Francis T. Bresnahan Elementary School

Student & Family Handbook

2024-2025

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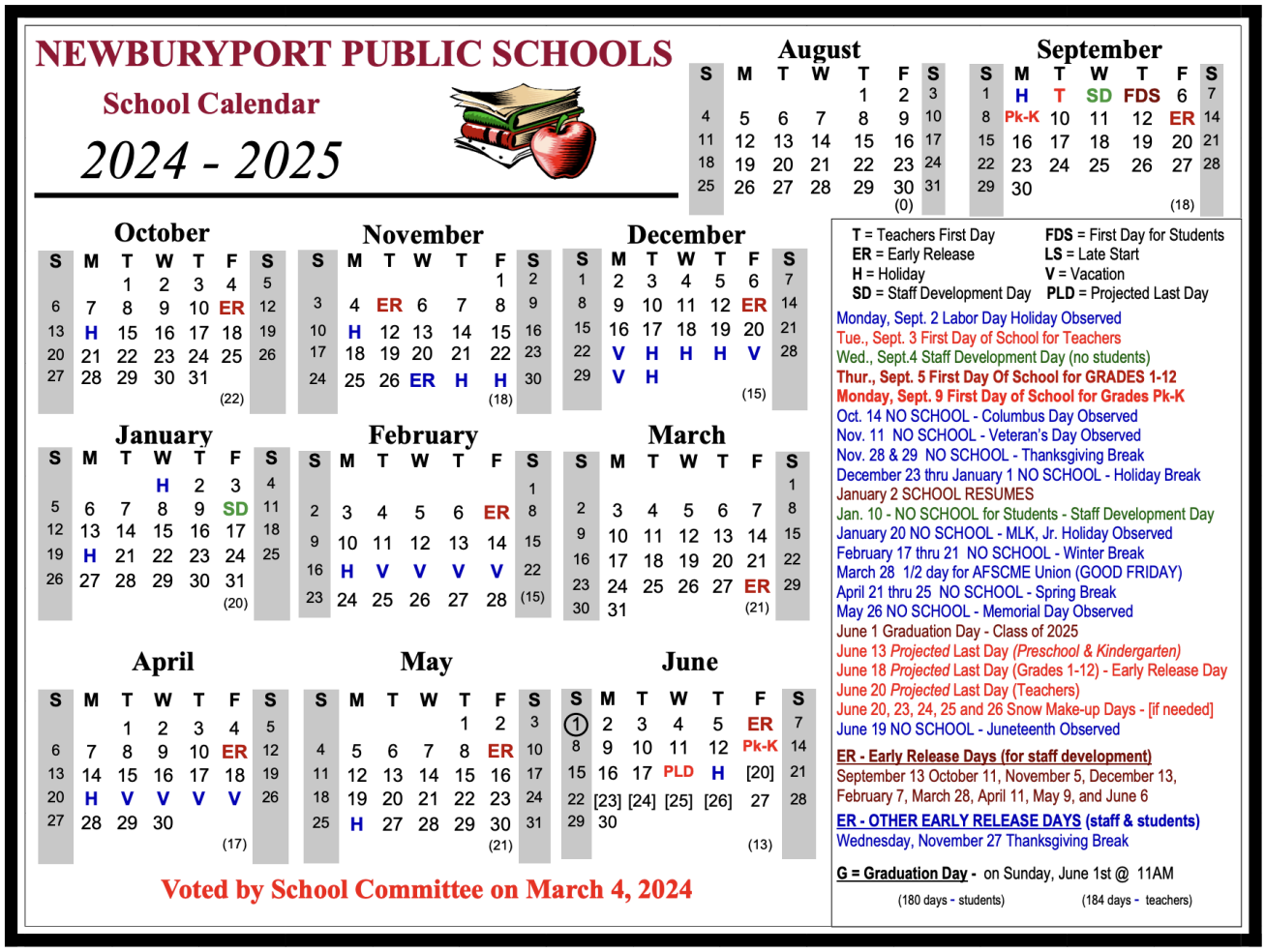
NPS District Calendar



NEWBURYPORT PUBLIC SCHOOLS

School Calendar

2024 - 2025

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 (0)	31

September

S	M	T	W	T	F	S
1	H	T	SD	FDS	6	7
8	Pk-K	10	11	12	ER	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30				(18)	

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	ER	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	(22)	

November

S	M	T	W	T	F	S
					1	2
3	4	ER	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	ER	H	H (18)	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	ER	14
15	16	17	18	19	20	21
22	V	H	H	H	V	28
29	V	H			(15)	

