

**Table of Contents**

Table of Contents ..... 1  
Mission Statement..... 2  
Charter Definition ..... 2  
Board of Trustees ..... 2  
Principal’s Introduction ..... 3  
Important Phone Numbers ..... 4  
Policy of Nondiscrimination ..... 4  
School Staff..... 5  
School Calendar ..... 6  
School Hours..... 7  
Daily Schedule ..... 7  
Bicycle Use ..... 8  
Student Attendance ..... 8  
Nurse/Medications ..... 8  
Visitors to School..... 10  
Student Items to be Dropped Off ..... 10  
School Volunteers ..... 11  
Barnstable Health Curriculum ..... 11  
Reading Tips ..... 12  
MCAS ..... 12  
Barnstable Homework Policy ..... 13  
Student Placement Policy ..... 13  
MMEHMCPS Ambassadors..... 14  
Parent Advisory Council (PTO)..... 14  
Renzulli Enrichment Program..... 15  
Student Records ..... 15  
Discipline Codes ..... 17  
Gymnasium Use..... 20  
School Lunches..... 20  
Dismissal Procedures ..... 21  
Transportation Information..... 22  
Elementary Bus Discipline ..... 22  
Safe School Policy ..... 23  
Inclement Weather ..... 24  
Respect Code..... 25

## School Mission Statement

The mission of the Marstons Mills East Horace Mann Charter Public School (“the school”) is to be a whole school community that provides a challenging and enriching learning environment for children Kindergarten through Grade 4; and where all children achieve high academic standards and develop character. We support the whole child and continuous improvement in the teaching process, and consider a whole school community as integral to success.

The Marstons Mills East Horace Mann Charter Public School Mission is built on three key principles:

- 1. WE SUPPORT THE WHOLE CHILD**  
*We recognize each child as an individual and will promote his/her unique intellectual and social development.*
  
- 2. WE SUPPORT CONTINUOUS IMPROVEMENT IN THE TEACHING PROCESS**  
*We intentionally promote dialogue and teamwork among staff in order to critique and improve teaching practices on an ongoing basis.*
  
- 3. A WHOLE SCHOOL COMMUNITY IS INTEGRAL TO SUCCESS**  
*In addition to school staff and children, we have an active parent and community base that participates in everyday school life (classrooms, other academic settings, social commitments, etc.).*

## THE CHARTER

In 1998, the Massachusetts Department of Education (D.O.E.) was authorized by the state to grant Horace Mann Charters to public schools to be operated and managed by a Board of Trustees independent of local school committees.

The Marstons Mills East Horace Mann Charter Public School is located in the former Marstons Mills East Elementary School in Marstons Mills, and serves kindergarten through fourth graders from the Town of Barnstable. As a Horace Mann School, we have fiscal autonomy and independent governance to provide flexibility and unique opportunities for our students and teachers. This improves the quality of education, enhances cost savings, and serves as a model for other public schools.

**How is the School Governed?** In accordance with the Charter and our by-laws, the Board of Trustees is elected annually. The Board of Trustees is responsible for overseeing and governing and has fiduciary responsibilities.

### **MARSTONS MILLS EAST HORACE MANN CHARTER PUBLIC SCHOOL BOARD OF TRUSTEES 2007-2008**

<b>Officers:</b>	<b>Chair</b> – Janice Kinder <b>Vice Chair</b> – Douglas Jacoby	<b>Treasurer</b> – Laura Shufelt <b>Secretary</b> – Janelle D’Aprix
<b>Trustees:</b>	Bethanne Allen, Marjorie Berkley, Jack McCarthy, Janice Kinder, Tim Telman, Douglas Jacoby, Jeffrey Elletson, David Viera, Jack McLeod	

## **Principal's Introduction**

Dear Parents and Students,

Welcome to Marstons Mills East Horace Mann Charter Public School.

This handbook is a very important tool to be used for bringing school and home together. We hope that you will find it useful and that it will provide you with information you need to know about Marstons Mills East Horace Mann Charter Public School.

Together we will create a wonderful educational experience that provides a challenging, enriching and nurturing environment for your child.

Sincerely,

Kenneth J. Keenan  
Interim Principal

## **Important Phone Numbers**

Marstons Mills East Horace Mann Charter Public School	420-1100
Kenneth J. Keenan, Interim Principal	420-1100
Claire Whitty, Administrative Assistant	420-1100
Mary Smith, Charter Associate	420-1100
Nancy Sandborg, Bookkeeper	420-1100
Kim Stoloski, School Psychologist/Special Education Coordinator	420-1100
Ann Marie Melley, Nurse	420-1102
Suzanne Morgan, SPED Clerk	420-1100

## **Policy of Nondiscrimination**

The Marstons Mills East Horace Mann Charter Public School does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities, on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964; on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act).

