

Francis T. Bresnahan  
Parent/Student Handbook  
2020-2021



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# School Directory

## School Phone Numbers

Mr. Timothy Miller	Principal	Bresnahan	(978) 465-4431
Mrs. Amy Sullivan	Principal	Bresnahan	(978) 465-4435
Mrs. Anne Doble	Assistant Principal	Bresnahan	(978) 465-4431
Dr. Leah Salloway 465-4435	Team Facilitation Coordinator	Bresnahan	(978)
Mrs. Tara K. Rossi	Principal	Molin	(978) 463-8212
Ms. Jamie Sokoloski	Assistant Principal	Molin	(978) 463-8212
Mr. Sean T. Gallagher 465-4456	Superintendent		(978)
Mrs. Angela Bik	Assistant Superintendent of Curriculum & Instruction		(978) 465-4455
Ms. Nancy Koch	Director of Pupil Services		(978) 465-4453

## School Council Contacts

Tim Miller	Principal	(978) 465-4431
Amy Sullivan	Principal	(978) 465-4435
Andrea Egmont	Community Representative	(978) 465-4434
Holly Curtis	School Social Worker	(978) 465-4431
Samantha Maguire	Teacher	(978) 465-4435
Julie Malchow	Teacher	(978) 465-4431
Madison Stanton	Teacher	(978) 465-4431
Colin Carpenter	Parent	(860) 214-9284
Shannon Cormier	Parent	(781) 856-6440
Heather Eigen	Parent	(978) 697-3345
Kari Hanson	Parent	(781) 820-7314
Kerrrie MacDonald	Parent	(617) 413-7307
Kirsten Rowe	Parent	(617) 354-3644

## PTO Contacts

Andrea Eigerman	President	(978) 376-6376
Trish Boateng	Vice President	(603) 591-0522
Christine Cioffi	Secretary	(617) 413-7369
Shannon Cormier	CO-Treasurer	(781) 856-6440
Pam San Antonio	CO-Treasurer	(978) 314-1548
Christy Teel	VP Bresnahan 1-3	(617) 792-1640
Melanie Beaulier	CO-VP Molin	(617) 448-2583
Adrian Kostan	CO-VP Molin	(978) 397-0293
Allison Teneriello	PK/K Co-Vice President	(978) 270-4996
Amy LeBlanc	PK/K Co-Vice President	(978) 872-8574
Melissa Bouse	Communications	(978) 549-3706

Andrea Eigerman  
Joanna Fernandes

Cultural CO-Chair  
Cultural CO-Chair

(978) 376-6376  
(917) 359-2848

## School Committee Contacts

Mrs. Donna Holaday, Mayor  
Mr. Steven Cole  
Mr. Bruce Menin  
Mrs. Sheila Spalding  
Mr. Brian Callahan  
Mr. David Hochheiser  
Mr. Sean Reardon

(978) 465-4412  
(508) 633-0111  
(978) 499-3883  
(508) 901-7262  
(617) 417-9663  
(978) 358-8343  
(978) 270-1637

# School Operations

## Admission

Admission to Newburyport Public Schools is granted to all families residing in Newburyport. Plum Island resident must live within the Newburyport portion of Plum Island. Please note Residency is determined by where the child sleeps at night at least 50% of the time. Owning property in Newburyport but not living in it does not qualify as residency. Each year the School Committee considers School Choice. Most years Newburyport does not offer School Choice for families who do not reside in Newburyport.

Students must be three years of age as of September 1 in order to meet the age requirements to enter our Preschool program, four years of age in order to enter PreKindergarten and five years of age to enter Kindergarten.

We have different registration packets for Preschool/PreKindergarten, Kindergarten and Grades 1-3. Packets are available on our website.

For Preschool/PreKindergarten they are under PreK Registration Forms.

For Kindergarten they are under Kindergarten Registration Forms.

For Grades 1-3 they can be found under the Grades 1-3 tab.

In addition to the registration forms we require a copy of the student's birth certificate, most recent physical and immunizations and proof of residency (a utility bill, P&S or lease).

Please note that Full Day Kindergarten and Preschool/PreKindergarten are tuition based programs. For detailed information, please visit our website at:  
[www.bresnahan.newburyport.k12.ma.us](http://www.bresnahan.newburyport.k12.ma.us)

A Parent Information Evening is typically held in late January for parents of prospective students. Please watch our website for the date, time and other information. We also hold a New Parent Information Session in late August for families who will be attending the Bresnahan School for the first time in the fall. The presentations from both of these evenings will be posted on our website.

## Hours

School Hours are as follows:

PreK - Full Day:	8:30 - 3:00	M - F
PreK Extended Learning:	8:30 - 1:00	M - F
PreK - Half Day PM:	12:15 - 3:00	M - Th
Preschool Extended Learning:	8:30 - 1:00	M - Th
Preschool - Half Day AM:	8:30 - 11:15	M - Th
K Half Day AM:	8:20 - 11:05	M, T, Th, F
K Half Day PM:	12:05 - 2:50	M, T, Th, F
Grades 1-3:	8:20 - 2:50	Hybrid

Cohort A: M, T in person, W, Th, F remote  
Cohort B: Th, F in person, M, T, W remote

Due to Covid-19, both 2020-2021 Preschool/PreKindergarten and Kindergarten programs have been reduced to four days per week for a half day, unless a student is on an IEP and is unable to fit all of the IEP services within a half day.

On Early Release Days, preschool and PreK program dismiss at 11:15AM. Kindergarten through Grade 3 dismiss at 11:40AM.

## Family Portal

Newburyport Public Schools is pleased to provide parents/guardians access to their students' records online through the X2 Aspen Family Portal.

With the X2 Aspen Family Portal parents/guardians will have access to student attendance, contact information, grades, homework assignments, and schedules (available information depends on your child's grade level). In the future we will be taking steps to provide additional information through the portal.

If you do not have a Family Portal User Name and Password please email:

rt-x2@rt.newburyport.k12.ma.us

Indicate that you need a Family Portal Account and include the following information:

- Your Name
- Your Child's Name
- Your Child's Date of Birth
- Your Child's Year of Graduation

Each family has been issued *one* Family Account to the student's *primary contact*. Additional accounts can be granted *by request only*. Please keep your Login ID and Password confidential so it does not compromise your family's information.

A few helpful tips for using the Family Portal:

- You must DISABLE your popup blocker to use the Family Portal. To disable popup blocking, please refer to your browser's documentation.
- If you have any questions regarding your account, or if you do not have computer access, please contact your child's school office.
- If you have password or log in issues, please email rt-x2@rt.newburyport.k12.ma.us for help.



## Emergency Contacts

As part of the enrollment process, parents are asked for emergency contact information. It is very important that emergency information be kept up to date. Parents may review this information in X2. We send home a paper copy of the emergency contact information each fall. Please review the information, make any corrections, sign the form and return it to school, even if there are no changes. Please contact the office to add new names and numbers, or make corrections at any time during the year.

## School Council

As part of Education Reform, each school has a School Advisory Board Council. The School Council consists of the Principal, teachers, parent representatives, and a member of the community. The PTO will communicate information regarding yearly openings and will nominate candidates that express an interest. The Council is an advisory board to the principal in developing a school improvement plan, reviewing the budget, adopting educational goals and identifying educational needs of students.

