- A signed medication order. The written medication order form should be completed and signed by your child's physician. Medication orders are valid for one school year only. All changes in the medication dosage must be in writing from the physician.
- A signed medication plan by the school nurse and parent. Consent forms are available from the school nurse.

Self-administration is allowed in only certain circumstances and only with physician orders, parent permission and consultation and approval from the school nurse. No child is allowed to self-administer medication without approval, consultation and knowledge from the school nurse.

Medications must be delivered to the school in a pharmacy or manufacturer's labeled container by the parent or a responsible adult. Please ask your pharmacy to provide you with separate bottles for both home and school. No more than a thirty-day supply of medicine should be delivered to the school.

Medication will not be administered unless this process is complete. If you have any questions or concerns, please call your child's school.

PHYSICALS

In compliance with Massachusetts State Law, the Tewksbury Public School System requires a complete physical examination with appropriate immunizations upon entering kindergarten, fourth grade, and every three years thereafter. Physical exam reports should be given to the nurse.

SAFE HOME

It's not too early to set up a "safe home" for your child. In rare occasions, school may be dismissed early (inclement weather, etc.) Your child should be instructed as to where to go and what to do if he/she arrives home to a locked or empty house.

SCHOOL INSURANCE

Each year low cost insurance is made available to cover the costs of accidents and may be purchased by a student's parents or guardian to supplement other coverage that might otherwise be available. The School Department does not benefit from this coverage when elected but encourages each parent or guardian to obtain it on behalf of his/her child.

STUDENT SERVICES

The Tewksbury Public Schools provide a variety of supplementary services for students. These services include:

- Title I
- English as a Second Language
- Screening of 3 and 4 year old children
- Kindergarten screening
- Home tutorial services
- Special Education

504 POLICY

The Tewksbury Public School District provides Equal Education Opportunity without regard to race, creed, color, national origin, sex, marital status, disability, or sexual orientation.

The School District complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151C and c.71B.

The School District has a duly appointed individual responsible for the overall monitoring, auditing and ensuring compliance with this policy as it pertains to students attending the Tewksbury Public Schools. For compliance issues, parents should contact:

Ms. Loreen R. Bradley, Assistant Superintendent and Section 504 Coordinator, Tewksbury Public Schools, 1469 Andover Street, Tewksbury, Massachusetts, 01876 (tel. 978-640-7810). Individuals who believe they have been discriminated against in any of the District's educational activities can file a written grievance with Ms. Bradley.

SPECIAL EDUCATION

The Massachusetts special education law, popularly known as Chapter 766 aligns with the Federal Education law, known as IDEA (Individuals with Disabilities Education Act). Both the state and federal laws require that every child between the ages of 3 and 22 be provided with a free and appropriate public education in the least restrictive environment. Tewksbury Public Schools has established a decentralized special education process. Special Education decision-making is conducted by the In-School Evaluation Team at the school. Parents are an integral part of each special education team. If a child is found to have special education needs in one or more areas, PL 94-142 requires School Systems to develop a special education program for that child which, to the maximum extent possible, allows the child to be educated with children who are not in need of special education. Questions about special education services and/or the TEAM process should be directed to the principal, Cheryl Porcaro, the Team Chairperson 978-640-7818, or Dr. DeAngelis, the Director of Student Services 978-640-7873.

TITLE I PROGRAMS AND SERVICES

Title I services are available to Title I eligible students in Kindergarten through grade 4. This federally funded program provides supplemental services to Title I eligible students in three specifically identified Title I school sites. School site identification is based on Title I federal guidelines. Student eligibility is determined by student need based on standardized test results and on supplemental teacher referral information.

Current staffing in the district includes a Lead Teacher and two other Title I teachers. One Title I teacher may be currently working at the school. All Personnel providing Title I services are Massachusetts certified and those who provide instruction in Reading are fully credentialed as Reading Specialists. Title I eligible students participate in inclusive in-class, tutorial pullout, and/or consultation based instructional programs in Reading and the Language Arts. These Title I instructional services supplement the Regular Education

program and are coordinated with the Regular Education curriculum. Title I eligible students may also participate in the Reading Recovery Program, an intensive, Title I funded, one-to-one remedial reading program for Grade 1 students at risk.