A statement of equal educational opportunity which shall state that charter schools shall be open to all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, or proficiency in the English language, and academic achievement. In the case of a Horace Mann charter school, the application shall include a statement of the non-instructional services which will continue to be provided by the local school district. There shall be no application fee for admission to a charter school.

Eligibility for enrollment may be consistent with the school's grade levels. Charter schools shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement.

Kenneth J. Keenan – Interim Principal  
 Claire Whitty - Administrative Assistant  
 Kim Stoloski - School Psychologist  
 Mary Smith - Charter Associate  
 Nancy Sandborg- Bookkeeper

<p><b>KINDERGARTEN</b>          Pamela Autery          Paula dePontbriand          Patricia Horgan          Amy Jones</p> <p><b>GRADE ONE</b>          Sheila Butler          Janet Powers          Christine Fawkes          Erin Thorne          Catherine Hamilton-Milne</p> <p><b>MULTI-AGE CLASS</b>          Mary Jo Keenan</p> <p><b>GRADE TWO</b>          Linda Ahearn          Ann Hibbard          Amy Peninger          Nicole Galcenski          Lisa Kent</p> <p><b>GRADE THREE</b>          Beth Ann Allen          Lynn Hurley          Deborah Thonus          Lynn Corsino          Katy Alty</p> <p><b>GRADE FOUR</b>          Michael O'Toole          Jill O'Brien          Deborah Hart          Dennis Moynihan          Christine Pratt-Gorrill</p> <p><b>SPED CLERK</b>          Suzanne Morgan</p> <p><b>KINDERGARTEN ASSISTANTS</b>          Maureen Webb          Lauren Vena</p>	<p><b>TECHNOLOGY SPECIALIST</b>          Julia Colby</p> <p><b>TECHNOLOGY ASSISTANT</b>          Candace Johansen</p> <p><b>ENRICHMENT SPECIALIST</b>          Jean Farrell</p> <p><b>READING</b>          Wendy Fizell</p> <p><b>SPEECH and LANGUAGE</b>          Susan Miles</p> <p><b>O.T.</b>          Susan Joy</p> <p><b>HEALTH OFFICE</b>          Anne Marie Melley - Nurse</p> <p><b>PREVENTION SPECIALIST</b>          Jennifer Police</p> <p><b>SCHOOL ASSISTANTS</b>          Terri Corbett          Rose Rogan          Elizabeth Hodgkins</p> <p><b>CUSTODIANS</b>          Wayne MacFarlane, Head Custodian          Kevin Hughes          Diane Perry</p> <p><b>CAFETERIA</b>          Colleen Broughton, Manager          Lori Grady          Pam MacFarland</p>	<p><b>RESOURCE ROOM</b>          Maureen Curley-Giordano          Peg Robichaud</p> <p><b>ADAPTIVE P.E.</b>          Tom Turco</p> <p><b>SPED TEACHER ASSISTANTS</b>          Barbara Beriau          Susan Campbell          Ann Marie Lucich          Judy Nazzaro</p> <p><b>TEACHER ASSISTANTS</b>          Lori Rome          Margaret Wardrop          Elizabeth Myers          Nicola Stacy          Kathy Caplice</p> <p><b>LIBRARY ASSISTANT</b>          Sandra Laliberte</p> <p><b>MATH SPECIALIST</b>          Jessica Burns</p> <p><b>ART</b>          Linda Childs</p> <p><b>MUSIC</b>          Lynn Burrill</p> <p><b>SPANISH</b>          Anna Maria Waechtner          Joanna Garcia</p> <p><b>PHYS ED and HEALTH</b>          Joanne Spurr          Meg Drude          Sandy Fruean</p>
---	---	--

## School Calendar 2007-2008

### August

29 First Day for Students  
31 **NO SCHOOL**

### September

3 Labor Day (**NO SCHOOL**)  
19 **Teacher In-Service (1/2 day for students)**

### October

8 Columbus Day (**NO SCHOOL**)  
9 Teacher In-Service (**NO SCHOOL**)  
24 **Teacher In-Service (1/2 day for students)**

### November

12 Veterans Day- (**NO SCHOOL**)  
13 Elementary Parent Conferences (1/2 day for students)  
15 Elementary Parent Conferences (1/2 day for students)  
21-23 Thanksgiving Holiday (**NO SCHOOL**)