## Parent Teacher Organization

The Newburyport PTO is a committed, caring group of parents and teachers whose goals are: to sponsor school wide social events,; raise money for enrichment programs, field trips and special supplies; and to promote school spirit through parent, teacher and student involvement. Signing up for and finding out about PTO sponsored events can be done through the website: [www.newburyportpto.com](http://www.newburyportpto.com). PTO meetings are held monthly. All parents are welcome and encouraged to participate. Contact the PTO President for more information.

## Visitors

We wish we could welcome parents at the Bresnahan School. We deeply value the partnership between home and school as we work together to provide the best educational programs for all students. Due to Covid-19, we are limiting the number of people in the building. Unfortunately this means our volunteer program is on hold. We ask for your cooperation in order to provide a safe and secure learning environment.

## Sign-In Procedures

1. Always report to the either the Early Childhood Office (North Atkinson Street) or the Main Office (High Street) when arriving at school.
2. Please complete the Covid-19 symptom questionnaire and indicate your name, date of your visit, time of visit, reason for visit, and the location in the building that you will be visiting. If you are experiencing one or more of the following (fever, new or worsening cough, shortness of

breath, nausea/vomiting, diarrhea or abdominal pain, new loss of taste or smell or rash of unknown origin) you may not enter the building. If you are experiencing two or more of the following (sore throat, congestion/runny nose, muscle or body aches, fatigue) you may not enter the building. Please contact your PCP if you or any household member have any symptoms unrelated to a chronic condition.

3. At the end of your visit, please report back to the office to let the office know you are leaving.

## Visiting Rules and Guidelines

If you are dropping off an item for your child, please package the item in a clear ziplock bag labeled with your child's name and teacher. Ring the doorbell and inform the school secretary you are leaving the item on the table next to the door. Someone in the office will bring it to your child.

Please always inform the school secretary of the purpose of your visit and where you are heading. Please do not sign-in and leave the office without speaking to the secretary. At times, the office can be very busy and your patience is greatly appreciated.

## Volunteers

**Due to Covid-19, our volunteer program is suspended for this year.**

All volunteers are required to have CORI checks and/or Fingerprinting based on the type of volunteering they will be doing. For information on completing a CORI check and obtaining Fingerprint approval, please read the section under School Policies.

## Parking

There are a limited number of visitor parking spaces located in the front of the building off of 333 High Street with access to the school via the Main Office. This is also where the bus turn around is located. During arrival and dismissal time, parking in this location is problematic.

There is a parking lot with a number of visitor parking spaces located on the side of the building off of 32 North Atkinson Street. Please note the side parking lot can only be accessed via North Atkinson Street. There is no entry via Murphy Avenue; however, you may exit the parking lot via North Atkinson Street or Murphy Avenue.

The parking spots in the parking lot are numbered, however, they are not assigned. The front row of parking spots is designated as 10 minute parking for preschool/prekindergarten drop-off and pickup. Visitors may park in any parking spot, although we encourage visitors to leave the 10 minutes spots open for preschool/prekindergarten. Handicapped spaces are available in the parking lot and in front of the school for people who have a current placard or license plate.

Please keep speed to a minimum. Driving, speeding or parking infractions may be reported to the police.

## School Dismissal Manager

We are now using School Dismissal Manager to track absences, tardiness and changes in dismissal. This is our preferred method of communication. No more sending in notes, calling the school or emailing the teacher – now you can do everything from your phone or computer! Download the SDM app to your phone or use it from any computer by going to [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com) and logging in.

You may make changes during the day up until 2:00PM (11:00AM on Early Release Days), after which you will need to call the office. We ask you only make a change after 2:00PM in case of an emergency. We recognize that there may be extenuating circumstances which prevent you from using the app; please call the office as soon as possible at (978) 465-4435 or (978) 465-4431 and we will be happy to help you.

### Logging in

You should have received an email with your username and password. If you've checked your Spam folder and can't locate the email, please call the office at (978) 465-4435 and we can resend it. Your username and password will stay the same as long as you have a student at the Bresnahan School. If you forget your password you may reset it by clicking on "Forgot Password" next to the username field on the login screen. If you are having additional problems logging in please call the office and we will be happy to help you.

### Absent, Tardy or Dismissed

If your child will be ABSENT, please select "Absent" from the pull down menu under "Add Exception". Please be sure to include the reason in the "Notes" field. Please note our school nurses track illness; please add symptoms if your student is absent due to illness.

If your child will be TARDY, please click the green "Late Arrival" button under the student's name.

If your child will be LEAVING EARLY, COMING BACK, please click the green "Leaving Early, Coming Back" button and fill in the box with the time, who is picking up and the expected time back.

If your child will be LEAVING EARLY, NOT COMING BACK, choose "Leaving Early, NOT Coming Back" from the drop down menu under "Add Exception".

We understand there may be extenuating circumstances where you need to call the school to report an absence, tardy or early dismissal. We will be happy to help you.

## Changing Dismissal

We set up your student's default dismissal based on the information provided on the permanent dismissal forms earlier this year. To change the default, click on the "Parent Preferences and Student Default" button on the light blue bar above the calendar.

You may change your student(s) dismissal option by selecting that date on the calendar (once you login) and then click on the down arrow under "Add Exception". Please note this is an alphabetical listing of all the possible options; you may need to scroll down to find the option you're looking for. If you have a recurring change (swim lessons every Tuesday, needs to be a Car Rider) please click on the "Recurring Dismissal Instructions" button on the light blue bar above the calendar. Please note you may only make a Recurring Dismissal Exception (change) from a computer; the mobile app doesn't support that feature.

If you want your student to have the same dismissal option, just with another person (i.e. still a walker but going home with Suzy Smith), select that option under "Choose Dismissal Instruction" and then put the additional information in the "Note" box.

Once you make a change, be sure to click "Update Schedule Changes" to save your changes.

## Changing Dismissal for a Future Date

You may set a change in dismissal (or arrival) for any date. You will see two weeks on your calendar. Below the calendar there is a button "Set Dismissal Instructions for a Future Date", which will allow you to choose any date in the current school year.

## Informational Buttons

There are two buttons below your student's name; "Late Arrival" and "Leaving Early, Coming Back". Both of these are helpful for the office and teacher to know, but do not affect dismissal. For "Leaving Early, NOT Coming Back", use the arrow on "Add Exception", scroll down, select that option and fill in the fields.

Please note School Dismissal Manager is separate from the Family Portal.

We hope you find this as easy to use and time-saving as we have. Please call the office with any questions or problems - we will be happy to help you.

## Arrival/Drop Off

We request that you do not drop your student off early as we do not have the staff available to supervise early students. Students may arrive at the building beginning 15 minutes prior to the start of their school session:

8:05 - 8:20 for AM Kindergarten and Grades 1 - 3

8:25 - 8:30 for Preschool and PreKindergarten

11:50 - 12:05 for PM Kindergarten

While we understand emergencies can arise, we also request you arrive in a timely manner for dismissal.

Due to Covid-19, students have been assigned doors and hallways to minimize potential exposure. Grade specific entrances and exits were communicated prior to the start of school. This information can be found on our website under the NEWS tab, under Parent Information Night Presentation, slide 16.

## Dismissal

Students are dismissed at the end of the school day into distinct queues:

Bus Rider

Car Rider

Walker

YWCA After School Care

Boys & Girls Club

Occasional After School Programs (NYS, Girl Scouts, ASEP)

Walkers are picked up outside of Door #1 (the bus turnaround). Each grade has designated places to wait. We request that the person picking up the student bring their placard with them.

Car Riders are picked up in the car queue accessed from North Atkinson street (parking lot side of the building). We request you place your placard in the passenger side window of your car.

