

North Andover Public Schools &

# Atkinson Elementary School



Student & Parent  
On-line Handbook  
2008-2009

Table of Contents	Page
Assemblies and Attendance .....	3
Bike Riding and Birthdays .....	3
Bus Regulations .....	3
Communication .....	4
Conferences .....	4
Detention Policy .....	4
Discipline Rights .....	4
Discipline Rights (cont.) .....	5
Dismissal Notification .....	6
Dress Code .....	6
Drugs, Alcohol, etc. ....	6
Emergency Closings .....	6
Field Trips .....	6
Food Safety Policy .....	6
Harassment Policy .....	6
Hazing .....	7
Homework .....	7
Ideas for Help .....	8
Health .....	8
Internet Usage .....	8
Lunch .....	9
Non-Discrimination .....	9
Parent Concerns .....	10
Pets and Animals .....	10
Physical Restraint .....	10
P.T.O. and Volunteers .....	10
Recess .....	10
Report Cards .....	11
School Council .....	11
School Hours .....	11
School Pictures .....	11
School Safety Line .....	11
Services for Disabilities .....	11
Sexual Harassment Policy .....	12
Smoke Free School .....	12
Student Records .....	12
Student Records (cont.) .....	13
Tardiness .....	14
Telephone Access .....	14
Visitor Policy .....	14
Appendixes .....	15-20

## ASSEMBLIES

Assemblies are held periodically throughout the school year for a variety of purposes. The North Andover School Enrichment Council sponsors many educational assemblies. Polite audience behavior and good citizenship are expected by all students.

## ATTENDANCE/ABSENCES

Regular attendance is essential to success in school. It has been documented that attendance directly affects student achievement and MCAS success. When a child is absent, parents are obligated to notify the school. The school will call the parent if a child is absent without notification. Children must bring a written note explaining the reason for the absence when they return to school. For vacations or prolonged absences, please notify the office and make arrangements with the classroom teacher.

## BIKE RIDING

The North Andover School Department believes that safety is the paramount concern relative to children coming to or returning home from school. Parents should consider their children's age, experience and skills in deciding whether to allow them to ride a bicycle to school. The school recommends that children be in the fourth or fifth grade before they ride bikes to school, but we respect the judgment of parents as to their children's readiness. When traveling, student must obey all traffic regulations. The Massachusetts Bicycle Helmet Law of 2004, states, "Any child 16 years of age or younger operating or riding as a passenger on a bicycle, scooter, in-line skates, skateboard or other manually propelled vehicle on a public way, bike path or on any other public right-of-way must wear an approved helmet." The school assumes no responsibility for bicycles. Provisions have been made to safeguard bikes by requiring them to be parked and locked in the school bike racks. Bicycles are never to be ridden on the school grounds. A parent must sign the Bicycle Riding Permission Form for any child who is riding a bicycle to school. These forms are available in the school office. Please note – Because of safety issues, the use of skateboards, roller blades, and scooters are prohibited.

## BIRTHDAYS

Birthdays are recognized in the classroom in a manner determined by the classroom teacher—NO FOOD IS ALLOWED FOR BIRTHDAYS. As a district, we have adopted a food safety policy that states, "No food items will be used as part of birthday celebrations." Parents should not send flowers, balloon grams, etc. to school because these often interfere with the planned activities of the day.

## BUS REGULATIONS

The following regulations have been established to insure the safety of all students who ride the bus:

1. Students shall always cooperate with the bus driver for the safety of all concerned.
2. STUDENTS ARE NOT ALLOWED TO RIDE ON A BUS TO WHICH THEY ARE NOT ASSIGNED.
3. Quiet talk, orderly behavior is required at the bus stop and on the bus.
4. Animals shall not be transported on the bus.
5. Hazardous materials shall not be transported and/or permitted on the bus. Items include knives, firearms, fireworks, or any flammable liquids.
6. Students shall be picked up and unloaded only at regularly scheduled bus stops.
7. Students must remain seated, facing front when bus is in motion.
8. Hands and arms must be kept inside the bus.
9. Children will not litter the inside of the bus or throw anything out the window.
10. The Superintendent and/or designee reserves the right to make decisions on any items not specifically mentioned under these regulations or rules.