### December

13 **Teacher In-Service (1/2 day for students)**  
24-31 Winter Recess

### January

1 School Closed (New Years Day)  
2 School Reopens  
18 **Teacher In-Service (NO SCHOOL)**  
21 Martin Luther King Day (**NO SCHOOL**)

### February

18 – 22 February Vacation

### March

11 Elementary Parent Conferences (1/2 day for students)  
13 Elementary Parent Conferences (1/2 day for students)  
21 Good Friday (**NO SCHOOL**)

### April

21- 25 April Vacation

### May

14 **Teacher In-Service (1/2 day for students)**  
26 Memorial Day (**NO SCHOOL**)

### June

23 Last day for students (1/2 day/includes 5 inclement weather days)

## **SCHOOL HOURS FOR 2007-2008**

- **9:00 - 3:30 P.M. Grades 1-4**
- **9:00 - 11:45 A.M. Kindergarten A.M. session**
- **12:45 - 3:30 P.M. Kindergarten P.M. session**
- Students may arrive at school from 8:45 – 9:00 but not before, as there is no supervision before 8:45 A.M.
- Children may enter the classrooms between 8:45 and 9:00 A.M.

### **Daily Schedule**

9:00	School Begins
10:25-10:40	Recess: Kindergarten
10:45-11:00	Recess: Grade 2
11:05-11:20	Recess: Grade 1 & Multi-age
<b>11:45</b>	<b>AM Kindergarten Dismissal</b>
11:20-11:35	Recess: Grade 3/Kindergarten
11:35-12:00	Lunch: Grade 3/Kindergarten
11:50-12:05	Recess: Grade 4
12:05-12:30	Lunch: Grade 4
<b>12:45</b>	<b>PM Kindergarten Begins</b>
12:20-12:35	Recess: Grade 2/Multi
12:35-1:00	Lunch: Grade 2/Multi
12:50-1:05	Recess: Grade 1
1:05-1:30	Lunch: Grade 1
2:00-2:15	Recess: Grade 3
2:20-2:35	Recess: Grade 4
3:30	Dismissal

### **Riding Bicycles To School**

Pupils in grade 4 only are permitted to ride bicycles to school. Children are responsible for the security of their bicycles. Use of locks is encouraged. Also a letter from A parent giving permission to ride should be sent in at the beginning of the school year.

### **Student Attendance**

**Regular attendance at school is necessary if your child is to progress academically.**

An attendance letter will be sent to students who are absent or tardy more than 5 days during each quarter.

It is also important that students arrive on time for the beginning of classes. Classes begin at 9:00 A.M.

If your child arrives after 9:00, please be sure he/she checks in at the office so that the attendance can be corrected for that day.

If you are going to keep your child out of school for any length of time, you are requested to fill in a leave of absence form. The form may be obtained at the school office.

### **Absent or Tardy**

If your child is absent or tardy, a note explaining the reason is required from the parent. The note should be sent in with the child on the first day of his/her return to school and should be given to the classroom teacher.

### **Returning to School After an Illness**

When your child returns to school after an absence because of illness, it is expected that he/she is healthy enough to engage in all school activities. If, for any reason ,your child cannot attend physical education class, a written request by your doctor or an oral statement by phone from your doctor is required.

### **Nurse's Office**

**(508) 420-1102** School Nurse - Mrs. Anne Marie Melley

**Visits to the Health Office:** We hope your child will not get sick or hurt at school but, if they should, the School Nurse is there to help you. The teacher will give the child a pass and dismiss them from the class. The child should go directly to the Health Office.

**Medications:** Whenever possible, medications should be given at home. Every effort should be made to avoid medication being dispensed during school hours. When this is not possible, medication will be dispensed in the Health Office. A signed authorization form, completed by both parent/guardian and physician , is required by law, before being dispensed at school (this includes both prescription and over the counter medications). Medication authorization forms listing all regulations are available at the Health Office. Students may not carry medications at any time. Parents are to bring medications to the Health Office in a current pharmacy bottle or original container.

**Over the Counter Medication:** The health office is not able to dispense any "over the counter" (non-prescription) medications except with written permission from a licensed physician.

**Dismissal for an Illness:** Any student not well enough to remain in school must report to the Health Office where a determination for dismissal will be made and the parent/guardian contacted. Parents are advised to list 3 alternate names on the Emergency Procedure Cards in case the parent/guardian is not available.

**Screening Programs:** Students are screened each year for vision, hearing, height and weight. Parents will be notified of all screenings and of any concerns.

## VISITORS TO THE SCHOOL

The Barnstable School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the school district's policy of assigning a student to a particular class is the sole responsibility of the building principal in consultation with the staff of that school.