## Placards

At the beginning of each school year, students are given two placards to be used at dismissal time. The placards list the students' last name, grade and teacher. If a family has more than one student attending the Bresnahan School, all students last names (if applicable), grades and teachers are listed.

This is particularly helpful in the car rider queue as it allows a staff member to use the walkie-talkie to let teachers know their student's car is in queue.

If at any point during the school year another placard is needed (grandma, babysitter, etc.) please call the office and we will be happy to make one for you.

If you need one temporarily for a specific day (e.g. using a rental car) please feel free to make your own, with the last name, grade and teacher in large writing.

## Bus

Salter Transportation Inc. provides bus and van transportation for the Newburyport Public School system. They are one of New England's oldest and most respected companies with over forty-six years of experience in the pupil transportation industry.

All students who ride the bus must have a bus pass. Bus passes are distributed once a student has registered. By law, mandated transportation, which is free, must be provided to all students in grades K-6 who live two miles or more from their school. Students who are not mandated to be transported are eligible for ridership by paying a transportation fee. Transportation fees for the 2020-2021 school year are \$300.00 per student for the first 2 students in a family. Additional family members over 2 students will be at the rate of \$100.00 per student. Only full day passes are available, although student may opt to ride the bus only one way.

Bus registration is coordinated through Central Office. Forms are available on the District Website under the Departments Tab, under Transportation. For information regarding bus transportation (forms, how and when to sign up, bus routes, etc.) visit the website, email [transportation@newburyport.k12.ma.us](mailto:transportation@newburyport.k12.ma.us) or call Central Office at (978) 465-4457.

To contact Salter Transportation directly dial (978) 462-6433.

## School Bus Rules

Please review these School Bus rules with your children:

- Listen to the bus driver and follow his/her instructions
- Stay in your seat unless the bus driver tells you to move
- Keep your backpacks/lunch boxes on your lap
- Do not throw anything, eat on the bus, or put your hands/head out the window
- Keep your hands and feet to yourself
- Be respectful to those around you
- Use appropriate language at all times

Any student who consistently breaks these rules will receive a warning slip from the driver and may be suspended from taking the bus.

## Attendance

Newburyport Public Schools require a high level of participation in engaged learning. Regular class attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated.

Massachusetts Law requires compulsory attendance for all students. Chapter 76, section 1 of the Mass General Laws states that all children between the ages of six and sixteen must attend school.

A school district may excuse up to seven day sessions or fourteen partial day sessions in any six-month period. The school must uphold the law.

## Absences

### EXCUSED Absence

- Documented illness or injury
- Bereavement/family funeral
- Major religious observances
- Extended or multiple medical or dental appointments
- If the weather conditions are so severe the parents are concerned for the student's safety
- Extraordinary family circumstances (excused at the discretion of the principal)

UNEXCUSED Absence is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence due to illness or injury not documented by a doctor or other medical professional
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

If a student has...

- Five (5) or more consecutive days absent, parents must obtain a doctor's note and submit it to the school.
- Seven (7) absences (excused or unexcused), a letter of warning will be issued to parents reminding them of the school's attendance policy, and that they will be contacted to schedule a meeting should absences approach 10 days.
- Ten (10) absences (excused or unexcused), a parent conference will be scheduled to discuss the attendance policy and to develop a proactive attendance plan.
- Fifteen (15) absences (in disregard of the personal attendance plan), an attendance hearing will be held with the parents, administrators, and School Resource Officer.
- Twenty (20) absences (in disregard of the personal attendance plan), a 51A (neglect) or CHINS (child in need of services) may be filed.
- Twenty-five (25) absences or more, it could result in retention.

## Absent/Tardy Notification

Parents should notify the school when students will be absent or tardy, including on remote days. The Department of Education is tracking both physical and virtual attendance. If a student is expected to be physically present but is unable to do so and is able to attend remotely, the student would be marked Absent, Virtually Present and it would not count as an absence. If a student is expected to be virtually present, misses the morning meeting but shows up later the student would be marked Tardy, Virtually Present and it would not count as an absence. If you have any questions please contact the office.

Our preferred method of communication is via School Dismissal Manager. Please go in to the appropriate day and select "Absent" from the pull down menu under "Add Exception". Please be sure to include the reason in the "Notes" field. Please note our school nurses track illness; please add symptoms if your student is absent due to illness. If your student will be tardy, please click the green "Late Arrival" button under the student's name. If you prefer, you may call the office to report your student absent or tardy.

You may also call the school and notify the office of an absence or tardy.

## Tardy

Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late at the Bresnahan for grades K-3 if arriving after 8:20am and preschool after 8:30am.

A tardy may be excused if the student was at a medical or dental appointment or there are extreme extenuating circumstances. All other reasons are considered an unexcused tardy.

Tardy consequences include making up work and/or instruction missed at recess.

- After 8th tardy – Letter home
- After 10th tardy – Conference with the parent and student

Subsequent tardiness may result in the child being referred to the Student Resource Officer.

## Dismissal

If your child will be leaving during the school day, please use School Dismissal Manager. If your student will be returning to school, select the green "Leaving Early, Coming Back" button under their name. If your student will not be returning to school, scroll down under "Add Dismissal" and select "Leaving Early, Not Coming Back". Please include the time, reason and who is picking up. Plan to pick up your child at the main office where personnel will call the homeroom to notify the child and teacher.

We recognize that emergencies occur and you may not be able to use SDM. In that case, please call the office to notify them of the need to dismiss your child so we can have them ready for you.

## Procedures for Emergency Early Dismissal of Students

1. In the event it becomes necessary to dismiss the entire school early, the following actions will be implemented:
2. Staff will be notified as quickly as possible. All extracurricular activities will be cancelled.
3. The Principal will utilize the system's voice messaging system to notify all parents and personnel of emergency procedures.
4. Bus students and walkers will be dismissed by the usual procedure.
5. Students of parents who have not been contacted will be housed at the school until their parents or other designated person pick them up at school or designated waiting area. A



student will not be dismissed until his/her parent or other designated person has been contacted.

6. Teachers will be responsible for classroom supervision and for maintaining the accuracy of the student roster and attendance noting the whereabouts of every child released from the school.
7. Classroom teachers will be expected to remain at school until every one of their respective students has been safely accounted for. Other staff members will be expected to assist in the process and will be released as the emergency subsides.
8. Custodians will perform duties as assigned by the Principal. In their capacity as special officers, they may be required to help manage traffic of parents picking up children and supervise the embarkation of bus students.
9. In the event of power loss and the school is unable to broadly communicate to the public on the suddenness of any contingency, the school will act in the best interest and safety of its students. Parents can reasonably assume that their children are being held at school. Children will be released if picked up by parents or a person designated in their emergency information.
10. If the building needs to be evacuated due to fire; loss of power, heat or water; or other cause, students and staff will be moved by bus to another school building and parents will be called.

\*\*It is very important that emergency information be kept up to date. Please send new names and numbers for us to add as it becomes necessary.

## Vacations

Parents and students are reminded that Massachusetts Law requires compulsory attendance for students. We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process of each course in ways that make-up work cannot reverse. Teachers are not required to give out homework assignments prior to a family vacation. Additionally, 3rd grade parents are asked not to schedule vacations during MCAS administration dates.

## Early Release Days

There are a limited number of Early Release Days each year. The afternoons are set aside for staff professional development. Three other Early Release Days are: the day before Thanksgiving, the day before Christmas (dependent on where Christmas falls on the calendar) and the last day of school for Grades 1-3.