Infractions of the above rules will be brought to the attention of the principal and parents. Bus notices are issued by the bus driver when necessary. Continual abuse of bus privileges will result in the denial of transportation for a specified period of time. SEE APPENDIX A FOR COMPLETE SCHOOL BUS REGULATIONS, RULES & DISCIPLINARY ACTIONS

#### COMMUNICATION

One of the tools for communication within the Atkinson School community is the Monday Newsflash. They are published and distributed each week by the Atkinson PTO. The Newsflash contains timely information regarding upcoming events and activities at school. Please make sure to look for these weekly notices.

Open communication is essential for the success of the school community. Please call the school or write a note with any concerns or questions you have regarding your child's education. E-mail communication is available. Please be mindful that it is used for informational purposes and not for time sensitive issues. If the concern is specific to your child's classroom, please contact your child's teacher. Please be sure to visit our website at: <http://www.northandoverpublicschools.com/atkinson>

#### CONFERENCES

Parent-teacher conferences will be held on November 19<sup>th</sup> this fall. However, parents may also request a conference with their child's teacher at any time that is mutually convenient. We ask that you try to schedule a conference with a teacher in lieu of making impromptu requests for information about your child's progress. In that way your child's teacher will be prepared to discuss your child's performance with you and to answer specific questions.

#### DETENTION POLICY

Detention period will last thirty minutes from 2:40pm to 3:10pm and will be held one-day a week if necessary. A notice will be given to your child informing you of the infraction and date of detention. This notice will be signed and returned to the office. Your child will not be allowed to do homework during this period, but will be given an appropriate disciplinary assignment. Parents will be responsible for their child's transportation at the end of the detention period at 3:10 p.m. Please be prepared to pick your child up at the front entrance of the building. No child will be dismissed unless there is a parent waiting.

#### DISCIPLINE RIGHTS AND RESPONSIBILITIES

Each member of the Atkinson School shall:

1. Believe that ALL students can learn well.
2. Be treated courteously and respectfully.
3. Co-exist in a safe and orderly environment.
4. Learn with support and cooperation from others.
5. Celebrate and respect individual differences.

Appropriate behavior in and around school property lends itself to a learning environment that will afford each member of the school community the opportunity to make the most of their potential. The following list of rules and regulations will be enforced. Please read and discuss these rules with your child.

## DISCIPLINE RIGHTS AND RESPONSIBILITIES (cont.)

Level One Infraction - Any violation of an individual teacher's classroom rules of conduct is considered a level one infraction. Each teacher is responsible for handling these forms of classroom misbehavior.

Level Two Infractions - The following are examples of infractions that may result in a warning, and if repeated, will result in a detention:

1. Excessive noise in areas such as buses, lavatories, cafeteria, corridors.
2. Talking back to lunch attendants, teachers, secretaries, nurses or other adults.
3. Being in the building at recess time without permission.
4. Running in the corridors.
5. Loitering in the corridors or lavatories.
6. Inappropriate behavior on the playground, on the bus or in the school.
7. Unacceptable and inappropriate language.

Level Three Infractions - The following are considered serious violations of school rules:

1. Fighting in school, including on the playground, in the cafeteria, gym, or on the bus.
2. Leaving school property during school hours without permission.
3. Failure to report to an assigned detention.
4. Theft or any kind.
5. Defacing school property.

\*Severe Level 3 Infractions may, in the discretion of the Principal, be treated as Level IV offenses

The following are methods of dealing with Level Three Infractions

- 1<sup>st</sup> Offense- One detention
- 2<sup>nd</sup> Offense- Two detentions
- 3<sup>rd</sup> Offense- Parental conference with the Principal
- 4<sup>th</sup> Offense- Suspension
- 5<sup>th</sup> Offense- Hearing with Principal for possible expulsion from school

Level Four Infractions - The following infractions will lead to immediate recommendation for exclusion from school:

1. Truancy.
2. Drugs/smoking on school grounds.
3. Possessing a weapon on school grounds.
4. Striking a teacher, teacher-aide, support personnel or student

The Principal will deal with any infraction not specifically covered by any of the preceding rules on an individual basis. These rules of conduct apply to all school related activities where the school is considered to have jurisdiction. In accordance with Massachusetts law, a child charged with a felony may also be subject to suspension from school. M.G.L. c.71 §37H1/2.