January

S	M	T	W	T	F	S
			H	2	3	4
5	6	7	8	9	SD	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31 (20)	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	ER	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28 (15)	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	ER	29
30	31				(21)	

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	ER	12
13	14	15	16	17	18	19
20	H	V	V	V	V	26
27	28	29	30		(17)	

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30 (21)	31

June

S	M	T	W	T	F	S
(1)	2	3	4	5	ER	7
8	9	10	11	12	Pk-K	14
15	16	17	PLD	H	[20]	21
22	[23]	[24]	[25]	[26]	27	28
29	30				(13)	

Voted by School Committee on March 4, 2024

T = Teachers First Day
ER = Early Release
H = Holiday
SD = Staff Development Day
FDS = First Day for Students
LS = Late Start
V = Vacation
PLD = Projected Last Day

Monday, Sept. 2 Labor Day Holiday Observed
Tue., Sept. 3 First Day of School for Teachers
Wed., Sept.4 Staff Development Day (no students)
Thur., Sept. 5 First Day Of School for GRADES 1-12
Monday, Sept. 9 First Day of School for Grades Pk-K
Oct. 14 NO SCHOOL - Columbus Day Observed
Nov. 11 NO SCHOOL - Veteran's Day Observed
Nov. 28 & 29 NO SCHOOL - Thanksgiving Break
December 23 thru January 1 NO SCHOOL - Holiday Break
January 2 SCHOOL RESUMES
Jan. 10 - NO SCHOOL for Students - Staff Development Day
January 20 NO SCHOOL - MLK, Jr. Holiday Observed
February 17 thru 21 NO SCHOOL - Winter Break
March 28 1/2 day for AFSCME Union (GOOD FRIDAY)
April 21 thru 25 NO SCHOOL - Spring Break
May 26 NO SCHOOL - Memorial Day Observed
June 1 Graduation Day - Class of 2025
June 13 *Projected* Last Day *(Preschool & Kindergarten)*
June 18 *Projected* Last Day (Grades 1-12) - Early Release Day
June 20 *Projected* Last Day (Teachers)
June 20, 23, 24, 25 and 26 Snow Make-up Days - [if needed]
June 19 NO SCHOOL - Juneteenth Observed

ER - Early Release Days (for staff development)
September 13 October 11, November 5, December 13, February 7, March 28, April 11, May 9, and June 6

ER - OTHER EARLY RELEASE DAYS (staff & students)
Wednesday, November 27 Thanksgiving Break

G = Graduation Day - on Sunday, June 1st @ 11AM

(180 days - students) (184 days - teachers)

NPS Central Office Administration Contacts

Name	Title	Email	Phone #
Sean Gallagher	Superintendent	sgallagher@newburyporrt.k12.ma.us	978-465-4456
Lisa Furlong	Assistant Superintendent of Teaching and Learning	lfurlong@newburyport.k12.ma.us	978-465-4456
Bradley Brooks	Director of Student Services	bbrooks@newburyport.k12.ma.us	978-465-4456
Pam Kealey	Director of Human Resources	pkealey@newburyport.k12.ma.us	978-465-4456
Tom Abrams	District Literacy Coordinator	tabrams@newburyport.k12.ma.us	978-465-4447
Katie Vozeolos	Nurse Leader	kvozeolas@newburyport.k12.ma.us	978-992-2313

School Administration Contacts

Name	Title	Email	Phone #
Jamie Sokolowski	Principal	jsokolowski@newburyport.k12.ma.us	978-465-4435
Allison Hamilton	Assistant Principal	ahamilton@newburyport.k12.ma.us	978-465-4435

Special Education Contacts

Name	Title	Email	Phone #
Pamela Walker	Special Education Team Facilitator	pwalker@newburyport.k12.ma.us	978-465-4435
Elise Comeau	Program Director - Academic	ecomeau@newburyport.k12.ma.us	978-465-4435
Jeanna Guardino	Program Director - Therapeutic	jguardino@newburyport.k12.ma.us	978-465-4435

Bresnahan School Council

The school council is responsible for providing input into the Bresnahan improvement plan, budget and student handbook. The council consists of the building principal, parents, teachers and community members.

Name	**Title**	**Email**
	T B D	

Parent Teacher Organization

A message from the PTO:
Welcome to the Newburyport PTO! Together we support the students, families, and staff of the Bresnahan, Molin, and Nock Schools. In addition to raising substantial funds to support student activities, the PTO aims to build a welcoming family community at our schools. As a parent or caregiver of a child, you are automatically part of the PTO. There are many ways to get involved!