On Early Release days all Preschool and Prekindergarten programs end at 1:15am. Please note the 4 day PM PreKindergarten does not meet on Early Release Days.

All AM Kindergarten classes end at 11:40am. In order to streamline bus transportation and meet state-mandated time on learning requirements, Early Release Days become extended days for the AM Kindergarten program. Please note the PM Kindergarten classes do not meet on Early Release Days.

All Grades 1-3 classes also end at 11:40am.

Lunch is not served on Early Release Days.

## Progress Reports/Parent Conferences

Progress reports will be issued three times a year for students in grades 1-3: December 9<sup>th</sup>, March 16<sup>th</sup> and the last day of school in June. Progress reports will be issued twice a year for students in Preschool and Kindergarten: January 23<sup>rd</sup> and the last day of school for Preschool and Kindergarten in June. Children receiving special education and/or Title I services will also receive a report from their service provider(s). The dates/times for parent conferences will be sent out by the individual schools. It may vary by grade level.

## Breakfast/Lunch Program

Our school breakfast/lunch program is managed by Chartwells Dining Services, a Division of Compass Group of North America. The school district uses the Nutrikids POS System which allows students to put money in their individual account and simply use their 4 digit pin # when going through the register line. Additional information regarding Chartwells can be found on the district website. Low-income families may be eligible for free or reduced lunch. Free and reduced lunch applications are sent home and are available in the office.

Due to Covid-19, school breakfast and lunch are free to any student for the 2020-2021 school year. Milk ordered as a side for home lunch is available but not free. The cost for milk is \$.60 a carton.

Payment for milk can be made through MySchoolBucks.com.

## School Pictures

Individual student school pictures are taken in the fall, typically in late September/early October. A make-up day is held for students who were absent or whose photo was unsatisfactory. There is no obligation to purchase school pictures. Classroom school pictures are taken in the late spring, typically in the end of April. Newburyport Public School currently has a contract with Sullivan Studios in Salisbury for providing school pictures.

## Field Trips

Teachers schedule field trips with the approval of the Principal. It is the School Committee's policy that the school must gain permission from parents whenever teachers are involved in out of class activities with students. Permission slips will be sent home, and must be returned before a child is allowed to go on a field trip. If a family cannot afford the cost of a field trip they should contact either Mrs. Amy Sullivan (Early elementary) or Mr. Timothy Miller (grades 1-3).

Due to Covid-19, field trips will not be held this year.

## Lost and Found

Students are responsible for their own property. All valuable items found are turned in to the office. Other items are placed in lost-and-found. All hats, coats, lunch boxes, etc. should be labeled with student name to facilitate return. Periodically, all unlabeled lost articles will be discarded or donated to charity.

## Technology Support

The Newburyport Public Schools are committed to a future in which high standards and expectations are set for all students; where students are fully prepared to be productive members of society. To that end, we embed technologies throughout the curriculum to improve student learning.

We also recognize that some parents/guardians need support in order to help their students use technology within the virtual classroom. We created a Live Help Desk to provide that support.

Our Live Help Desk launched in October overseen by our Technology Integrator, Catherine Page. Parents can access the help desk daily between 8:05am - 9:35am. If you are able to login to your student's account, a google meet will open for drop-in help. To access, go to [meet.google.com](https://meet.google.com) and use join code: breshelp. If you are not able to log-in, call (978) 465-4431, ext 3617. Please note you need to be logged out of all other Google accounts in order to login to your student's account.

Outside of the Live Help Desk hours parents are invited to submit a request for technology support via email to: [rt-bres@newburyport.k21.ma.us](mailto:rt-bres@newburyport.k21.ma.us). Please include the student's name, grade and year of graduation. Please note this support is available school days from 8am to 4pm.

## School Policies

### Anti-Bullying Policy

At the Newburyport Elementary Schools everyone should feel safe and have no fear that anyone will say or do something that will harm them physically, socially or emotionally. Harming someone in this way is called bullying. Bullying happens when someone is repeatedly hurting, fighting, threatening, or leaving someone out on purpose. Bullying will not be tolerated at our elementary schools.

Bullying may happen on the bus, in the school or on the playground. Examples of bullying behavior are:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Embarrassing someone on purpose.

- Stealing or damaging another person's things.
- Ganging up on someone.
- Saying something hurtful using various forms of media such as email or text messaging
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's differences.
- Threatening or intimidating someone into a particular action.
- Spreading rumors about someone on purpose to be hurtful.
- Leaving someone out on purpose.
- Trying to get other students to exclude someone.

**Staff in our school will do the following things to prevent bullying and help children feel safe at school:**

- Supervise students according to building expectations.
- Watch for signs of bullying and stop it when it happens.
- Integrate bullying prevention into the culture of each school.
- Respond quickly and sensitively to bullying reports.
- Take families' and students' concerns about bullying seriously.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Bullying situations will be responded to on an individual, case-by-case basis.
- Dependent upon the level of bullying behavior, police may be notified and/or become involved.

**Students in our school will do the following things to prevent bullying:**

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to stand by and let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone, especially those who are often left out.
- Report bullying to an adult.

## Discipline Procedure for Bullying Behavior

**Warning:** A staff member may re-direct or re-teach the rule with which a student is having difficulty. Depending upon the severity of the offense, the student may be referred directly to the Principal, Assistant Principal, School Counselor or School Psychologist.

### **Step One: Referred to Principal, Assistant Principal, School Counselor or School Psychologist First Time**

An individual conference is held with student(s) involved. School expectations and rules for bullying are reviewed with student. The Incident Solutions sheet is completed and sent home to be signed by the parent and returned. Student is informed of Steps 2-3.

#### **Interventions Step One:**

1. Apology and making amends by repairing, cleaning, replacing
2. Loss of privileges

**Step Two: Referred to Principal, Assistant Principal or School Counselor, Second Time**  
 Student/Parent/Teacher/ Principal, Assistant Principal, School Counselor or School  
 Psychologist conference required. Behavior plan is created, which is signed by parent(s) and  
 student.

**Interventions Step Two:**

1. Loss of privileges.
2. Parent Notification
3. Make an environmental change:
  - a) move seat
  - b) adjust schedule
  - c) increase level of supervision
  - 4) develop a behavior plan

**Step Three: Recurring bullying incidents**

Parents will be notified. Conference with Principal, Assistant Principal, School Counselor or  
 School Psychologist could be followed by temporary removal from group activities, in school  
 suspension or out of school suspension. If suspension occurs a meeting is required with the  
 Student/Parent/Teacher/ Principal, Assistant Principal, School Counselor or School  
 Psychologist before student will be allowed to return to class.

**Hierarchy of Bullying Behaviors and their Possible Interventions**

**Definition of Bullying:** Bullying is unfair and one-sided; it involves an imbalance of power. It  
 happens when someone is repeatedly hurting, frightening, threatening or leaving someone out  
 on purpose. Like harassment, bullying situations take into account the perception of the victim  
 and not just the individual or group action.