TUTORIAL SERVICES

Upon notification by a physician that a student is unable to attend school for 14 days or more, home/hospital tutoring is provided by the school system for grades pre-school through grade 6. Home or hospital tutoring services is generally provided for four hours per week in either the home or hospital setting. A form must be completed by a physician in this instance.

GENERAL INFORMATION

ACADEMIC RECORD INFORMATION

A parent/guardian of a student has the right to inspect academic, scholastic, or any other records concerning such student that are kept or are required to be kept, regardless of the age of such student.

A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release and allows eligible students and parents a reasonable amount of time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

If students move to another attendance area within the school system or seek to enroll in a school outside of the system, students' records will be sent to the new school upon official request from that school.

ADDRESS CHANGE

In the interest of students, it is critical that the school be able to contact parents at any time the child is at school. Therefore, it is essential that the school have on file a current address as well as home and business telephone numbers. Emergency contacts with telephone numbers are needed in case a parent cannot be reached. If parents move or change jobs, they should contact the school immediately to update this important information.

ALCOHOL AND OTHER DRUG POLICY

The use of and or possession of drugs, alcohol or tobacco on premises under the control of the Tewksbury School District is strictly prohibited.

A student will be suspended from school and may be subject to expulsion if found to be in possession of alcohol or other drugs (or under the influence of, or distributing) while on school premises, on school buses, or at school-sponsored events such as after school activities and athletic games. The school will report violators to the police.

DRUGS AND EDUCATIONAL REFORM

The School Building Principal has authority to expel a student from school (or the school district) if a student is found to have any of the following in his/her possession while he/she is on school property, on a school vehicle or at a school event such as an athletic game:

1. A dangerous weapon (such as a gun or knife); or
2. Illegal drugs (such as marijuana, cocaine, and heroin).

When a student is expelled, he/she has:

1. The right to appeal the suspension to the Superintendent;
2. Ten (10) days from the date of the suspension to notify the Superintendent of the student's intent to appeal;
3. The right to be represented by an attorney.

Be aware that in the appeal hearing there may be a discussion of the student's conduct at the school that is not limited to the matter, which caused the student's expulsion. Furthermore, if a student who is expelled enrolls in a school in another school district, the Superintendent of Schools is required by law to inform the student's new principal of the reasons for the student's expulsion.

ASSURANCES ON CONSTITUTIONALLY PROTECTED PRAYER IN PUBLIC SCHOOLS

The Tewksbury Public Schools have no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools, as detailed in the guidance by the U.S. Secretary of Education.

ATTENDANCE

Students are expected to be in attendance at school each day that school is scheduled during the school year. Absence from school is not generally encouraged, but will be excused for the following reasons: (1) illness of the student; (2) illness or death of a family member or individual requiring the presence of the student; (3) a special emergency approved by the school administration and the parent or guardian.

Whenever a student is absent, the student's parents or guardian must call the school. Upon a student's return to school, the student must bring a note signed by his/her parent or guardian to his/her Homeroom Teacher stating the specific reason for the absence. If a signed note is not provided to the Homeroom Teacher, the Homeroom Teacher will refer the student's name to the office for further action to verify the appropriateness of the student's absence.

It is very important that students arrive at school on time. A student is considered tardy if he/she arrives after opening exercises.

CHEATING/PLAGIARISM

If a student cheats on a test or assignment the student's teacher will inform his/her parents or guardian of the incident. The student shall receive a grade of "zero" which cannot be made up. If the student is subsequently caught cheating again, the student's teacher will inform the school administration for the taking of further disciplinary action which may include, but not be limited to, suspension.