Attend a PTO general meeting
We hold meetings on the second Wednesday of most months. Everyone is welcome! Please check the weekly school newsletter or our website newburyportpto.com for locations.
We hope to see you there!

9/11 at 6:30 pm
10/9 at 6:30 pm
11/13 6:30 pm
1/8 at 6:30 pm
2/12 at 6:30 pm
3/12 at 6:30 pm
4/9 at 6:30 pm
5/14 at 6:30 pm

Attend a family event
The PTO will host a **Fall Festival in October** and a **Spring Fling in June.** These events are free and open to all Bresnahan families. We also offer sensory-friendly times so families can enjoy these events before the crowds get too large.

Volunteer your time or talents
We always need volunteers to help at our events or activities! This is also a great way to meet other families and feel connected to the school community. Please go to newburyportpto.com and click on Get Involved to complete our Volunteer Opportunities form. To sign up to receive our email updates, please click on Sign Up for Updates on the bottom of our website.

Support our Fundraisers The Newburyport PTO is a 501(c)(3) not-for-profit charitable organization. In 2024-2025, we aim to raise $98,000 (over $50 per student) which will be used to fund transportation for field trips, bring enrichment activities to the schools and fulfill teacher needs. Our largest fundraisers are the **Clipper Readathon in March** and the **Newburyport Kitchen Tour in May**. You can also support the PTO by purchasing **Newburyport Spirit Wear**, **Holiday Raffle Calendars** and **Valentine Candygrams**. In addition, there is an **EcoSmith Bin** along the Bresnahan driveway for recycling textiles and shoes. The PTO receives a percentage of the proceeds from the total volume of material collected. Please consider recycling your textiles here- it makes a big impact on our schools!

For more information, please email us at newburyportpto@gmail.com

Our 2024-2025 Board
Co-Presidents: Sandra Schwarzkopf and Emily Stroeher
Vice President: Sandra Schwarzkopf
Treasurer: Shannon Cormier
Secretary: Nicole Ananian
Communications Co-Chair: Katie Carpenter and Sara Collins
Fundraising Chair: John Ricci
Volunteer Chair: Phoebe Lonborg-Lewis
Technology Chair: Lauren St. George
School Enrichment Co-Chairs: Brooke Schena and Danielle Hall

Bresnahan Parent Representatives: Christy Teel, Kaitlin Umbro, Cory Wainwright, and Claire Contrada
Bresnahan Teacher Representatives: Katara Harding and Susan Westgate
Parent Speaker Series Representative: Marianne Gasbarro

School Committee Contacts

Name	Title	Email
Sean Reardon	Mayor / Chair	sreardon@cityofnewburyport.com
Sarah Hall	Vice Chair	shall@newburyport.k12.ma.us
Andrew Boger	Member	aboger@newburyport.k12.ma.us
Breanna Higgins	Member	bhiggins@newburyport.k12.ma.us
Brian Callahan	Member	bcallahan@newburyport.k12.ma.us
Juliet Walker	Member	jwalker@newburyport.k12.ma.us
Kathleen Shaw	Member	kshaw@newburyport.k12.ma.us

NPS Mission, Vision, & Strategic Objectives

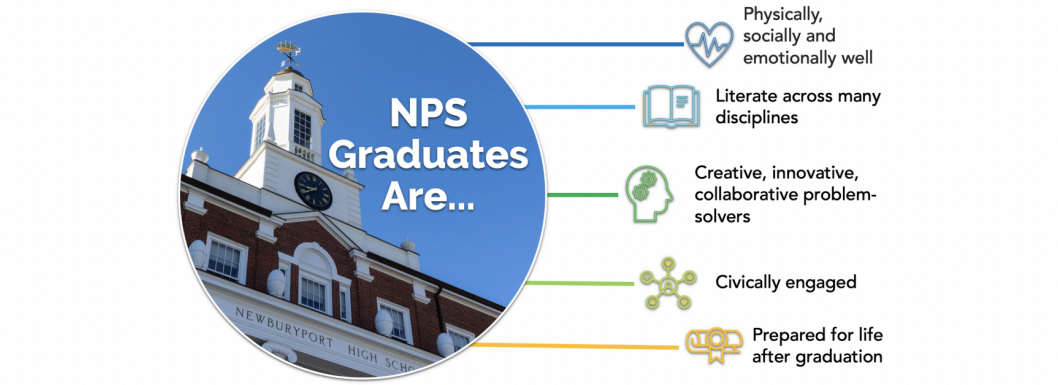
NPS Mission

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 creative, experiential and rigorous educational opportunities, scholarly pursuits, and life-long learning
- Provide nurturing environments for emotional, social, and physical growth
- Understand and embrace their role as global citizens

NPS Vision: Portrait of Graduate

NPS graduates are prepared with deep content knowledge, healthy habits, and diverse skills.