\* See Appendix B - Disciplinary Due Process

## DISMISSAL NOTIFICATION FORM

A form is sent home at the beginning of school regarding dismissal choices, but you must notify the school office of changes anytime throughout the school year. Please send in a note stating the date, names and class of students AND call the school if you need change the dismissal option for your child occasionally.

## DRESS CODE

Students generally conduct themselves in a manner similar to the way they dress and groom. Students should wear comfortable clothes that are appropriate for school. Any clothing item that is determined to interfere with learning or safety is unacceptable and will necessitate notifying a parent; for example, excessively tight or short clothing, bare midriffs, and tee shirts which are printed with phrases that contain implied double meanings and/or reference to alcohol and tobacco are not allowed during the school day. Pupils must remove their hats upon entering the building. Headscarves are considered hats and should not be worn indoors. Weather is a factor that plays into the school day; as students go outside whenever possible, appropriate jackets and shoes are needed.

## DRUGS, ALCOHOL AND DANGEROUS WEAPONS

In accordance with the Education Reform Act of 1993, any student who is found on school premises or at a school-sponsored/school-related event in possession of a dangerous weapon or a controlled substance may be subject to expulsion from the school or school district. For any incident in which a student is found in possession of a dangerous weapon including jackknives and laser pointers (which can cause damage to the eye), a written report must be sent to the superintendent, who shall file such reports with the Chief of Police.

## EMERGENCY CLOSINGS

School cancellations due to weather conditions are announced on the following stations:

WRKO (680 AM)    WCCM (800 AM)    WBZ (1030 AM)  
Channels 4, 5, and 7    Cable Channel 98

These same stations would be used to announce a delayed opening for a specified amount of time. There is also the possibility of an early dismissal from school when bus safety considerations might make such a decision necessary. We will also have SCHOOL MESSENGER (Reverse 911) Notification in place for the 2008-2009 school year. During the fall, that system will be tested for snow and other emergencies.

## FIELD TRIPS

Throughout the school year, classes will be planning field trips. These trips are designed to supplement learning in the classroom and enhance the curriculum. Parents will receive notices of field trips in advance of scheduled trip dates and will be asked to sign a permission form. Parent chaperones are not permitted to bring siblings on the trip or transport any student including their own child. This will ensure the full attention of the chaperones will be solely on the supervision of the students participating from the class. All chaperones are required to have a completed CORI form every three years.

## FOOD SAFETY POLICY

The school district is committed to providing a safe environment for those students diagnosed with life threatening food allergies. This policy applies to all teachers, support staff, parents, parent groups, lunch service personnel, students and any other individuals or groups visiting one of North Andover's public schools during school hours. This complete policy is available in the Atkinson School nurse's office.

## HARASSMENT POLICY

Students who believe they have been harassed or have witnessed harassment may report the harassment to any teacher, counselor or administrator within the school who will promptly notify the principal. Complaints of harassment will be investigated in a timely fashion and disciplinary consequences will be imposed. Retaliation against any individual who complains of harassment is strictly prohibited and will result in disciplinary action. See Appendix C for District Grievance Procedures.

## HAZING

Hazing is strictly prohibited in the North Andover Public Schools, at school sponsored events, or during school related activities. Students who engage in hazing will be subject to disciplinary action. Individuals who observe acts of hazing are required by law to report such conduct to law enforcement authorities.

## HOMEWORK

The North Andover Public School Department recognizes that there is a very high correlation between academic achievement and the amount of time, energy and effort a student spends working on class work assigned by the classroom teacher. The school department believes that homework is part of a total instructional experience and, as an extension of the classroom, is intended to enrich and extend the student initiative. To that end, the purpose of homework is:

1. To incorporate parents/guardians or significant others into the student's school experiences through related home activities.
2. To provide an opportunity to review subject matter taught in school.
3. To teach students that learning is not only done in the classroom.
4. To reinforce learning by providing practice and application of skills or completion of familiar, unfinished work.
5. To help develop responsibility, independent study habits and self-discipline in learning to use and manage time.