*Please note that any of the interventions may be enacted. Depending upon the severity or  
 frequency of the behavior, a Level One offense may arise to that of a Level Two intervention  
 and a Level Two offense may arise to that of a Level Three intervention.*

<b>Level One Bullying Behaviors</b>	<b>Level One Possible Interventions</b>
Gossiping/Spreading Rumors	Apology and making amends by: repairing, cleaning, replacing, writing an apology note
Embarrassing someone on purpose	Loss of privileges
Pushing/Kicking/Hitting	Parent Notification
Spitting	Develop a behavior plan
Mocking, Mimicking	Make an environmental change: move seat, adjust schedule, increase level of supervision
Name-calling/Put Downs	Detention Issued

Dirty Looks	
Teasing in a hurtful way	
Daring someone to break a school rule	
Excluding from a group	

*A pattern of Level 1 offenses may result in interventions for Level 2 offenses and referral for additional intervention services.*

<b>Level Two Bullying Behaviors</b>	<b>Level Two Possible Interventions</b>
Threatening to take or destroy a possession	Loss of privileges
Taking or destroying a possession	Making Amends: School-based Community Service, Writing an apology note
Making verbal threats to harm or intimidate	Detention Issued
Encouraging others to exclude someone	Student Behavior Plan/Counseling Intervention
Encouraging others to spread rumors	In-school suspension
Retaliation against someone reporting bullying	Out-of-school suspension
Humiliating someone publically	
Teasing in a racial/sexual manner	

<b>Level Three Bullying Behaviors</b>	<b>Level Three Possible Interventions</b>
Physical Violence	Student Behavior Plan/ Counseling Intervention
Threatening with a weapon	In-school suspension
Retaliation	
Racial/Sexual Harassment	

*Please note that possible interventions may be used from the list above based on the offense*

# Playground Use

We are fortunate to have two playgrounds at the Bresnahan School. Both playgrounds are designed and developmentally appropriate for specific age ranges. The pirate ship playground is for ages 2 - 5 and the other is for ages 5 - 9. The playgrounds are reserved for school use only during the school year and for the duration of the school day. Both playgrounds are ADA compliance and handicap accessible. Please note that dogs are not allowed on the playgrounds.

## Bresnahan School Playground Rules/Expectations

### BE SAFE

- Hands and feet to self
- Body in control
- Freeze and line up when told the first time
- School safe games

### BE KIND

- Include others
- Use kind words and actions
- Share and help others
- Take turns

### BE RESPONSIBLE

- Listen to monitors
- Accept consequences
- Be a good role model
- Seek adult help when you need it

## K-3 Playground: (1-3 Playground use during recess/lunchtime)

### SuperNova (Spinning Wheel):

- Sit on the bottom or lay down if someone is pushing, feet off the ground. Only 1 spinner
- Stand to try walking on it. If students are standing there is no spinner.
- All students on the supernova at a time should either all be standing or all sitting
- Up to 10 students at a time

### Glacier Tower (Climbing Structure with Slide):

- Slide- Only slide down, on bottom, feet front

### Kuma Climber (Climbing Structure with Monkey Bars)

- Take turns
- Be aware of each other
- Watch for each other's fingers and toes

### Swings:

- Sitting only
- Swing towards the building

- Drag feet to stop the swing before getting off
- Stay outside of the frame if not using the swings

#### Rock' N Cross (Arch):

- Up to 5 students
- Only 1 person sitting on each seat at time

#### Pinta Web (Climbing Net):

- Up to 18 students
- Climb up, climb down

#### Spicas (Spinning Poles):

- Up to 3 students
- Push off with your foot
- Hold on tight

### PreK-K Playground: (2-5 year olds)

#### Music Wall

- Up to 12 students
- No climbing
- Feet stay on the ground
- Make some music!

#### Ocean See Saw

- Up to 10 students
- Sit on your bottom
- Bounce and have fun!

#### Pirate Ship

- Up to 75 students
- Slide- Only slide down, on bottom, feet front
- Tunnel- crawl through only, do not climb on top
- Be aware of each other
- Watch for students in wheelchairs or using walkers
- Take turns

#### Bridge Boulder

- Up to 10 students
- Climb up
- Jump down
- Watch out for students around you

#### Bridge Creek

- Up to 10 students
- No climbing
- Feet stay on the ground
- Use your hands to explore

#### Swing Set



- Up to 6 students
- Sitting only
- Swing towards the building
- Drag feet to stop the swing before getting off
- Stay outside of the frame if not using the swing

## Bresnahan Cafeteria Rules/Expectations

We align PBIS (Positive Behavior Interventions and Supports) terminology with the cafeteria rules and expectations as follows:

### BE SAFE

- Hands and feet to self
- Walking feet
- Quiet voice
- Stay seated
- Eat your own food

### BE KIND

- Let others join table
- Use good manners
- Use kind words and actions
- Help others

### BE RESPONSIBLE

- Listen to monitors
- Accept consequences
- Raise hand for help
- Clean up after yourself

## Health

During the Covid-19 outbreak, all persons entering the building must complete a self-assessment form. Staff and students have access to the form online. Visitors will be provided a hard copy to complete before they enter the building.

## Job of School Nurse

The job of the school nurse has changed significantly in the last decade. The schools have made a commitment to meet everyone's educational needs. The school nurse deals with a variety of health issues. The focus is on prevention, early intervention, and primary care. This ensures optimal health for all students in the Newburyport Public School system.

Newburyport Public Schools provide:

- Acute and Emergent Care
- Health Counseling
- Mandated Health Screening
- Administration and Evaluation of Medications
- Case Management for Children

- Health Education of Parents, Students, and Staff
- Administration and Monitoring of Immunizations
- Comprehensive Physical Exams are required on entrance to school and for Grades 4, 7, and 10

For a comprehensive list of health and wellness policies, please visit the district website and look under Departments for Health Services.

## Student Illness

Parents are expected to notify the school nurse in the event of a contagious disease, so that the nurse and teacher can take the necessary steps to protect the health of other students. If your child is absent from school, you are expected to notify the school and provide a written excuse at the time of return. If your child is excused from physical education, notification in writing is mandatory, by parent or physician. Written notification is required to return to physical education. Any student who has an extended absence (5 days or more) from school must have a medical clearance before returning to school.

If a student is injured or becomes ill during the day, the nurse or the secretary will notify the person or persons listed on the confidential health information card. If the injury or illness is severe, the child will be transported by ambulance to the hospital.

### **Students must stay home for 24 hours if they have the following:**

- A rash or skin condition not diagnosed by a physician
- A fever that causes chills, sweats or a temperature above 100 within 24 hours.
- Vomiting or diarrhea
- Inflamed eyes, yellow or green drainage from the eyes
- Head lice or nits
- Bacterial infection not treated for 24 hours with antibiotics

**On occasion, emergencies do occur. It is important that the school be kept informed of situations and changes in a parent or guardian's residence, employment, or emergency contact numbers. Accurate phone numbers help us to facilitate successful treatment.**

Prompt return of the emergency information form along with the potassium iodide (KI) permission are required for the emergency response plan.

As part of the Newburyport Public Schools policy, cell phones are not allowed in school. If your child becomes ill they should be evaluated by the nurse. The nurse will then notify the parent of guardian of the illness.

There is no nurse available during before-school and after-school programs and organized activities (e.g. sports, clubs). If an emergency arises, staff will activate the emergency medical system and the student will be transported to the nearest hospital. Note that after-school personnel cannot deliver medical procedures or obtain or administer medications. Students with special health needs are encouraged to carry necessary items (e.g. inhalers, EpiPens) during these times. If your child requires specific assistance during an after-school event, please contact your child's school nurse for guidance.

## Medications

- Medications may be dispensed during the day. All medications must be delivered to the health office.
- School policy requires both parental and physician consent for regularly scheduled medications. Consult with the school nurse for self-administration.
- For short term medications such as antibiotics, parental consent is recommended, but the prescription on the bottle is sufficient.
- Parents should take advantage of services offered by local pharmacies. Medications can be dispensed in two separate containers; one for home and one for school use. Over the counter medications can also be dispensed provided it is received in the original container. No medication can be administered if brought in plastic bags.
- Consent forms can be obtained from the Health Office.