*The following guidelines to classroom and school visits will be followed:*

1. Parental requests for classroom visitations will be welcome as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building principal has the authority to determine the number, times and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes, it is requested that all visitors report to the principal's office upon entering and leaving the building, receive a visitor's name tag and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the principal's office.
4. Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school in September, MCAS and Stanford 10 testing weeks, and during the month of June.
5. Any student who wishes to have a guest in school **MUST** ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

ADOPTION DATE: September 4, 2001

## STUDENT ITEMS TO BE DROPPED OFF

Parents are welcome to visit the school **but must report to the office first** to sign in.

If you are bringing in anything that your child forgot to bring to school, you must leave it at the office, and we will get it to your child.

Adults who need to assist a student carrying something to the classroom should check in with Mrs. Whitty at the front desk to comply with our proactive safety plan.

## **VOLUNTEERS**

All volunteers, including field trip volunteers and volunteers working in the school, are asked to report to the office each day they are volunteering.

Volunteers will be asked to sign in and out at the office on an office log. The information will be helpful to us in knowing who is in the building.

Any person volunteering in a classroom must have proof of having a C.O.R.I. check. Forms may be obtained from the school office.

## **Barnstable Health Curriculum** **Grades Pre K - 12**

The essence of the Barnstable Public School system's Health Curriculum Pre K - 12 is to provide students with knowledge and skills necessary to make responsible, well-informed, personal health decisions. The curriculum covers a wide variety of topics including issues dealing with human sexuality. This instruction occurs in grades 3 - 12.

We strongly recommend that all students participate in the lessons scheduled for their personal grade level. However, if you do not want your child to participate, you have the right to exempt your child from class when these issues (topics) are taught by submitting a request in writing to the building principal.

We encourage all parents to participate in the education of their child. You are welcome to review our curriculum and related materials at our school library.

Specific questions regarding this matter should be addressed to Margaret Drude at 428-3376.

## **Tips For Encouraging Reading At Home**

Research shows that there is a link between successful readers and the amount of time spent reading outside class. This also helps to improve writing, speaking and imagination. Here are some ways that parents can help.

1. Talk to your child about each day's school activities.
2. Take time to read with your child. When a story or book is completed, talk about what happened. (The conversation that goes with reading aloud is as important as the reading.)
3. Make sure the material is at your child's level. Use the "Rule of Thumb." Have your child read any average length page from a book. As he/she comes to a "tricky" word, put one finger up (starting with the pinky). If, at the end of the page, the thumb is reached, it is too difficult for independent reading. It may, however, be a great book to read aloud to your child.
4. Provide an environment at home where reading can be enjoyed. Since oral reading is harder than silent reading, first let the youngster read silently. This enables the child to have a better chance to be successful and gain self-esteem.
5. Visit your local library regularly and frequently.
6. Writing promotes reading ability. Suggestions: write directions and illustrate steps to activities; make a collection and label; write thank you notes; make birthday or greeting cards; write captions for pictures; write a biography about someone in the family; have a pen pal - perhaps a grandparent.
7. Discuss a plan for family television viewing, rather than unmonitored T.V. viewing. Watch a show together and discuss it.
8. Give your child an extra 15 minutes to read in bed at night.
9. Provide art materials and a "scrap box" so that your child can recreate main characters from the story, draw or paint the setting, or share an activity related to school.
10. Help your child keep a record of the books they have read.
11. Re-reading a book or poem is an excellent way to increase fluency.

## **Massachusetts Comprehensive Assessment System**

Under Education Reform, the Massachusetts Comprehensive Assessment System (MCAS) test was developed to measure student understanding of the learning standards in the curriculum frameworks. Beginning with the class of 2003, in addition to meeting local graduation requirements, students will need to pass the tenth grade MCAS in order to receive their high school diplomas.

The reading portion of the MCAS will be administered to the third graders from March 24-April 7, 2008.

Fourth graders are scheduled to take the English Language Arts Composition test March 25, 2008. The Language and Literature test will be administered between March 26 – April 7, 2008. The Math test will be May 12 – 29. Kindergarten, First, Second, Third, and Fourth graders will be taking the Stanford 10 Tests to test their skills in reading and mathematics in the fall of each year.

## **Barnstable Homework Policy**

Homework is an accepted practice in nearly every school district in the country. Current efforts to improve schools at the national, state, and local level is consistently call for increased amounts of homework to assist students to practice higher-ordered thinking skills, and for the use of homework to extend classroom learning time. In the current literature, the concept of homework is an important component of instruction.