CLOSING OF SCHOOL--ANNOUNCEMENTS

The decision to cancel school will be made after weather conditions and road conditions have been evaluated on the basis of the information available at the time. Parents are reminded that if they feel it is unwise to send their children to school on a stormy day, the final decision is theirs. "NO SCHOOL" announcements will be broadcast on radio and television stations (WBZ, WCAP, WCCM, Channels 4, 5, 7, and 25). Schools will be closed **only** in the case of severe inclement weather. The schedule of no school signals in effect for this year follows:

A series of 3 sets of 2 blasts (2-2-2) on the horns at the State Hospital and the Tewksbury Fire Department indicate no school at the following times for the groups indicated.

6:45 a.m. - No School All Schools

7:45 a.m. - No School - Elementary Schools Only (Grades K-6)

Parents and students are requested not to call the Police Station, Fire Station, Bus Contractors, School Principals or the Superintendent of Schools for "no school" information. Information will not be available from these sources.

The Extended Day Program will be cancelled on those days when school is not in session.

COMMUNICATION – COMPLAINTS - CONCERNS

When concerns arise about your child regarding issues such as: grading, discipline, homework, etc. please contact the staff member involved in the matter. Parent and teacher should discuss concerns and work together toward a resolution. A conversation with the staff member will usually clear up your concerns. If you feel your concerns have not been addressed after speaking with the staff member, please contact the principal. A meeting involving the parent, teacher and principal may be initiated as soon as possible.

COMPUTER USE

Students are expected to read and sign the Tewksbury Public Schools Guidelines for Student Internet Use. This is the Acceptable Use Policy (AUP) for the utilization of the Internet in the school. Students will be prohibited from use of the Internet at the school if students and parents/guardians do not sign the AUP form. Students are expected to be responsible in the use of the Internet at all times and to honor other student's work saved on the school server.

CUSTODY/GUARDIANSHIP

If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment.

If custody of a minor child changes after enrollment, documents should be provided to the school as soon as possible after the change. Students cannot be withdrawn without this information.

The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to the principal's office.

Court orders that specifically authorize or direct the release of custody will be followed. The school system will not interject itself in a custody or visitation dispute between two parents. It is the responsibility of the parent to provide the school with current court documents.

DAMAGED / LOST BOOKS

Students will be responsible for the cost of replacing lost or damaged books and/or school materials.

DRESS CODE

Students should dress in neat, clean and safe clothes. Students should not wear highly noticeable or disruptive attire. Shirts or other articles of clothing that make reference to violence, alcohol, drugs or sex should not be worn to school. Also, the wearing of hats, sandals, and bare midriff outfits is also prohibited. Coats or jackets should not be worn in classrooms. Backpacks must be stored in the student's locker.

ENTRANCE/REGISTRATIONS

In order to be eligible for kindergarten a child must be five years of age as of August 31st of the coming school year. A birth certificate or proof of age must be submitted at the time of registration. Proof of residency is also required. This proof may be a utility bill. A driver's license is not acceptable proof. The requirements for the first grade are the same except that child must be six years of age as of August 31st of the coming school year. No child will be admitted to school without a certificate of immunization. It is strongly recommended that parents/guardians bring records indicating the dates of immunizations at the time of registration. All immunizations are required and must be completed by the first day of school.

EXPANSION OF CORI STATUTE—CHAPTER 385 OF THE ACTS OF 2002

Pursuant to the provisions of M.G.L. c. 71, 38R effective until February 25, 2003, school system managers may access criminal offender records information only for applicants for positions in the school department. After February 25, 2003, the provisions of Chapter 385 of the Acts of 2002 expand access to CORI information to **“any current or prospective employee or volunteer of the school department.”**

FIELD TRIPS

A permission slip by the parent/guardian is required for each student participating on a field trip. During the trip the student will stay with his/her teacher or chaperone. Participation on a field trip is at the discretion of the school administration. A student may be excluded from a field trip if his/her behavior has been consistently inappropriate. Any parent volunteer accompanying a field trip must complete a CORI request form.

FUND RAISERS

The School Building Principal must approve any fund raising activity.

Children are not to engage in door-to-door solicitations for any school fund raising activities. All Parent Advisory Councils (PACs) include this message in all fund raising literature. The children's safety is the foremost concern.