## Allergy Aware School

In order to minimize the incidence of life-threatening allergic reactions and to develop consistency with ongoing protocols, the Newburyport Public Schools (NPS) has implemented the following guidelines and procedures.

- The common areas around the school such as the library, gymnasium, music and art rooms and technology lab are nut sensitive Zones.
- The cafeteria will offer a nut free table.
- All Bresnahan classrooms are peanut/nut free for snack.
- School menu offerings are peanut and nut free/sensitive.
- All staff members at school will share in the responsibility of keeping children safe.

You can help by talking with your child about food allergies and supporting the efforts taking place here in the school to make all children aware of our allergy sensitive policy. Some of our efforts include emphasizing the importance of regular hand washing throughout the school day and not sharing or trading food with other students. ***We ask that you send your child to school with a nut-free snack for classroom snack time*** and that you do not send in food for the class for special occasions and celebrations. You can also help by cutting down whenever possible on the peanut and nut products your child brings to school for lunch as is reasonable for your family.

For further guidance snacks please see the Snack Policy

## Fragrance Aware School

Allergies to fragrances is on the rise and we currently have students and staff sensitive to fragrances. We ask you and your students to avoid substances such as hair spray, grooming products, and make-up that contain fragrances as a courtesy to our fellow NPS members.

## Snack Policy

In order to provide a safe learning environment for all our students throughout the year, we need your help. There are students in our school who have life-threatening food allergies. If these students consume even a trace amount of the allergen they are at risk for anaphylaxis, a potentially life-threatening allergic reaction. Strict avoidance is the best way to provide a safe environment.

**For this reason, we are asking that you do not send your child to school with snacks that contain any peanuts or tree nuts.** We are asking the Bresnahan Elementary School community to assist in keeping all students safe.

We understand that peanuts and tree nuts can be part of a very healthy diet. Students can bring in peanut or tree nut products for lunch. We have allergy sensitive tables located in the cafeteria. Only a student with a life-threatening allergy or a student who has purchased a lunch may sit at these tables.

**Before sending in any food to be eaten in the classroom (snacks), please do the following:**

- **Read the product label**—do not send in foods that list nuts or peanuts as an ingredient or possible ingredient. Foods that are processed in a facility that processes nuts or peanuts are also not allowed in the classroom.
- **Send foods in their original packages or attach the ingredient label to the outside of a sealed package** (ask your child to bring the labels home so they can be reused). *Home baked goods should not be given for snack but can be consumed at lunch.*
- **Please remind your child not to share snacks or lunches.** Although sharing is well intended by your child, it could have serious consequences. Sharing of food is not promoted at the Bresnahan School.

If you have any questions, please contact your school nurse.

Nelson Lane, RN, Grades PK-Gr 1 phone: (978) 465-4435 ext. 3127, [nlane@newburyport.k12.ma.us](mailto:nlane@newburyport.k12.ma.us)  
Michelle Thivierge, RN Grades 2-3 phone: (978) 465-4435 ext. 3939, [mthivierge@newburyport.k12.ma.us](mailto:mthivierge@newburyport.k12.ma.us)

## Emergencies

On occasion, emergencies do occur. It is important that the school be kept informed of situations and changes in a parent or guardian's residence, employment, or emergency contact numbers. Accurate phone numbers help us to facilitate successful response to an emergency.

As part of the Newburyport Public Schools policy, cell phones are not allowed in school. If your child becomes injured or ill they will be evaluated by the nurse. The nurse will then notify the parent of guardian of the situation.

There is no nurse available during after-school programs and organized activities (e.g. sports, clubs). If an emergency arises, staff will activate the emergency medical system and the student will be transported to the nearest hospital. Note that after-school personnel cannot deliver medical procedures or obtain or administer medications. Students with special health needs are encouraged to carry necessary items (e.g. inhalers, EpiPens) during these times. If your child

requires specific assistance during an after-school event, please contact your child's school nurse for guidance.

## Special Education

Special education services are available in the elementary schools to students with disabilities who meet state and federal regulations for such services. Before services can be provided, a student must have a team evaluation consisting of multi-source assessments to determine if he/she has a disability as defined by the Commonwealth of Massachusetts, is not making effective progress in school, that the lack of progress is related to the identified disability and that he/she requires specialized instruction and/or related services in order to access the general curriculum.

Upon completion of the evaluation, the evaluation team must answer the following questions:

1. Does the student have a disability? If so, what type of disability?
2. Is the student making effective progress in school? If not, is the lack of progress a result of the student's disability?
3. Does the student require specially designed instruction in order to make effective progress in school or does the student require related services in order to access the general curriculum?

There is a continuum of special education services available in the Newburyport Public Schools. The Bresnahan School provides specialized instruction and support in areas such as reading, math, writing, and organization, as well as related services such as speech/language, occupational therapy, physical therapy, and counseling. The school system also offers district-wide programs to service lower-incidence populations.

School districts are required to provide the student's parents an opportunity to consult with the Special Education Administrator or his/her designee regarding the evaluators who will be used by the school district to conduct the assessments comprising the team evaluation, including the initial evaluation to determine eligibility and any subsequent reevaluations. This requirement may be met by meeting with the parent prior to an evaluation or by incorporating information on this consultation opportunity in the notice sent to the parents when a district is requesting permission to conduct an evaluation. The intent of this requirement, in conjunction with the requirement to consult with the parent on the types of assessments recommended by the school district, is to allow the parent to be involved in planning the evaluation conducted by the school district, so as to maximize parental satisfaction with the school district's evaluation.

If you have any questions about special education regulations, please call Nancy Koch, the Director of Student Services at 978-465-4453.

## Animal/Pets

As much as we love furry friends, we ask that you leave your pets at home. Some students are afraid of dogs, some people have allergies to animals and not all pet owners are good about cleaning up after their pets.

## CORI Check

M.G.L. c. 71, § 38R requires all schools in Massachusetts to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students and those who may have direct and unmonitored contact with children. The CORI law requires a school or district to notify all persons for whom a CORI is requested that such information is being or may be obtained. Prospective employees and volunteers are required to complete and sign a CORI Request Form which is available through the secretary at each of our elementary schools. The Request Form is used to document that we have provided you with notice that a CORI is being conducted and to verify your identity through a government issued form of photographic identification (usually a driver's license). If you have any questions concerning the CORI process please contact the Office of the Superintendent.

## Fingerprinting

In January 2013, Governor Deval Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks". This act requires all school district employees to be fingerprinted by 2016. In keeping with Newburyport's continued focus on safety, we are asking volunteers/parents to be fingerprinted in two instances:

1. If you are going on a day or overnight field trip and will have direct and unmonitored contact with children;
2. If you are a lunchroom volunteer and will be bringing children out to the playground. Parents who volunteer in the classroom DO NOT need to be fingerprinted, as there is always another adult present.

MorphoTrust is the company that the state has contracted with to complete the fingerprinting. Fingerprinting is done only once and does not need to be done again, unlike the state CORI checks that must be completed every 3 years.

To book your appointment, visit the website at <http://www.identogo.com/>.

Please be aware there is a \$35 fee for fingerprinting. Fingerprinting does not expire.

Select MA as your state

Select "Online Scheduling"

Enter your name

Agency/Sector: select "PreK - 12th Grade Education (ESE)"

Application type: select "All other school personnel"

Confirm your choice.