### Homework Time Guidelines for K-5

Kindergarten:	Occasional homework assignments
Grade One:	15-20 minutes Monday through Thursday
Grade Two:	20-30 minutes Monday through Thursday
Grade Three:	30-45 minutes Monday through Thursday
Grade Four:	45-60 minutes Monday through Thursday
Grade Five:	60-75 minutes Monday through Thursday

These timelines are approximate for daily assignments. Long-term assignments should be made well in advance of the due date and should include incremental checkpoints or benchmarks to help students complete them successfully. School administrators are responsible for ensuring compliance with the homework guidelines. Parents are strongly encouraged to monitor homework and communicate concerns to teachers and administrators.

In addition to the time represented by homework guidelines listed above, we encourage all elementary students to read for enjoyment with family members outside of school hours.

## IDEAS FOR HELPING YOUR CHILD ACHIEVE IN SCHOOL

1. Provide a suitable study area (well lit desk or table, free from distractions).
2. Set aside time for homework and adhere to a daily schedule.
3. Show interest in what your child is learning.
4. Consult with your child, but do not do the work for him/her.
5. Limit the time for television and/or video games.
6. Make books available and read aloud with your child, no matter what age. Let your child see you reading. It can be contagious!
7. Encourage your child to always make his/her best effort.

## HEALTH

It is the policy of the North Andover Public Schools that a school environment should support healthy lifestyles, which includes healthy food choices and regular exercise.

One goal of the health office is to see that all students in North Andover Public Schools are enjoying optimum health, which enhances their ability to be successful learners. If your child has symptoms of stomach upset, colds, fever or other illness, he/she should be kept home for his/her health and the health of the other children. Please notify the School Nurse should your child contact a contagious disease (i.e. Measles, Chicken Pox, Whooping Cough, Scarlet Fever, Strep Throat, Fifth's Disease, Conjunctivitis, Scabies, and Impetigo). Please do not send your child to school until he/she is fully recovered.

If at any time during the school year there is a change in your child's health status, please inform the School Nurse. The Health Office needs to be updated on your child's immunizations. We also need to have updated emergency information on file each year, so please fill out the Emergency Cards and return them to school promptly.

If medication must be taken during school hours, written permission from the physician and the parent is needed. Medication should be brought to school by the parent in the original container. Children should not be transporting medications. The school nurse will dispense the medication.

While at North Andover Public Schools your child will have annual vision and hearing tests. All fifth grade students will be screened for scoliosis. You will receive notice of any problems that may necessitate medical follow-up.

Since allergies affect each child differently, schools, parents, children, and physicians need to work together to develop a plan that will work to meet individual needs. It is the family's responsibility to notify the school of the child's allergies and to work with the school to develop a plan that accommodates the child's needs throughout the school.

Please do not hesitate to contact the nurse's office with any concerns or questions. Let's work together to keep everyone healthy.

## INTERNET (NETWORK) ACCEPTABLE USE POLICY

As our technology has advanced, the internet and other worldwide resources have become an essential part of the instruction process. Along with this privilege to use the hardware, software and connectivity implemented in our schools, comes the added responsibility of students to use the technology in an acceptable manner. If a North Andover Schools user violates any of these provisions, access privileges will

be terminated or suspended, pending due process and school disciplinary action may be taken. Our Acceptable Use Policy is written in conjunction with the Selection Policy of North Andover Public School Libraries approved by the North Andover School Committee. A copy of this policy is available on our district web page at [www.northandoverpublicschools.com](http://www.northandoverpublicschools.com). The spirit of the policy can be summarized as follows:

1. The use of the Internet is a privilege, not a right and must be in support of education, research and consistent with the educational objectives of the North Andover School System. All users must behave in an ethical and legal manner.
2. Downloading and transmission of any material in violation of any state regulation is prohibited. This includes, but is not limited to, copyright, threatening, harassing, or obscene material. Gaining unauthorized access to other secure systems, commonly referred to as hacking, on the Internet is illegal.
3. All users assume full liability, legal, financial or otherwise, for their actions.

Building principals and/or their designees will be responsible for determining acceptable use and will initiate due process procedures regarding any suspected misuse. Any violation of acceptable use of the Internet is subject to review and possible termination and suspension of the privilege.

#### LUNCH

Although we are not a peanut-free school, we do ask that parents consider not sending peanut products into school. This helps reduce cross contamination problems, which put some students at risk for an allergic reaction. Please remind children to wash their hands thoroughly after handling peanut products. There are three 45-minute lunch and recess periods daily.