NPS Strategic Objectives

Strategic Objectives: *REIMAGINE…*				
Teaching and Learning	**Supports so All Students are Ready and Able to Learn**	**A Culture of Self Discovery and Personal Achievement**	**Organization Design and Operations**	**An Active Community of Stakeholders**
District Strategic Initiatives 2022-2027				
(1) Implement a comprehensive PK-5 Literacy Plan.	(4) Build a comprehensive, evidence-based language-based program (grades 3-12).	(7) Expand college and career readiness programs at the middle and high school.	(10) Establish a continuous system for monitoring, reporting and revising the strategic plan.	(13) Implement an effective and accessible district communication plan.
(2) Develop and execute a comprehensive district technology plan.	(5) Expand the use of Trauma Sensitive Teaching Practices throughout the district.	(8) Design and implement innovative summer and out-of-school time programs for all learners.	(11) Implement tuition-free full day kindergarten for all.	(14) Collaborate with community organizations to ensure every student and family feels welcome and included.
(3) Update and publish district curriculum maps.	(6) Implement a comprehensive PK-12 behavioral health support plan.	(9) Promote program development to elevate student voice.	(12) Establish district level structures to support operational growth and changing district needs.	(15) Create community-wide connections to expand music programs within and outside the school day.

School Improvement Plan & Strategic Outcomes

Strategic Objectives: *REIMAGINE…*				
Teaching and Learning	**Supports so All Students are Ready and Able to Learn**	**A Culture of Self Discovery and Personal Achievement**	**Organization Design and Operations**	**An Active Community of Stakeholders**
Strategic Initiatives: Francis T. Bresnahan School				
(1) Administer district math assessment iReady 3x a year to identify student needs and inform instruction	(4) Screen all student on DIBELS 3x year	(7) Expand co-teaching across grade levels and programs	(10) Provide annual report to community on School Improvement Plan progress	(13) Provide weekly communication to families and update website
(2) Implementation of *My View* Literacy Curriculum and Wilson Fundations Program in grades K-3	(5) Continue staff education on safe and supportive schools, impact of trauma on learning, and mindfulness	(8) Support District in the design and implementation of innovative summer programs for all learners	(11) Implement Tuition-free full day kindergarten for all	(14) Partner with Newburyport Youth Services, Nourishing the North Shore and Our Neighbor's Table
(3) Implementation of revised Massachusetts History and Social Science curriculum frameworks in grades K-3	(6) Evaluate and provide program recommendations for Independent Development Center (IDC) program	(9) Continued implementation of Positive Behavior Intervention Systems	(12) Develop Inclusive and Collaborative Teacher Learning Communities	(15) Expand student special offerings to provide more arts and culture curricula

Screenshot

The Bresnahan School Improvement Plan

School Improvement Goals

1) Utilize student data to guide instruction and measure growth.
2) Provide services to promote behavioral health, social and emotional learning, bullying prevention, trauma sensitivity, diversity, equity and inclusion.
3) Continue discussion on the impact of parent and community involvement on student learning and identify strategies to develop supportive parent involvement.
4) Develop professional relationships amongst staff to support a vibrant PK-3 school community.

The Bres Strategic Outcomes

Strategic Outcomes: Francis T Bresnahan		2022-2023	2023-2024	2024-2025
1	Student data is used to create personalized intervention plans as needed	X	X	
2a	Teachers are engaged in an iterative curriculum review/mapping process of *MyView*	X	X	
2b	Teachers are implementing *Wilson* lessons daily in grades K-3	X	X	
3	K-3 history and social studies curricula are clearly articulated and available on the website	X	X	
4	Early identification of students who are at-risk in early literacy skills	X	X	X
5	Trauma sensitive school and cultural competency workshops are available for all staff	X	X	X
6	IDC elementary program is evaluated and program recommendations are implemented	X	X	
7	Class placement process supports co-teaching assignments; Professional development supports strategies-based teaching	X	X	
8	School vacation and summer enrichment and intervention programs are available for all students	X	X	X
9	Universal school-wide expectations followed by students and equitably supported by staff to promote positive behavior	X	X	X
10	Annual report on strategic and tactical initiatives published and presented	X	X	X
11	Kindergarten is full-day and tuition-free	X		
12	Staff meetings and teacher curriculum leaders support implementation and mapping of *MyView* and Fundations curricula	X	X	
13	Weekly principal newsletters are distributed; School website is accessible and easy to use	X		
14	District partnerships which support all families in accessing programming	X	X	
15	Students have access to expanded diverse cultural music and arts programming	X	X	X

School Operations

Admission

Admission to Newburyport Public Schools is granted to all families residing in Newburyport. Plum Island residents 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 as of September 1 of age in order to enter PreKindergarten and five years of age as of September 1 to enter Kindergarten.