**You will need to enter a Provider ID:**

Bresnahan School	02040005
Molin School	02040030

# District Mission Statement

The mission of the Newburyport Public Schools, the port where tradition and innovation converge, is to ensure each student achieves intellectual and personal excellence and is equipped for life experiences through a system distinguished by students, staff, and community who: - practice kindness and perseverance - celebrate each unique individual - value creativity; experiential; rigorous educational opportunities; scholarly pursuits; and life-long learning - provide the nurturing environments for emotional, social, and physical growth - understand and embrace their role as global citizens.

## District Policies

For a comprehensive and current list of District Policies, please visit the district website at <https://www.newburyport.k12.ma.us/District--Parent-Info/Policies/index.html>

Some policies of particular interest include:

- JICD Anti-Bullying Policy (Adopted 6-19-17)
- Policy Against Harrassment (Adopted 6-20-16)
- Wellness Policy (Updated 3-2018)
- Home Schooling Policy and Application
- Technology Acceptable Use Policy (Adopted 6-9-16)

For all policies regarding students, including admission, conduct and discipline policies, please refer to School Committee Policy J: Students.

### Child Abuse and Neglect Policy

Massachusetts General Laws (M.G.L) c. 119, § 51A, requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of the NPS are mandated reporters.

### Anti-Bullying Policy

In accordance with Massachusetts General law c. 71, § 37O, the Newburyport Public Schools developed a Bullying Prevention and Intervention Plan during the 2010 – 2011 school year, which was approved by the Department of Elementary and Secondary Education (DESE). In addition to requirements including training, professional development, identification of investigation protocol, etc., the law requires each Plan to include a statement prohibiting bullying, cyberbullying, and retaliation. The statement must be included in the Plan and included in the student handbook, and the staff handbook. The following statement is incorporated directly from M.G.L. c. 71, § 37O (b), and describes the law's requirements for the prohibitions of bullying.

Acts of bullying, which include cyberbullying, are prohibited:

1. on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district of schools; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
2. at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create event a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

The full plan can be found on our website ([www.newburyport.k12.ma.us](http://www.newburyport.k12.ma.us)), in the main offices in our schools, and in other areas to ensure that all students, parents, staff and community know of its existence.

## Translations

The following addendum is being proposed to the Newburyport Public Schools student-parent handbooks and will also be posted on the District website:

The Newburyport Public Schools is committed to its obligation under Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 (Title 11). As part of the District's obligations, during initial student registration, all parents/guardians will be inquired, in their native language or a language they can understand, whether they would like notices and information from their child's school and the District to be provided in a language other than English. The District will record this information in all relevant student information files or folders and in any electronic student information system. In addition, during initial student registration, the District will also inquire whether parents/guardians require the student-parent handbook translated and, upon Parent request, the District will translate the parent-student handbook into the Parents' native language or a language they can understand.

All notices or documents containing essential information will also be translated for parents/guardians who have requested notices in a language other than English. Essential information includes but is not limited to the following: information about special education matters arising under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 (*e.g.*, IEP or 504 meetings); report cards and other academic progress reports; information about the disciplinary process; requests for parent/guardian permission for student participation in District/school sponsored programs and activities; promotional materials and announcements distributed to students that contain information about school and District activities for which notice is needed to participate in such activities (*e.g.*, testing, activities requiring an application, parent-teacher conferences, open houses); Student-parent handbooks; documents concerning enrollment or registration; Documents concerning academic options and planning; documents concerning screening procedures requesting a student's language background and a parent's/guardian's preferred method of communication; information related to public health and safety; and any other written information describing the rights and responsibilities of parents/guardians or students and the



benefits and services available to parents/guardians and students. The District will also provide written or oral translations of information that is not deemed "essential information" upon receiving a reasonable, specific request for such information from limited-English proficiency ("LEP") parents/guardians.

In addition, when a District employee needs to communicate with an LEP parent/guardian orally regarding essential information, the communication will be provided, without undue delay, in a language that the parent/guardian understands by means of a qualified interpreter.

## Non-Discrimination Statement

The Newburyport Public Schools does not discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Newburyport Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, sex, gender identity, sexual orientation, or disability. Harassment by administrators, staff, and support personnel, students, vendors and other individuals at school, or at school-sponsored events, is unlawful and is strictly prohibited. The Newburyport Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

To file a complaint alleging discrimination by Newburyport Public Schools on the basis of race, color, national origin, sex, gender identity, disability, age, sexual orientation, or religion or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact:

<b>District Level</b> Title IX Coordinator, Nancy Koch Civil Rights Officer Newburyport Public Schools 70 Low Street Newburyport, MA 01950 978-465-4456	<b>School Level</b> Personnel designated appear in each school's student and parent handbook.
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Inquiries concerning the applicability of the aforementioned federal laws and regulations to Newburyport Public Schools also may be referred to:

Office for Civil Rights  
U.S. DOE  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109-3921

Phone: 617-289-0111; or, 1-800-437-0833  
FAX: 617-289-0150  
e-mail: OCR.Boston@ed.gov

A grievant may file a complaint with OCR, generally,

1. within 180 calendar days of alleged discrimination or harassment; or,
2. within 60 calendar days of receiving notice of Newburyport Public School's final disposition on a complaint filed through Newburyport Public Schools; or,
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Elementary & Secondary Education, Bureau of Special Education Appeals; or,
4. instead of filing a complaint with Newburyport Public Schools

Inquiries relative to state law may be referred to the Massachusetts Department of Education, 75 Pleasant St., Malden, MA 02148-4906 (phone 781-338-3000, or, 1-800-439-2370) or the Massachusetts Commission Against Discrimination at One Ashburton Place #601, Boston, MA 02108 (telephone 617-994-6000).

## Nondiscrimination on the Basis of Handicap

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

### **Definition**

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal or architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

### **Reasonable Modification**

The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to practices, to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

### **Communications**

The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability and equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

### **Auxiliary Aids and Services**

"Auxiliary Aids and Services" includes:

1. Qualified interpreters, note takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments.
2. Qualified readers, taped texts, audio recordings, Brailled materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments.
3. Acquisition or modification of equipment or devices.
4. Other similar services and actions.

### **Limits of Required Modification**

The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the Superintendent after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

### **Notice**

The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

### **Compliance Coordinator**

The district shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The district shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The Title IX coordinator will serve the function of Compliance Coordinator.

The School system receives Federal financial assistance and must comply with the above requirements. Additionally, it is generally viewed that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair.
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community.

Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of the School System to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.

Rehabilitation Act of 1973, Section 504  
Education For All Handicapped Children Act of 1975

M.G.L. 71B:1 es seq. (Chapter 766 of the Acts of 1972)  
Title II, Americans with Disabilities Act of 1992  
Board of Education Chapter 766 Regulations, adopted 10/74, as  
amended through 3/28/78  
McKinney-Vento Homeless Assistance Act 2001 (42 U.S.C. 11431 et  
seq.), Sec.721

## Gifts to School Employees

During the holidays and throughout the year we receive many inquiries about the state ethics law surrounding gift-giving for teachers. We hope that the following guidelines found on the official website of the Massachusetts State Ethics Commission may serve as a guide for families and class liaisons this holiday season:

<https://www.mass.gov/service-details/gifts-to-public-school-teachers-and-staff>

In general, a public employee may not accept any gift worth \$50 or more that is given because of the position he or she holds. Public employees may accept gifts that are worth less than \$50, but they have to disclose in writing that they have done so if, based on the specific circumstances, a reasonable person would think that the public employee might unduly show favor to the giver or the giver's child, or be influenced by the giver. The law prohibits gifts to public employees, not gifts to public agencies. You may give gifts to a public school, or a particular classroom, and the \$50 limit does not apply. Your school district may have its own additional rules about gifts, which you should follow.