Lunch & Recess Times	
Grades K & 1	11:00am-11:45am
Grades 2 & 3	11:35am-12:20pm
Grades 4 & 5	12:25pm-1:10pm

The North Andover School Lunch Program makes school lunch available to all students for \$2.25 a day. Milk may be purchased for \$0.60. If a student wishes to bring his/her own lunch from home. The daily menu for our school lunch program is published in the previous Friday's *North Andover Citizen* and *The Eagle Tribune*. The Atkinson School monthly calendar will also note our school menu choices.

#### NON-DISCRIMINATION POLICY

The North Andover Public Schools does not discriminate on the basis of race, color, religion, homelessness, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities. The North Andover Public Schools complies with all applicable state and federal laws and regulations, including but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

Violations of this policy should be reported to the Principal or the District-wide Coordinator.

The District-wide Title VI, Title IX, Section 504 and ADA Coordinator is:  
Kevin Hutchinson, Ed.D.  
Assistant Superintendent of Schools  
43 High Street  
North Andover, MA 01845  
Telephone Number: 978-794-1503

A copy of the Grievance Procedures is available in the school office and in the appendices of this handbook.

#### PARENT CONCERNS

The administration and staff of the North Andover School District believes every child is a unique and important individual deserving of our respect and courtesy. We want you to feel comfortable bringing forward any issue concerning your child.

The procedure for bringing a concern to the school is as follows:

1. If applicable, bring your concern to your child's teacher first.
2. If you are unable to resolve the issue, contact the school principal or guidance counselor.
3. If you are still unable to resolve the issue, please write a letter to the superintendent of schools, with a copy to the principal.
4. You may request a mediation meeting with the superintendent of schools present.
5. You must then be notified of how the resolution was achieved.

#### PETS

Due to our commitment to provide a safe and healthy atmosphere for all of the Atkinson School students and staff, no pets will be allowed into the building. This would include cats, dogs, rabbits, mice, lizards, birds, guinea pigs, hamsters, etc.

#### PHYSICAL RESTRAINT

The North Andover School District complies with the provisions of 603 CMR Section 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, the Director of Special Education and the Superintendent's Office. Further, the policy is posted on the bulletin board near the school's main office.

#### P.T.O. AND PARENT VOLUNTEERS

The P.T.O. (Parent Teacher Organization) is actively involved in the ongoing improvement at our school. Each year, the P.T.O. sponsors several fundraising events. With the help of all parents, these projects can be very successful. They bring the school community together and allow the P.T.O. to fund many important activities at the school. All parents and staff are automatically members and are urged to participate.

The North Andover School District considers its parent volunteers a very special resource. Parents are encouraged to help in classrooms with special programs and extracurricular activities. Please contact the office or your child's teacher if you have time or skills you can donate to help our students. All volunteers are required to have a completed CORI check.

## RECESS

Children will be allowed outside for daily recess weather permitting. Please make sure your children arrive to school dressed appropriately for the season. If your children are well enough to attend school for the day, it will be assumed that they will be going out for recess.

## REPORT CARDS

Report cards will be issued three times this year for Grades 1-5 (K twice). Parent-teacher conferences are held in lieu of report cards during the first term. In all grades, at least one conference is scheduled per year. Please carefully review your child's progress and contact the school if you have any questions regarding grades at any time. Only through the cooperative efforts of teachers and parents can we develop the type of learning climate that is essential to the achievement and social development of every student.

## SCHOOL COUNCIL

The Massachusetts Education Reform Act of 1993 mandates that each school in the state must have a School Council. The Council is a representative school building-based committee comprised of the Principal, parents, teachers, and community members. The planning responsibilities of the School Council form the foundation for a more focused, responsive and accountable system for serving our students. The Council is also a vehicle for involving more parents, teachers, and community members in school decision-making and for strengthening the bonds between the school and the community it serves. Parents are always welcome at School Council meetings, which will be announced in advance in the PTO Newsflash.