HARASSMENT, CIVIL RIGHTS AND RESPECT

"Harassment" is conduct that is personally offensive, degrading or threatening to others. It is strictly prohibited at the school. The school's policy against harassment refers to but is not limited to insulting or harmful comments or actions based on a person's race, gender, sexual orientation, national origin, physical characteristics or disability. Examples of harassment include, but are not limited to name calling, put downs, threats, sexually suggestive remarks, unsolicited physical contact, unwelcome and insulting comments and gestures, and the display or circulation of written materials or pictures that are degrading to any individual, or any ethnic, religious or gender group. All members of the school community are expected to adhere to this policy and are strongly encouraged not to tolerate, even by silence, any violation of it by others. Consequences for violating this policy can include mandatory counseling, exclusion from school social events, and suspension from school ranging from one to ten days with notification to the police. Repeated or extreme forms of harassment may result in a recommendation of expulsion from school. For compliance issues, parents should contact:

Loreen R. Bradley
Assistant Superintendent of Schools
Tewksbury Public Schools
139 Pleasant Street
Tewksbury, MA 01876

Kevin P. McArdle
Principal
John F. Ryan Elementary School
135 Pleasant Street
Tewksbury, MA 01876

Telephone 978-640-7810

Telephone 978-640-7880

HARASSMENT: SEXUAL

All students should show respect toward each other in the school setting. Bothering another person with unwanted verbal or physical advances of a sexual nature is unacceptable. Displays of affection are also not considered appropriate in the school setting or at school events. These behaviors may lead to disciplinary action. For compliance issues, parents should contact:

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HOMEWORK

Homework is assigned on a regular basis at the school. The primary objectives of homework assignments are as following:

- To help students develop independent work-study habits.
- To reinforce learning that has taken place in school.
- To increase potential for communication between home and school.
- To provide increased opportunities for enrichment activities.
- To correlate school learning and outside interests.
- To develop within each student the responsibility for completing and returning homework assignments.

It is the responsibility of the student to make-up all work missed due to his/her absence.

OPEN HOUSES

There are three evenings for parents to formally come to the school to discuss curriculum and their child's progress. The first Open House in September allows the administration and staff to explain the upcoming year. Curriculum for that particular grade level will be explained in the child's classroom. The second and third evenings are Conference Nights where parents are encouraged to set up appointments with their child's teacher to discuss student progress and any other concerns. In addition to regularly scheduled conferences, parents are encouraged to make an appointment to talk with teachers if students are finding it difficult to meet their responsibilities or have problems that they feel should be discussed.

PETS

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the principal. Under no circumstance is a potentially dangerous pet to be brought to school. Pets or animals are not allowed on the school bus.

PLEDGE OF ALLEGIANCE

Students will be given the opportunity to recite the Pledge of Allegiance each school day. If a child wishes not to participate in reciting the Pledge they should tell a teacher about this or have their parents send a note to the teacher. If students do not wish to participate, they may either stand or remain seated.

PUBLICATION OF NOTICE OF NON-DISCRIMINATION

All publications for students, parents and employees, including written materials and other media used to publicize the school, specifically affirm that the school does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability. Individuals who believe they have been discriminated against in any of the District's educational activities can file a written grievance with Ms. Loreen Bradley 1469 Andover St. Tewksbury, MA 01876 (tel. 978-640-7810).

SEARCH AND SEIZURE

School officials' balance a student's legitimate right to privacy against the need to provide a safe environment in which others can learn. In this regard, school officials can search lockers, desks, and other school areas without a warrant as long as there is a reasonable suspicion that the search is necessary to find contraband or to preserve public safety. If contraband is found, it will be confiscated and turned over to the Police Department. The school will also notify the offending student's parents or guardian and begin the procedure that may lead to the student's suspension from school.

STATE AND FEDERAL LAWS

All students are expected to abide by all State and Federal Laws, and any violation of these laws will be cause for disciplinary action, including police involvement.

As per the requirements of 40 CFR 763 section 84 (f) of the AHERA regulation, Asbestos Inspections and Management Plans are available for review at the office of the building principal during normal working hours.

The Tewksbury Public School District provides Equal Opportunity without regard to race, creed, color, national origin, sex, marital status, disability or sexual orientation.