Enrollment

Please click on this LINK for Enrollment. These enrollment forms are always available in the front office.

School Hours

Bresnahan School Hours are as follows:

- PS/PK: 8:15 - 1:00
- K-Grade 3: 8:20 - 2:50

On **Early Release Days,** preschool and PreK programs 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 Aspen Family Portal.

With the Aspen Family Portal parents/guardians will have access to student attendance, contact information, grades, homework assignments, schedules and homeroom teachers when available (available information depends on your child's grade level).

If you do not have a Family Portal User Name and Password please email:
aspen@newburyport.k12.ma.us and 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

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.

Visitors

We are honored to 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. If you plan to visit the school, please park in the N. Atkinson St entrance. Visitor parking spots are available to all guests (more information below). Please walk along the sidewalk and up the steps/ramp to proceed to Door 1 (Bus loop, High St entrance).

Sign-In Procedures

1. Always report to Door 1 and press the buzzer. Our office staff will buzz you in and welcome you to the building.

2. Please bring your driver's license to be scanned by our security check-in system, Verkada Technology.

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.

3. At the end of your visit, please report back to the office to sign-out and let office staff know you are leaving.

Dropping Off Student Items

If you are dropping off an item for your child, please make sure the item is 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.

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 school hours, parking in this location is prohibited to guests.

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 pick up. If you are dropping off students in grades K-3, please refrain from parking in the main parking lot in order to leave spaces available for our staff. You are more than welcome to park in the spots across from the book and linen bins (closest to the N. Atkinson entrance). Handicapped spaces are available in the parking lot and in front of the school for people who have a current placard or license plate.

When driving on school property, especially at arrival and drop off times, please keep speed to a minimum. Please also refrain from texting and driving as it puts our students at risk. Driving, speeding or parking infractions may be reported to the police.

We are working with our Facilities Department to improve our parking situation, more information to come!

Volunteers

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.

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

School Dismissal Manager

We use 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 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 that 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 to SDM

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

8:15 - 8:30 for Preschool and PreKindergarten

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

K-3 Arrival

- Students arriving in the rider line will enter through Door 4.
- Students who walk will enter through Door 1.
- Students arriving by bus will be escorted off the bus and enter through Door 1.

K-3 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 (Clipper Courses, NYS, Girl Scouts)

Walkers are picked up outside of Door #1 (the bus turnaround). 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. A staff member will see the placard and walkie for your child to exit the building. Your student will then

be escorted to your car.

Preschool Arrival

8:15 - 8:30 for Preschool and PreKindergarten. All preschools are riders. Parents should park in the 10 minute spots or visitor spots in the 32 Atkinson Street Parking lot. Parents walk their students to the exterior classroom doors or Door # 3 (your child's classroom teacher will give you specific information).

Preschool Dismissal

Preschool dismisses at 1 pm. Parents should park in the 10 minute spots in the 32 Atkinson Street Parking lot and pick up their child outside the exterior classroom doors or Door # 3 (your child's classroom teacher will give you specific information).

Placards

At the beginning of each school year, students are given two placards to be used at dismissal time. The placards list the student's 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 for both the walker line and 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

The Coach Company. provides bus and van transportation for the Newburyport Public School system. They are a family owned company with over 60 years of experience.

All students who ride the bus must have a bus pass. Bus passes are distributed once a student has registered for the bus. By law, mandated transportation, which is free, must be provided to all students in grades K-6 who live 1.5 miles or more from school to qualify for free transportation.

Students who are not mandated to be transported are eligible for ridership by paying a transportation fee. Transportation fees for the 2023-2024 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 students may opt to ride the bus only one way. All students who qualify for free and reduced lunch qualify for free transportation (you will need to submit this form to transportation).

Bus registration is coordinated through the Central Office. Forms are available on the District website under the Transportation icon. 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 or call Central Office at (978) 465-4457.

To contact The Coach Company directly dial 603-382-6623.