## SCHOOL HOURS

Grades 1-5 and Full Day K		AM Kindergarten		PM Kindergarten	
7:50-8:05am	Arrival Line up in Playground	7:50-8:05am	Arrival Line up in Playground	11:45-11:50am	Arrival Line up inside the front door.
8:05am	Enter School	8:05am	Enter School	11:50am	Enter School
8:15am	Classes Begin	8:15am	Classes Begin	11:55am	Classes Begin
2:40pm	Dismissal	11:00am	Dismissal	2:40pm	Dismissal

## SCHOOL PICTURES

Individual student pictures are taken annually, generally in the fall. We strive to have the photo packages ready for distribution prior to the December school vacation. Group (class) pictures may be taken either in the fall or in the spring, depending on our schedule.

## SCHOOL SAFETY LINE

Please call 800-441-2944, 24 hours a day, to inform us about any safety matter that may affect the operation of the school or the well-being of the children and staff. The information is held confidentially and the caller may remain anonymous.

## SERVICES AND ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom.

Parent(s)/guardian(s) or teachers may request an evaluation of a student's eligibility for special education.

Within five (5) school days of receipt of such a request, a consent form authorizing an evaluation of the student will be forwarded to the parent(s)/guardian(s). Following receipt of the parent(s)/guardian(s)' consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and /or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act. Students may also be referred for an evaluation of their eligibility under Section 504 even where they have not been referred for a special education evaluation.

For more information regarding the services available to students with disabilities please contact the school guidance counselor or the North Andover Public Schools' Director of Special Education.

### SEXUAL HARASSMENT POLICY

It is the policy of the North Andover Public School District to maintain a working and learning environment that is free from sexual harassment. This policy describes the responsibilities of the administration, employees, and students, and the procedures for reporting and resolving formal and informal complaints. Disciplinary measures will be imposed upon individuals who harass or discriminate or who retaliate against any individual who complains of harassment or discrimination. An individual who believes that he/she has been harassed or discriminated against in violation of the District's Non-Discrimination Policy should contact a teacher or the Principal. Complaints of harassment will be investigated in accordance with District procedures and applicable laws and regulations. A copy of the North Andover Public Schools' Sexual Harassment Policy is available in the Principal's office.

### SMOKE-FREE SCHOOL

Pursuant to Massachusetts General Laws, Chapter 71, Section 37H, the use of any tobacco products within school buildings, school facilities or grounds, or on school buses by students, school personnel or visitors shall be prohibited.

### STUDENT RECORDS

The North Andover Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to all information kept by a school on a student in a manner such that the student may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of parent and student rights pertaining to student records:

Inspection of Record – A parent (or a student who has entered the ninth grade or is at least fourteen (14) years old) has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record – 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 specific, informed, written consent of the parent or the student.

Amendment of Record – Parents have the right to add relevant comments, information, or other written materials to the student record. In addition, Parents have the right to request that information contained in the record be amended or deleted.

Directory Information – Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields 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, etc. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records – The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records – It is the practice of the North Andover Public Schools to forward the student record of any student who transfers to another public school district upon request of the receiving district.

Non-Custodial Parents – *Unless* there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71,

§34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Student Record Complaints – A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

#### TARDINESS

Children are tardy when they arrive at school after 8:25 a.m. Children who arrive late to school must report to the office accompanied by a parent before reporting to class. Although school does not officially begin until 8:25 a.m., children should arrive at school between 8:00 a.m. and 8:15 a.m. PM Kindergarten students are tardy when they arrive to school after 12:05 pm. Children who arrive late to school must report to the office accompanied by a parent before reporting to class.

#### TELEPHONE ACCESS

Students are allowed to use the school telephone only on an emergency basis and at the discretion of the classroom teacher. Children will not be allowed to call home for forgotten homework, library books, gym shoes, or other forgotten items. Please make after-school arrangements before your child comes to school and limit messages to your child to emergency messages only. Children are not to use cellular telephones on school grounds.

#### VISITOR POLICY

Any visitor to North Andover School District should park in the designated area, enter by the Front Office entrance, sign in at the Office and wear a visitor's badge. Parents helping out in the classroom must abide by this regulation. Following this procedure keeps us informed about the number of people in the building and ensures the safety of our children. All volunteers must complete a CORI check (background check for criminal records). Classroom observations must be approved in advance by the Principal and shall be conducted in accordance with District practice and policy.

APPENDIX A  
BUS REGULATIONS AND DISCIPLINE POLICY

Remember, it is a privilege to ride the school bus! If you are not well behaved and courteous and if you endanger the health and safety of other students, this privilege will be taken away. The bus driver shall be considered to have the same authority as a teacher in a classroom.