### **Time Allotments**

The Barnstable Public Schools require that some homework be assigned at all grade levels but recognize that a mixture of both mandatory and voluntary assignments would be most beneficial to students.

Grades 1 – 2	Two or three mandatory assignments a week, each lasting approximately 15 minutes.
Grade 3	Two to three mandatory assignments a week, each lasting approximately 30 minutes.
Grades 4–5	Two to four mandatory assignments a week, each lasting approximately 45 minutes.
Grade 6	Three to five mandatory assignments a week, each lasting approximately 60 minutes.

## **Marstons Mills East Horace Mann Charter Public School Student Placement Policy**

Placing students into classrooms for the next school year is the main responsibility of grade level teachers, resource room teachers, other support staff teachers and the principal.

The main objective is to create heterogeneous classrooms. Some of the criteria used in constructing a classroom are as follows:

A balance of different ability levels,  
Boys and girls distributed as evenly as possible throughout the grade, and  
Students who require additional teacher time for instruction, redirection, or discipline should be assigned equally to every teacher.

In addition, many other factors must be considered in constructing a heterogeneous classroom where teachers can offer an educational program to meet the diverse needs of all of our students.

**M.M.E.H.M.C P.S. Ambassadors**  
**Welcome Committee**  
**2007-2008**

When new students and their parents come to enroll, two of the Ambassadors will welcome them and give them a tour around the building. When they return to the office they will be given a small gift.

**PARENT TEACHER ORGANIZATION**

The purpose of the Marstons Mills East Horace Mann Charter Public School Parent Teacher Organization is to enhance the quality of our young people's education and to foster positive interaction among teachers, administration, parents, and other interested people of the community. The objectives of the PTO are as follows:

1. Opening and maintaining lines of communication between all concerned, ever mindful that these are very special growing years for the young adolescent.
2. Affording an opportunity for the school to acquaint parents with the objectives, programs, methods, achievements, and plans of the school system, as well as the problems.
3. Bringing the educational expectations, questions, and concerns of the community to the attention of the school.
4. Presenting programs that will bring further understanding of the continuing educational programs' process and permit all parties to voice their concerns, as well as assist in implementing agreed upon changes.

Membership in the PTO is automatically open to all parents, teachers, and administrators of the Marstons Mills East Horace Mann Charter Public School.

**2007 – 2008 Parent Teacher Organization (PTO) Officers**

President	Deirdre Kyle
Vice-President	Rebecca Pincava
Treasurer	Nicola Stacy
Recording Secretary	Margorie Berkley
Corresponding Secretary	Marie Murphy

**Marstons Mills East Horace Mann Charter Public School PTO  
Mission Statement**

To enrich our school by providing educational, cultural and social opportunities: Encourage positive, respectful and courteous behavior. To communicate with and nurture our families with healthy, cooperative community enhancing activities. This is an inclusive group and openly invites input from all members of the Marstons Mills East Horace Mann Charter Public School Community.

## **Schoolwide Enrichment Program**

Dr. Joseph S. Renzulli's School-wide Enrichment Model (SEM) provides educators with an adaptable framework for bringing lasting improvements to education.

Enrichment Learning and Teaching is based on four principles:

- Each student is unique.
- Learning is more effective when students enjoy what they are doing.
- Learning is more meaningful and enjoyable when content and process are learned within the context of a real problem.
- Knowledge and thinking skills acquisition are enhanced when students can construct meaning.

### **Goals of M.M.E.H.M.C.P. School Wide Enrichment**

- Goal 1: To develop the talent potentials of young people by assessing strengths and providing enrichment opportunities to develop the strengths.
- Goal 2: To improve the academic performance of all students.
- Goal 3: To promote growth-oriented professionalism of all school personnel.
- Goal 4: To promote a community of learning that honors diversity, respect for one another and for the earth's resources.
- Goal 5: To implement a democratic school governance procedure that includes appropriate decision-making opportunities for students, parents, teachers, and administrators.

### **STUDENT RECORDS**

The State Board of Education has adopted Regulations Pertaining to Student Records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. (They also apply to all private schools, which have state approval to provide special education services under Chapter 766, The Special Education Act.) They are designed to insure parents' and students' right of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: The transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. The information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary records contain the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school sponsored activities, and evaluations and comments by teachers, counselors, and other persons, as well as other similar information. The temporary record is destroyed within five years after the student leaves school.

**Parents and students may receive copies of the temporary record before records are destroyed (5 years after the student leaves).**

**The following is a summary of the major parents' and students' rights regarding their student records, as provided by the Regulations Pertaining to Student Records:**

### **Inspection of Records**

A parent or student who has entered the ninth grade, or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or the student no later than two days after the request, unless the parent or student consents to the delay. The parent and the student have the right to receive copies of any part of the record, although a reasonable fee may be charged for duplicating the materials.