School Bus Rules

Please review these School Bus rules with your children:

1. The bus driver has complete authority on the bus.
2. Students may only ride their assigned bus (e.g. students cannot ride home on a friend's bus).
3. Students will be picked up and dropped off only at regularly scheduled bus stops.
4. All school rules are in effect on the bus. Students will demonstrate safe, kind, and responsible behavior towards peers and bus drivers.
5. Students are expected to use appropriate and respectful language at all times (no profanity or name calling).
6. Students will use appropriate voice levels (no yelling or screaming).
7. Do not push or shove when entering or exiting the bus.
8. Keep hands, arms and heads inside the bus.
9. Students are to remain seated throughout the bus ride. Feet are to be kept out of the aisle.
10. Do not throw things in the bus, at the bus, or out the window.
11. No food, gum or beverages, pets, skateboards, rollerblades or exceptionally large projects are allowed on the bus.
12. Students who refuse to obey the directions of the bus driver promptly or who refuse to obey these regulations may forfeit their privilege to ride the bus to and from school.
13. **STATE LAW OFFENSE**: "Whoever willfully throws or shoots a missile at a school bus, or at a person on such, or any way ASSAULTS or interferes with an operator while in the performance of his/her duty on or near such school bus, shall be punished by a fine of not more than one hundred dollars, or by imprisonment for not more than one year, or both." A snowball is considered a missile.

Any student who consistently breaks the bus safety rules will receive a warning slip from the driver. School administration will receive the warning slip and review the situation with the student and their family. Repeated offenses may result in suspension 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.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A student may also be excused for other exceptional reasons with approval of the Principal or designee.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of their child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may

request a physician's statement certifying such absences to be justified.

Our school social worker will reach out to parents if a student accrues more than 5 unexcused absences. This is not a punitive call, but rather a call to uphold our legal obligations per Massachusetts Law and build relationships with families. The call from our social worker will be followed up with a letter from the office documenting steps forward to improve attendance.

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. Our preferred method of communication is via School Dismissal Manager (more information below). Please go into 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 8:30 am.

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. After the 8th tardy, families will receive a call from our school social worker and a letter home. After the 10th tardy, families will be invited to a conference with the principal. 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 here. 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.

Independent Walkers

Starting in 3rd grade, as many families encourage their children to become more independent by walking/biking home alone, we do offer the opportunity for your child to be an independent walker. An independent walker is defined as a child that is walking home to their house (or caretaker's house). *Please note independent walkers are not able to meet parents or caretakers on school property or at the senior center. If you wish to pick your child up on school property your child would qualify as a "walker" not an "independent walker" and you would need to bring your placard and wait in our Walker Line by Door 1.*

*If you would like a sibling to walk home with your 3rd grader, please reach out to Jamie Sokolowski.

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 canceled.
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 picks 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. Vacations are not considered excused absences. 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 (depending 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 11:15 am.

Kindergarten - Grade 3 dismiss at 11:40 am

A single option bagged lunch is 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 16, March 31** and the last day of school in June. Progress reports will be issued twice a year for students in Preschool and Kindergarten: **January 20** 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 your classroom teachers. 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.

We are happy to announce that school breakfast and lunch are free to any student for the 2024-2025 school year. Milk ordered as a side for home lunch is available but available for purchase at $.60 a carton.

Payment for milk can be made through MySchoolBucks.com. Please reach out to Food Services Director, Tammie Titelbaum (ttitelbaum@newburyport.k12.ma.us) with any questions.

School Pictures

Individual student school pictures will take place on **September 26th and 27th**. Your classroom teacher will provide you with specific information. 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 off campus 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 is in need of financial assistance for a field trip, please contact the principal.

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 names to facilitate return. Periodically, all unlabeled lost articles will be discarded or donated to charity.

Technology Integration at the Elementary Level

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 it is important to educate students on how to use technology as a responsible digital citizen within his/her school community. Building these foundational skills at this level is an important step in preparing students to be productive citizens.

For further details regarding the Newburyport Public Schools' Acceptable Use Policy please click on this link: District Policy

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.
- Depending 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 redirect 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 students. Parents will be contacted by the School Administration or School Counselor. 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. A Behavior/Safety 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/safety 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 the student will be allowed to return to class.

<u>Hierarchy of Bullying Behaviors and their Possible Interventions</u>

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.