REGULATIONS

1. Students shall always cooperate with the Bus Driver for the safety of all concerned.
2. Animals shall not be transported on buses.
3. Hazardous materials shall not be transported and/or permitted on buses; items include knives, firearms, fireworks, or any flammable liquids.
4. Students shall be picked up and unloaded only at regularly scheduled bus stops.
5. Students shall observe and respect the rights and safety of others.
6. The superintendent and/or designee reserves the right to make decisions on any items not specifically mentioned under these regulations or rules.

Level 1 Rules: Students...

1. Shall arrive at the bus stop five (5) minutes before the scheduled pickup time.
2. Shall remain well back from the roadway while waiting for the bus.
3. Shall enter the bus in an orderly fashion and proceed directly to a seat. The students shall remain seated until the destination is reached. Shall not change seats at another stop unless the driver gives prior approval.
4. Shall keep all articles, such as athletic equipment, book bags, musical instruments, etc., out of the aisle.

Level 2 Rules: Students...

1. Shall not throw things in the bus or out the windows while on the bus.
2. Shall keep their hands, arms and heads inside the bus.
3. Shall correct any offense in Level 1.
4. Shall not eat or drink on the bus.
5. Shall not use profane language or inappropriate gestures.
6. Shall not litter on the bus.

Level 3 Rules: Students...

1. Shall not touch safety equipment on the bus, including the emergency doors and windows (unless there is an actual emergency; crash/fire).
2. Shall not damage or deface bus property.
3. Shall not use tobacco products on the bus.
4. Shall not fight or strike another person while on the bus, including the bus driver.
5. Shall correct inappropriate behavior identified from prior levels.
6. Shall not carry flammable liquids or use matches or lighters on the bus.

Level 4 Rules: Students...

1. Shall not use any illegal substance while on the bus.
2. Shall correct inappropriate behavior identified from prior levels.
3. Shall not carry firearms, knives, weapons, and/or fireworks on the bus.

## DISCIPLINARY ACTIONS WITH REGARD TO INFRACTIONS

Proper pupil behavior is important. The distraction of the driver can contribute to an accident. The consequences of unacceptable behavior should be clearly understood. The following procedures will protect the pupil's rights while maintaining order on buses.

### Level 1 Offenses

1. The bus driver shall give a recorded oral warning to the student.

### Level 2 Offenses

1. The bus driver shall submit a written description of the violation to the principal of the student's school. Bus Conduct Reports will be used for this purpose. One copy will be kept at the school. The school department will make a decision on the "action and recommendations" and will inform the bus company of its actions
2. Notifications of the infraction will be provided to the parents in writing
3. The student shall be given an oral reprimand

### Level 3 Offenses

1. Parents will be notified of the student's revoked riding privileges for five (5) school days. Transportation shall be the responsibility of the offending student's family.
2. Repeat offenders of any Level 3 infractions will receive a double sentence (ten days) for their second violation. On their third repetition, the student will be referred to Level 4.

### Level 4 Offenses

1. Parents shall be notified that the student's riding privileges will be suspended for the remainder of the current school quarter and the following quarter (this includes the last quarter of the year carrying over to the first quarter of the new school year).
2. Repeat offenders of Level 4 offenses will have their riding privileges permanently terminated.

## APPENDIX B

### DISCIPLINARY DUE PROCESS

1. Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.
2. Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (principal/school committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the superintendent. For exclusions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right

to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

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

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, a special education shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
3. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up

to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

## APPENDIX C DISTRICT GRIEVANCE PROCEDURES

### 1. 504 GRIEVANCE PROCEDURES

The North Andover School District does not discriminate on the basis of disability with regard to admission, access to service, treatment, or employment in its programs or activities. Any alleged discriminatory practices, within the scope of Section 504, should be addressed through the grievance procedures, which follow:

1. The person who believes he/she had a valid basis for grievance under Section 504 shall informally discuss the complaint with the 504 Building Compliance Liaison or designee.
2. The 504 Building Compliance Liaison or designee will investigate and document the complaint (including dates of meetings, disposition and dates of disposition), and give written reply to the complainant within five (5) working days of meeting with the complainant.
3. If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed, in writing, by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District 504 Supervisor within five (5) working days of disposition at Step 1.
4. The District 504 Supervisor will appoint a hearing officer within five (5) working days of receipt of the written complaint.
5. The hearing officer will conduct a hearing regarding the alleged grievance within fifteen (15) working days of appointment. The hearing officer shall give the parent, student or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present his/her written decision to the District 504 Supervisor and complainant within ten (10) working days of the hearing.
6. If the complaint is not satisfactorily resolved, the complainant may file a written appeal to the Superintendent within (5) working days of the disposition of Step 2. The hearing officer's report will be reviewed by the Superintendent or designee and will provide his/her decision to the complainant within (30) working days.