The School District complies with all applicable State and Federal Laws, including but not limited to: Title VI, Title VII, Title IX, the American Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151C and c.71B and c.76.

The School District has a duly appointed individual responsible for the overall monitoring, auditing, and ensuring compliance. For any compliance issues please contact: Loreen Bradley, Assistant Superintendent of the Tewksbury Public Schools.

Address: 139 Pleasant Street Tewksbury, MA 01876

Telephone 978-640-7810

STUDENT PICTURES

Many times photographers or television crews or others may take still pictures or video of our students here at school during the course of the day. Our school is technology rich and has many activities ongoing so this can be a common occurrence. Due to the ever-increasing use of technology, student pictures and work may be posted on the Tewksbury Public Schools Website. (Please note: Last names are prohibited on the Internet.) If you would prefer **NOT** to have your child's picture published, simply put your request in writing to the principal.

STUDENT RECORDS

In accordance with state and federal regulations, the school has established policies and procedures to ensure the confidentiality of student records. Any parent with questions concerning student record information maintained for his or her child should contact the principal. The practices observed concerning student records are described in the section: "Academic Record Information."

TRUANCY

A student is "truant" when he/she is absent without the permission of his/her parents or guardian, such as when a student:

- Leaves school without being signed out by the Nurse's Office or by the Main Office staff;
- Is absent from school without prior permission from his/her parents or guardian;
- Does not report to class (skip class);
- Obtains a pass to go somewhere in the building and does not report there;
- Becomes ill and goes home or stays in the restroom without permission;
- Reports to school but does not attend classes.

A student must make up all work missed during an unexcused absence. The student's parents or guardian must accompany the student to a conference before he/she can be readmitted to the school. Disciplinary action may include, but not be limited to, an afternoon session, suspension, expulsion or legal action.

VACATION POLICY

The School Committee expects that a student will be excused from school for vacation purposes only during scheduled school-district vacation periods. There are no exceptions to this policy.

VALUABLES

Students should not bring large amounts of money or expensive items to school. If necessary, money may be placed in a sealed, labeled envelope and stored in the safe in the main office. Other items may be temporarily stored in the main office. **DO NOT LEAVE MONEY, WATCHES, RINGS, PURSES OR OTHER THINGS OF VALUE IN A LOCKER OR CLASSROOM.**

VISITORS AND VOLUNTEERS

Visitors are welcome to our school. To minimize interruption, to assure safety for our students, and preserve the educational environment of all students, ALL parents/guardians and visitors must stop at the principal's office to sign in, pick up a visitor's badge and receive permission to proceed to classrooms or other parts of the school building or property. Parents may not visit the classroom without a scheduled appointment. The Teacher and/or Room Mother(s) will handle all parties. Students may bring in food for parties or parents may drop it off at the office in compliance with the food allergy policy.

Families and community members can be active participants in the educational process, not only by supporting our schools financially, but also by volunteering their time at the school. Please remember that a CORI check must be completed for all volunteers. All volunteers are to enter through the main entrance and sign in at the office. Please always wear a visitor's badge in the building.

WEAPONS

Any student who is found on school premises or at school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. Toys such as cap pistols, water guns, and rubber knives are prohibited. Toy guns of any kind are not permitted. They will be confiscated and discipline imposed.

WITHDRAWAL FROM SCHOOL

When a student is withdrawn from school during the school year, a parent must complete withdrawal procedures through the school office. At the time of withdrawal, students must return all textbooks, library books and other school-owned items. Those items not returned will be paid for in accordance with school system rules.