Level One Bullying Behaviors	**Level One Possible Interventions**
• Gossiping/Spreading Rumors • Embarrassing someone on purpose • Pushing/Kicking/Hitting • Spitting	• Apology and making amends by: repairing, cleaning, replacing, writing an apology note • Loss of privileges

• Mocking, Mimicking • Name-calling/Put Downs, Dirty Looks, Teasing in a hurtful way, Daring someone to break a school rule, Excluding from a group	• Parent Notification • Develop a behavior plan • Make an environmental change: move seat, adjust schedule, increase level of supervision

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

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

Level Three Bullying Behaviors	**Level Three Possible Interventions**
• Physical Violence • Threatening with a weapon • Retaliation • Racial/Sexual Harassment	• Student Behavior Plan/Counseling • Intervention • In-school suspension • Out-of-school suspension

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

Discipline

Teachers and staff all have access to the same resources that allow them to respond consistently to misbehaviors. For Minor Behaviors, staff handle these using strategies that help redirect the student and allow them, and others, to continue working in the classroom. If behaviors continue to increase, or there is a Major Behavior, staff will notify administration for support. Major behaviors are managed by administration and need a higher level of support to be addressed. The student may receive support from a School Adjustment Counselor/Teacher, Principal, or Asst. Principal based on the severity of the issue. Staff will communicate with the parents/guardian so that they may follow up with their student regarding the issue.

Appropriate behaviors and expectations will be routinely practiced throughout the school year in individual settings and as a whole school. Students will have reminders in all areas of the building,

including the hallways for transitions. This will help make our school climate more friendly, welcoming, safe, and supportive for all students and staff.

Minor Behaviors	Possible Interventions
• Disruptive/disrespectful behavior or language towards teacher or peers (words and tone) • Use of profanity • Work refusal • Inappropriate use of technology • Intentional defiance • Teasing, being unkind • Stealing • Unsafe body to self and others	• Apology and making amends by: repairing, cleaning, replacing, writing an apology note • Loss of privileges • Parent Notification • Make an environmental change: move seat, adjust schedule, increase level of supervision
Major Behaviors	**Possible Interventions**
• Property Destruction • Physical Aggression • Bringing dangerous items to school • Elopement (attempting to leave area without permission) • Verbal threats of violence • Sexual Harassment (teasing, touching, exposing of self)	• Parent Notification • Loss of privileges • Making Amends: School-based Community Service, Writing an apology note • Student Behavior Plan/Counseling • In-school suspension • Out-of-school suspension • Make an environmental change: move seat, adjust schedule, increase level of supervision

All behaviors that are identified as minor will be considered a major if repetitive, or of extreme nature. This includes any school related behavior (bus, field trips, clipper courses).

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

Lunch Seating
Students will begin the year sitting with students from their class. Most grades assign seats to support building relationships and consistency. There are times throughout the year where students may have open access to the cafeteria seating or unassigned seats within their class. Seating may be determined on a case by case basis, ensuring that students are receiving what they need in order to be successful in an unstructured environment.

Health

Newburyport Public Schools employs Registered Nurses to meet health care needs in our schools.The role of the school nurse has changed significantly in the last decade, with a focus on case management and optimizing student time on learning. The school nurses manage a variety of health issues, with a focus 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, Emergent and Chronic Care
- Health Counseling
- Mandated Health Screening
- Administration and Evaluation of Medications and Prescribed Treatments
- Case Management for Significant Health Needs
- Health Education of Parents, Students, andStaff
- Monitoring of Immunizations
- Monitoring of Comprehensive Physical Exams (required on entrance to school and for Grades 4, 7, and 10)

It is imperative that the school nurses receive updated health information for your child/children each year. The yearly health update and Permissions to treat may be found in our secure Parent Health Portal. We utilize this portal to easily and securely communicate with parents and request you complete the health update prior to the start of school each year. To access this portal, please follow instructions provided on our Health Services webpage. Parental Health Portal

For a comprehensive list of health and wellness policies, and health related forms, please visit the district website Health Services page.

Student Illness and Injury

- Our school nurses will assess children who are in school and feeling unwell, or have an injury. If the child is unable to return to class, a parent or guardian will be informed and the child dismissed.
- Though we are unable to contact parents or guardians regarding every office visit, you will be informed of any notable visit for illness or injury even if your child does return to class.
- If a student is injured or becomes ill during the day, the nurse will notify the person or persons provided as emergency contacts. If the injury or illness is severe, the child will be transported by ambulance to the hospital, accompanied by a school staff member.
- If your child is unwell and not able to attend school, please follow the attendance protocols outlined in this Handbook.
- If your child has a contagious illness, we ask that you notify the nurse directly. In turn, the nurse will work with the student team as needed to protect the health of students and staff.
- A Physician's order is required for your child to be excused from physical education, with date of return to PE defined by the prescriber. Any student who has an extended absence (5 days or more) from school must have medical clearance before returning to school.