Finally, the parent and the student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

### **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 specific, informed, written consent of the parent or the student.

However, in line with federal regulations, the school may release "directory information" about a student to third parties (i.e., parent groups) without prior consent as long as the school gives this notice and permits students or parents to object. This information may include student/parent names, addresses, telephone number, and year of graduation. *If you do not want this information released, please contact the Principal's office before October 1<sup>st</sup>.*

### **Amendment of Records**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

### **Destruction of Records**

The records require that certain parts of the student record, such as the temporary record, be destroyed five years after the student leaves the school system.

Parents or students may obtain these records before they are destroyed in April, five years after graduation.

The above is a summary of some of the more important provisions of the Regulations Pertaining to School Records that relate to student and parent rights. If more information is desired, a copy of the regulations may be received from your school.

Pursuant to Chapter 622, Massachusetts Acts of 1971, and the recommendations issued by the Massachusetts Board of Education, no child may be excluded from any school nor prohibited or discouraged from participating in any course, activity, or resource available in such school on account of race, sex, color, national origin, or religion.

### **Transfer of Records**

Consistent with the Education Reform Act, the Marstons Mills East Horace Mann Charter Public School has the authority to transfer a student's complete record to a student's new school without prior consent of parents. Additionally, under the section 37L of G.L.c.71, any student transferring into a new school district must provide the new district with a complete school record including, but not limited to, any incidents involving suspension or violation of criminal acts, or any incident reports in which such student was charged with a suspended act.

### **DISCIPLINE CODES**

**NOTE: Students and parents should be aware that suspected criminal activity will be reported to the police in addition to discipline the school may take based upon the student's actions.**

**Smoking:** Smoking is prohibited on school grounds.

**Note:** If and when a student becomes involved in any of the actions listed above, he/she will be referred to the office on a Disciplinary Referral Form and will be dealt with by the administrative staff. Consequences for misbehavior will increase for repetitive offenders. However, students and parents should realize that a single incident or serious misconduct may result in immediate suspension and initiation of the steps necessary to expel a student from school. Consequences may range from a warning, loss of recess, in school suspension, out of school suspension, to expulsion. Students and parents should be aware that suspected criminal activity will be reported to the police.

**DISCIPLINE POLICY FOR LUNCH AND RECESS:** The cafeteria is a place where students go to eat, relax, and socialize with friends and classmates. The playground is a place where students are able to exercise and have fun with each other. In order to insure the well being of all students in both of these areas of the school, **there are posted rules by which all students must abide.**

Any student who does not abide by the rules of the cafeteria will be assigned to eat at a separate location in the cafeteria or in a separate room. Recess is a privilege. Any student who does not abide by the rules will lose the privilege of recess for a period of time to be determined by the Principal, or his designee, and will be assigned to a separate supervised location.

### **HARASSMENT**

Everyone in the school community has the right to be free from harassment. Harassment can include such things as unsolicited remarks, gestures, or physical contact, the display or circulation of written materials or pictures derogatory to either gender, or to racial, ethnic, religious, age, ancestry, or disability groups. Anyone involved in harassment, or who retaliates against an individual who reports harassment, will face school discipline, which could include suspension or expulsion.

**In General:** Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offend or show disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

**Sexual Harassment Policy:** Sexual harassment is a form of sex discrimination. Under the Massachusetts law on fair educational practices (Chapter 151C of the Mass. General Laws), the term “sexual harassment” is defined as follows:

**Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:**

- (a) Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services, or as a basis for the evaluation of academic achievement;
- (b) Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating, or sexually offensive educational environment. (Massachusetts General Laws, Chapter 151C)

**CHAPTER 71, SECTION 37H: EXPULSION BY THE PRINCIPAL**

- a.) Any student who is found on school premises, or at school-sponsored events, including athletic games, in possession of dangerous weapons, including, but not limited to, a gun or a knife, or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin may be subject to expulsion from the School or the School District by the Principal.
- b.) Any student who assaults a Principal, Assistant Principal, Teacher, Teacher’s Aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the School or the School District by the Principal.
- c.) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that student may have representation along with the opportunity to present evidence and witnesses at said hearing before the Principal.
- d.) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e.) When a student is expelled under any of these provisions, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made, may request and shall receive from the Superintendent of the school expelling the student, a written statement of the reasons for said expulsion. Student should note that definition of “assault” includes not only harmful or offensive contact but also threatening such contact.