TABLE OF CONTENTS

<u>JOHN F. RYAN ELEMENTARY SCHOOL</u>	1
<i><u>ABSENCES</u></i>	1
<i><u>ACADEMIC PROGRESS REPORT</u></i>	1
<i><u>AFTER SCHOOL SESSIONS</u></i>	1
<i><u>BUS SCHEDULE</u></i>	2
<i><u>CLASS/SCHOOL TARDINESS</u></i>	2
<i><u>DISCIPLINE OF STUDENTS ON EDUCATIONAL PLANS</u></i>	2
<i><u>DISMISSAL FROM SCHOOL</u></i>	3
<i><u>EXTRA HELP</u></i>	3
<i><u>FIRE, EMERGENCY & SECURITY INFORMATION</u></i>	3
<i><u>FURTHER POLICIES</u></i>	3
<i><u>HOMEWORK--ASSIGNMENT and REQUESTS</u></i>	3
<i><u>HONOR ROLL</u></i>	3
<i><u>LOCKERS - STUDENT ASSIGNMENT AND USE</u></i>	4
<i><u>LOST AND FOUND</u></i>	4
<i><u>RADIOS, BEEPERS, PORTABLE TELEPHONES</u></i>	4
<i><u>REST ROOM USE</u></i>	4
<i><u>TOBACCO USE</u></i>	4
<i><u>WALKERS/BIKE RIDERS</u></i>	4
<u>CODE OF STUDENT CONDUCT</u>	5
<i><u>STUDENT CONDUCT</u></i>	5
<i><u>STUDENT BEHAVIOR</u></i>	5
<i><u>BUS CONDUCT</u></i>	6
<i><u>CAFETERIA BEHAVIOR</u></i>	7
<i><u>EXPULSION</u></i>	7
<i><u>PLAYGROUND REGULATIONS</u></i>	7
<i><u>STUDENT CONDUCT AFFECTED BY THE EDUCATION REFORM ACT</u></i>	8
<i><u>SUSPENSION</u></i>	8
<u>HEALTH AND SAFETY</u>	9
<i><u>BUS EMERGENCY EVACUATION DRILLS</u></i>	9
<i><u>COMMUNICABLE DISEASES</u></i>	9
<i><u>FIRE DRILLS</u></i>	9
<i><u>FOOD ALLERGY / ALLERGY</u></i>	9
<i><u>HEALTH NOTES</u></i>	9
<i><u>ACCIDENT / ILLNESS</u></i>	10
<i><u>MEDICINES</u></i>	10
<i><u>PHYSICALS</u></i>	11
<i><u>SAFE HOME</u></i>	11
<i><u>SCHOOL INSURANCE</u></i>	11
<u>STUDENT SERVICES</u>	12
<i><u>504 POLICY</u></i>	12
<i><u>SPECIAL EDUCATION</u></i>	12
<i><u>TITLE I PROGRAMS AND SERVICES</u></i>	12
<i><u>TUTORIAL SERVICES</u></i>	13

GENERAL INFORMATION.....14

ACADEMIC RECORD INFORMATION..... 14

ADDRESS CHANGE..... 14

ALCOHOL AND OTHER DRUG POLICY..... 14

ASSURANCES ON CONSTITUTIONALLY PROTECTED PRAYER IN PUBLIC SCHOOLS..... 15

ATTENDANCE..... 15

CHEATING/PLAGIARISM..... 15

CLOSING OF SCHOOL--ANNOUNCEMENTS..... 15

COMMUNICATION – COMPLAINTS - CONCERNS..... 15

COMPUTER USE..... 16

CUSTODY/GUARDIANSHIP..... 16

DAMAGED / LOST BOOKS..... 16

DRESS CODE..... 16

ENTRANCE/REGISTRATIONS..... 16

EXPANSION OF CORI STATUTE—CHAPTER 385 OF THE ACTS OF 2002..... 16

FIELD TRIPS..... 16

FUND RAISERS..... 17

HARASSMENT: SEXUAL..... 17

HOMEWORK..... 17

OPEN HOUSES..... 18

PETS..... 18

PLEDGE OF ALLEGIANCE..... 18

PUBLICATION OF NOTICE OF NON-DISCRIMINATION..... 18

SEARCH AND SEIZURE..... 18

STUDENT PICTURES..... 19

STUDENT RECORDS..... 19

TRUANCY..... 19

VACATION POLICY..... 19

VALUABLES..... 19

VISITORS AND VOLUNTEERS..... 19

WEAPONS..... 20

WITHDRAWAL FROM SCHOOL..... 20