Students must stay home for 24 hours in the following circumstances:
• A rash or skin condition not diagnosed/under treatment 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
• Untreated head lice
• Untreated bacterial infection such as Strep Throat (must be on antibiotic at least 12 hours before return to school)

Medications
Our health office will dispense medications to students, as ordered, during the school day. Daily or two times per day medications should be administered at home, in most cases.

- All medications must be delivered to the school nurse/health office by an adult. All medications must be delivered in a current pharmacy labeled container, or in original packaging (over the counter medications). No medications delivered in baggies or other alternative packaging will be administered.
- School policy requires both parental consent and physician prescription for regularly scheduled and as needed medications.
- All medications are administered by the school nurse, or under the school nurse supervision or direction. In very specific situations, self administration may be an option. Consult with the school nurse for more information regarding self-administration.
- For short term medications such as antibiotics, parental consent is required along with a current prescriber order and/or the current prescription on the original medication container or bottle. Parents should take advantage of services offered by local pharmacies. Medications may be dispensed in two separate containers; one for home and one for school use.
- Parental Consent forms may be accessed via the Health Services web page, or from the school nurse.
- Our School Physician provides us with Standing Orders for a number of basic over the counter medications such as Tylenol, Ibuprofen, topicals (Hydrocortisone cream), etc. To ensure timely administration of these over the counter medications, please provide permission for these medications via our Parent Health Portal.

Allergy Aware School
Bresnahan is an allergy sensitive school, meaning we work to assure we are aware and plan regarding student allergies, and assure staff are trained in prevention, mitigation, and emergency response. **Peanut and nut products** continue to be the most prevalent allergens, and pose the greatest danger. When 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.

In order to provide a safe learning environment for all our students throughout the year, we need your help. For this reason, we are asking that you do not send your child to school with snacks or lunch items that contain any **peanuts or tree nuts.**

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

- Read the product label—do not send in foods that list nuts or peanuts as an ingredient or possible ingredient.

- 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.

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.

If you have any questions, please contact your school nurse.
Valorie Natoli, RN, Grades PK-Gr 1 phone: (978) 465-4435 ext. 3127, vnatoli@newburyport.k12.ma.us
Michelle Thivierge, RN Grades 2-3 phone: (978) 465-4435 ext. 3939, mthivierge@newburyport.k12.ma.us

Dress Code

We encourage school appropriate attire, and will take into account individual preferences and needs as long as it remains appropriate for a school setting. This includes outdoor clothing during colder months. We partner with parents in creating good habits around dressing for success in a school setting.

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 or 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 Brad Brooks, the Director of Student Services at 978-465-4453.

Section 504 of The Rehabilitation Act of 1973

Section 504 is an anti-discrimination civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

NPS Notice of Parent/Student Rights

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. One purpose of the Act is to prohibit discrimination and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks.

Section 504 Rights
The enabling regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:
1. You have a right to be informed by the school district of your rights under Section 504. (The purpose of this notice form is to advise you of those rights). 34 CFR 104.32.
2. Your child has the right to a free, appropriate public education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33.

3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
5. Your child has a right to facilities, services and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
6. Your child has a right to an evaluation before an Initial Section 504 placement and any subsequent significant change in placement. The district shall consider, as appropriate, information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and other sources. 34 CFR 104.35.
7. If eligible under Section 504, your child has a right to periodic formal or informal re-evaluations, generally every three years. 34 CFR 104.35.
8. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36.
9. You have the right to examine relevant records. 34 CFR 104.36.
10. On Section 504 matters, you have the right to file a complaint with the district's Section 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
11. If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's Section 504 Coordinator after you receive written notice of the Section 504 Committee's action(s).
12. You may also request a hearing directly from the Massachusetts Bureau of Special Education Appeals in Malden: (781) 338-6407. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
13. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
14. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office which covers Massachusetts is:

Office of Civil Rights, Region 1
U.S. Department of Education
John W. McCormack, POCH
Room 701
Boston, MA 02189-4557

Animal/Pets

As much as we love animals, 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. We want our school grounds to be accessible and clean for all students to enjoy.

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 Harassment (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), 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:

District Level	**School Level**
Title IX Coordinator, Brad Brooks Civil Rights Officer Newburyport Public Schools 70 Low Street Newburyport, MA 01950 978-465-4456	Jamie Sokolowski Principal 333 High Street Newburyport, MA 01950 (978) 465-4431

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, 8th 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 are 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 modifications 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, Brailed 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.