### 2. TITLE VI GRIEVANCE PROCEDURES

1. The North Andover School District does not discriminate on the basis of race, color, or national origin in its programs or activities. Any alleged discriminatory practices, within the scope of Title VI should be addressed through the grievance procedures, which follow:

2. The person who believes he/she has a valid basis for grievance under Title VI shall informally discuss the complaint with the Title VI Building Compliance Liaison or designee.
3. The Title VI Building Compliance Liaison or designee will investigate and document the complaint (including dates of meetings, disposition and dates of disposition), and give written reply to the complainant within five (5) working days of meeting with the complainant.
4. If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed, in writing, by the complainant. To be considered the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District Title VI Supervisor within five (5) working days of disposition at Step 1.
5. The District Title VI Supervisor will appoint a hearing officer within five (5) working days of receipt of the written complaint.
6. The hearing officer will conduct a hearing regarding the alleged grievance within fifteen (15) working days of appointment. The hearing officer shall give the parent, student or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student, or employee may, at his or her own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present his/her written decision to the District Title VI Supervisor and complainant within ten (10) working days of the hearing.
7. If the complaint is not satisfactorily resolved, the complainant may file a written appeal to the Superintendent within (5) working days of the disposition of Step 2. The hearing officer's report will be reviewed by the Superintendent or designee and will provide his/her decision to the complainant within thirty (30) working days.

### 3. TITLE IX GRIEVANCE PROCEDURES

1. The North Andover School District does not discriminate on the basis of sex in its programs or activities. Any alleged discriminatory practices, within the scope of Title IX should be addressed through the grievance procedures which follow:
2. The person who believes he/she has a valid basis for grievance under Title IX shall informally discuss the complaint with the Title IX Building Compliance Liaison or designee.
3. The Title IX Building Compliance Liaison or designee will investigate and document the complaint (including dates of meetings, disposition and dates of disposition), and give written reply to the complainant within five (5) working days of meeting with the complainant.
4. If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed, in writing, by the complainant. To be considered the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the District Title IX Supervisor within five (5) working days of disposition at Step 1.
5. The District Title IX Supervisor will appoint a hearing officer within five (5) working days of receipt of the written complaint.

6. The hearing officer will conduct a hearing regarding the alleged grievance within fifteen (15) working days of appointment. The hearing officer shall give the parent, student or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present his/her written decision to the district title IX Supervisor and complainant within ten (10) working days of the hearing.
7. If the complaint is not satisfactorily resolved, the complainant may file a written appeal to the Superintendent within five (5) working days of the disposition of Step 2. The hearing officer's report will be reviewed by the Superintendent or designee and will provide his/her decision to the complainant within thirty (30) working days.

The Section 504, Title VI and Title IX Coordinator at the Atkinson School is the building principal.

The Section 504, Title VI and Title IX District Coordinator is:

Kevin Hutchinson, Ed.D.

Assistant Superintendent of Schools

43 High Street

North Andover, MA 01845

Telephone Number: 978-794-1503

4. District Grievance Procedures: Other State and Federal Agencies:

At any stage in the above grievance procedures, the complainant has the right to file formal complaints with the Regional Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491 (617) 289-0111, or with the Massachusetts Commission Against Discrimination, One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, (617) 727-3990. For complaints of discrimination on the basis of disability the complainant may also file a complaint with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (617) 338-3300 or may file a Request for Hearing with the Department of Education's Bureau of Special Education Appeals, 350 Main Street, Malden, MA, 02148, 781-338-6400. Complaints of discrimination in employment practices may also be filed with the United States Equal Employment Opportunity Commission (EEOC), 475 JFK Federal Building, Boston, MA 02203-0506. (617) 565-3200.