## PROCEDURAL DUE PROCESS

**A student will not be excluded from school without being afforded due process as follows:**

- 1. Short Term Suspension** – Unless a student presents a danger or substantial disruption to the educational process, the student shall receive the following prior to suspension of 1 to 10 days:
  - a.) Oral or written notice of the charges;
  - b.) If the student denies the charges, an oral or written explanation of the evidence against him;
  - c.) An opportunity to present his version of the relevant facts.

In the case of danger or a substantial disruption, this process will occur immediately after, rather than before, suspension.

- 2. Long Term Suspension or Expulsion** – For expulsion or long-term suspension longer than 10 days, the student shall receive:
  - a.) Written notice of the charges;
  - b.) The right to be represented by a lawyer or advocate (at the student's expense);
  - c.) Adequate time to prepare for the hearing;
  - d.) The right to present witnesses and to cross-examine witnesses presented by the School Department;
  - e.) A reasonably prompt written decision including specific grounds for the decision.
  - f.) The School Department will record (by tape or other appropriate means) the hearing, and a copy of such will be made available to the student upon request.

Notices and proceedings will be translated into the student's/parent's primary language, if necessary, for their understanding.

**Guidelines For Suspending A Student With An I.E.P.:** Federal and State Laws provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from the Commonwealth of Massachusetts.

## **Gymnasium**

Our gymnasium floor is a composition floor and, unlike wooden floors, it gets marked up by certain kinds of sneakers and shoes.

Sneakers must be worn by students and adults in any physical activity being held in the gym.

Black soled sneakers that leave marks on the gym floor may not be worn. Parents are urged before purchasing sneakers to be sure that they will not mark up the gym floor.

## **Cafeteria**

- Lunches will cost \$1.75.
- Breakfast will cost \$1.00.
- Milk will cost 50 cents.
- Menus will be sent home monthly.
- School information may be added to the reverse side of the menu.
- National School Lunch Program Forms are distributed to each child every September; however, they may be obtained at any time of the year from the school secretary.
- The School Lunch Program is a federally funded program.
- The School Lunch Program receives money for each child on free or reduced price lunches from the federal government. There is no cost to the town.

## **School Lunches**

- Lunch tickets are sold every day from 8:45 – 9:05 A.M. in the cafeteria.
- The best option for purchasing tickets is to buy multiples.
- Collecting money, rather than tickets, causes delays. Anyone coming through the line with money will have to wait at the end of the line.
- If parents pay by check, payment should be made to the Barnstable Food Service.
- Any student who has borrowed a lunch ticket is to pay it back the next morning to the cook manager before he or she goes to class. No other person shall collect these tickets or money.

## **DISMISSAL PROCEDURES**

### **Drop Off and Pick Up Areas**

**The proper drop off and pick up area is located on the Osterville/West Barnstable Road side of the building.**

There is a separate drive for buses only that must not be used by parents for safety reasons), between the hours of 8:00 - 9:15 A.M. and 2:30 - 3:45 P.M.

Parents or other adults driving students to school are asked to say their goodbyes at the door. This allows teachers in the classroom the opportunity to provide students with their undivided attention and to begin the school day on time.

Parents must park on the building side of the Parent Pick Up where the curb and sidewalks are located.

**If it is necessary to pick up children after 9:00 A.M. or before 3:15 P.M. ,the parents are requested to park in the auditorium parking lot and to walk to the office.**

### **Picking Up Children at 3:30 P.M. Dismissal**

The proper drop off and pick up area is located on the Osterville/West Barnstable Road side of the building.

There is NO PARKING in the pick up/drop off circle. If you plan on coming into the school, please park in the auditorium parking lot.

### **DROP OFF PROCEDURE**

If you plan on dropping your child at the door, you must remain in your car and drive in line up to the door. If you wish to park and walk your child to the door, you must use the auditorium parking lot.

### **PICK UP PROCEDURE**

Parent pick-up students will be issued two name placards at the beginning of each year. This will help facilitate the pick-up procedure in a timely, organized manner. Parents are required to use the designated “parent pick-up” circle during dismissal time. Parents are not permitted to pick up their children at the classroom.

If a bus student parent is going to pick up their child at 3:30 P.M. at the parent pick up area, they must send a note to the classroom teacher in the morning.

If you are going to pick up your child on specific days during the school year, one note is sufficient. The note should specify the length of time and the specific days, (i.e .every Wednesday for two weeks or just for today).