**Example: A Parent-Teacher Organization wants to give \$75 gift cards to teachers to buy classroom supplies.**

The teachers may accept the gift cards but must use them to buy classroom supplies, and should keep receipts to show that they did so. Supplies bought with the gift cards are the property of the school, not the teachers.

**Exemption- Class Gifts**

The Ethics Commission recently created an exemption to permit class gifts to teachers. A teacher may accept a gift, or several gifts during the school year, from public school students and/or their parents and guardians, with an aggregated value of up to \$150, if the gift is identified only as being from the class, and the identity of the givers and the individual amounts given are not identified to the recipient. Gifts received pursuant to this exemption are not required to be disclosed. The donor is unknown, so a reasonable person would not conclude that the gift would influence the teacher's conduct with regard to any individual or would cause the teacher to favor any individual.

**Example: A teacher has a class with 23 students. Parents of 20 of the students collect money and give the teacher a \$150 gift certificate to a bookstore, indicating that it is a class gift.**

The teacher may accept the \$150 class gift certificate and no disclosure is required. The teacher may not knowingly accept any additional gift from any of the parents who participated in the class gift. A teacher may accept a class gift and also individual gifts from persons who did not contribute to the class gift. Unlike class gifts, which are not required to be disclosed, individual gifts must be disclosed if, based on the specific circumstances, a reasonable person might think that the teacher's actions would be influenced by the gift.

**Example: A child who did not participate in the class gift gives a plate of homemade cookies to the teacher.**

The teacher may accept the cookies, and no disclosure is required, because a reasonable person would not think that the teacher would be influenced by a gift that has no retail value. Similarly, a teacher would not be required to disclose acceptance of other homemade food items, hand-picked (not purchased) bouquets of flowers, and handmade gifts, candy, or other gift items worth less than \$10, because a reasonable person would not think that the teacher might unduly show favor to the giver of such gifts or the giver's child, or be influenced by the giver.

**Example: Parents of a child who did not contribute to a class gift and whose child is awaiting a college recommendation gives the teacher who is writing the recommendation a bottle of wine worth \$40.**

The teacher must disclose the gift in writing to her appointing authority, because a reasonable person might think that such a gift might influence the teacher to write a better recommendation for the student.

Gifts to teachers from individual students should not total more than \$50.00 for the entire school year.

## Massachusetts General Laws

Massachusetts General Laws regarding student discipline may be found here:

<https://www.mass.gov/info-details/massachusetts-law-about-student-discipline#:~:text=may%20be%20expelled.-,MGL%20c.,student%20can%20appeal%20the%20decision.>

## Student Rights

### Right to Education

The Commonwealth of Massachusetts guarantees “an adequate publicly supported education to every child resident.” This right cannot be denied “on the basis of national origin, sex, economic status, race, religion, and physical or mental handicap.” Any person pregnant or married has the same right to an education.

In Massachusetts, a child between the ages of six and 16 is required by law to attend an approved educational institution unless legally excused. All persons from 3 through 21 have the right to an education to suit their individual needs as may be determined through an evaluation process. This process is designed to provide all children unable to function in the regular educational program with an educational plan suited to their special needs. This plan is created as a result of assessments made by psychologists, social workers, physicians, teachers and other professionals.

The evaluation process guarantees due process rights for parents, individualized educational plans, careful and non-discriminatory use of testing, and educational placements in the least restrictive settings. Questions about referrals and eligibility for support services should be directed to the school principal.

## Equal Educational Opportunity

Discrimination on account of sex is prohibited by the United States Constitution and federal law. In Massachusetts, the law is more comprehensive than the federal law. For example, Chapter 622 and its implementing regulations include in their coverage the prohibition of sex bias in instructional materials, an area not covered in the federal regulation. It is the policy of the Commonwealth of Massachusetts to afford all persons, regardless of race, color, sex, religion, national origin, economic status or handicap, equal rights and opportunities in the educational institutions within the State, as described by the guidelines of school policy.

## Freedom of Religion

It is the responsibility of the school to protect the religious freedom of students. Students have the right to practice their own religious beliefs as long as they violate neither the constitutional rights of others nor the Supreme Court's prohibition on the school's extending the mantle of public sanction or support to any particular religion.

Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they might explore any other subject included in the curriculum of the Newburyport Schools; therefore, the study of religion and religious holidays as an academic subject or as part of a foreign culture is appropriate.

## Patriotic Ceremonies

Certain rights and privileges pertaining to patriotic ceremonies are afforded by the First Amendment. A student may decline to participate in the salute to the flag, the Pledge of Allegiance, and the singing of the National Anthem. The school may not force the student to leave the room or otherwise punish the student. Students who choose to refrain from participation have a responsibility to respect the rights and interest of others who do wish to participate in the ceremony. The student may refuse to perform the ceremony in a manner that will not disrupt the ceremony for other persons.

## Freedom of Expression

The First Amendment provides, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances." Not only is Congress prohibited from infringing upon rights guaranteed by this amendment, but also state officers and employees, school directors, superintendents, principals, and teachers.

The chief purpose of the First Amendment is to encourage a free expression and exchange of ideas however unusual, unpopular, distasteful, or radical, without threat of punishment or reprisal. This free expression and exchange is vital to education in a democracy.

Therefore:

Students have the right of freedom of expression, subject only to the responsibilities to keep such expression from disrupting the educational process, and to allow other points of view to be expressed.

Students also have the right to be free from dress codes, subject only to the responsibility to observe reasonable standards of health, safety and cleanliness.

Free speech and expression include not only the actual saying of words, but also symbolic speech such as the wearing of buttons, armbands, decals, and the like. (A student's right to exercise this freedom may not be limited merely because there is a hypothetical fear of disturbance).

Freedom of press includes not only the printing and distribution of a school newspaper, but also the printing and distribution of other newspapers, magazines, pamphlets, leaflets and other literature.

## Right to Privacy

Parents, students and former students are guaranteed the rights of confidentiality, inspection, amendment, and destruction of student records. Specifically:

A parent has the right to inspect the school records of his/her child;

A parent has the right to a hearing to contest records that are allegedly inaccurate, misleading, or in violation of the rights of privacy of the student;

Search of an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student;

Illegal items as defined by federal, state, or local law or a provision of this policy and which may reasonably be determined to be a threat to health, safety, or security of others may be seized by the school authorities and turned over to the police department; and

Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

## Confidentiality of Records

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

## Freedom from Corporal Punishment

While "reasonable" corporal punishment is permissible in certain other states, Massachusetts law clearly forbids it:

The power of the School Committee or of any teacher or other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil.

The above statement, however, refers only to punishment. As the student has the right to protection from bodily harm, so do all other members of the community. Therefore, in instances where there is a need for a teacher, Principal, or other school official to defend himself or

others, to divest a student of a dangerous instrument, or to prevent injury to property, reasonable force may be used. All acts and threats of physical violence are inconsistent with the maintenance of the humane institution and are prohibited.



# Parent Signature Page

Please return this signature page to your child's homeroom teacher.

**I HAVE READ THE ENTIRE HANDBOOK FOR THE:  
BRESNAHAN ELEMENTARY SCHOOL  
FOR THE SCHOOL YEAR 2020-2021**

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent/Guardian signature

Student Name-please print

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_