**No child will ever be allowed to walk home alone from school during school hours. A parent, guardian or his/her designee must accompany all children dismissed during the school day.**

## **TRANSPORTATION INFORMATION**

### **Rules for Bus Safety**

1. Follow the driver's directions.
2. Keep hands, feet and objects to yourself.
3. Stay in your seat.
4. Talk quietly and respectfully.
5. Keep the bus neat and clean.

### **For further information:**

If you have any questions or concerns regarding bus stops or problems on the bus, please call the Bus Company at:

First Student Bus 362-4663

Sandy Gifford - Transportation Coordinator 862-4996

### **Buses**

Asa Meigs      Bumps River      Dodge City      Great Marsh      Lewis Bay      Marstons Mills  
Osceola      Sampson Island      Shark City

### **Elementary Bus Discipline Procedure**

The following guidelines are agreed upon in relation to the number of bus incident reports received by any one child in a half year.

#### **1. First Bus Incident Report**

The principal will warn the child, send the parental copy home via U.S. Mail and may assess a loss of recess for the child, not to exceed three in number.

#### **2. Second Bus Incident Report**

Loss of bus privileges for one day at the discretion of the principal. Loss of recess time at the discretion of the principal is an allowable alternative. Child, parent, teacher and bus contractor are to be informed via the procedure familiar to each school.

#### **3. Third Bus Incident Report**

Loss of bus privileges for one to three days at the discretion of the principal. Again, child, parent, teacher and bus contractor to be informed as above. (Parent conference may be held.)

#### **4. Fourth Bus Incident Report**

Automatic loss of bus privileges for three to five consecutive days. Notification as in #2 and #3 above.

(Parent conferences may be held.)

5. Fifth Bus Incident Report

Calls for parental conference with the contractor, driver, principal and at least one parent of the child. Child is to be removed from the bus until a conference is held and consequences determined.

**Safe School Policy**

**Weapons, Illegal Substance, Excessive Force**

The following policy is written in order to serve notice that the aforementioned are serious matters that should not be a part of the Barnstable Public Schools.

Sale or use of illegal substances (including alcohol), possession or use of a knife, gun or any other object or facsimile which may be considered or used as a weapon or assault on staff, students, or other individuals is prohibited on school property. School property is broadly defined to include the school building, on school grounds, at school sponsored events which may be conducted off school grounds, on school buses on the way to and from school or sponsored events and when loading and unloading.

Violation of this policy will be cause for long-term suspension by the principal or expulsion. Suspected criminal activities will be reported to the police.

**Parents please note:**

Many times students bring things to school to show their friends. Jack knives, toy knives (rubber or plastic), toy guns, guns, or any other object or facsimile, which may be considered or used as a weapon, are prohibited on school property.

Parents should discuss this policy, as well as the Respect/Behavior Code, with their children.

## **Inclement Weather Information**

If conditions are severe enough to threaten the safety of students traveling to and from school, a decision is made to close or delay school. **The decision is usually made by 6 A.M.**

### **School Closed:**

All schools will be closed for the day. Students and staff are to remain home. Emergency personnel will report to work.

### **Two Hour Late Opening:**

All schools and bus times will begin two hours later than the regular starting time. School will end at the normal time. All other school activities will take place at their originally scheduled times.

When late opening is announced, morning kindergarten will be canceled.

### **Early Closure:**

In the event weather conditions or an emergency warrant an early school closing, every attempt will be made to broadcast the announcement on the radio and television stations listed.

When early dismissal is announced, afternoon kindergarten will be canceled.

**Unless otherwise announced,  
School will be in normal session.**

The following radio and television stations will make the announcements:

WCIB 101.9 FM	WOMR 92.1
WCOD 106.1 FM	WPLM 99.1
WKPE 104.7 FM	WQRC 99.9
WOCN 103.9 FM	WXTK 95.1
WPXC 102.9 FM	WBZ Channel 4
WCVB Channel 5	WHDH Channel 7
WLVI Channel 56	

Marstons Mills East Horace Mann Charter Public School

**Preface**

In order to establish a quality learning environment and develop the academic, social, emotional, and physical growth within each student, it is necessary to provide a safe and orderly learning climate. Students have a direct responsibility in creating that environment by knowing what is expected of them and following the respect code.

**Respect Code**

1. I will follow school directions given by adults.
2. I will behave so that other students may learn.
3. I will respect, and be kind in my words and actions toward others.
4. I will not destroy or steal school property, other students' property, or adults' property.
5. I will accept adults' directions without answering back.
6. I will not start or take part in a physical fight.

Students are expected to follow the Respect Code at all times while attending MMEHMCPS. These areas specifically include the classroom, cafeteria, auditorium, playground, hallways, restrooms, specials, learning centers, and field trips.