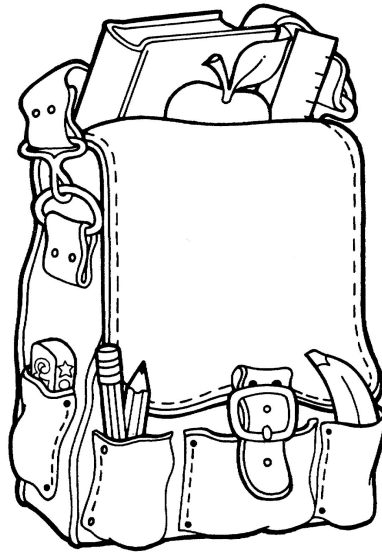


Sunderland Elementary School



**Student Handbook
2019-2020**

Union #38 District Mission Statement

"Building dynamic learning communities, one student, one teacher, one family at a time."

Non-Discrimination Clause

Frontier Regional and Union #38 School Districts are committed to maintaining a work and learning environment free from discrimination and/or harassment on the basis of race, color, religion, national origin, pregnancy, sex, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

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Dear Students and Families,

Welcome to Sunderland Elementary School! We are so blessed to have such a beautiful, diverse school community. Sunderland Elementary is a very special place, and we all share in the responsibility of helping our students experience as much success as possible.

This handbook will act as a helpful guide to understanding the procedures and policies at Sunderland Elementary School. If you have questions regarding the contents, or other areas not covered in the handbook, please contact the school.

With kindness,

Benjamin Barshefsky
Principal - Sunderland Elementary School

General School Information

School Mailing Address:

Sunderland Elementary School
 1 Swampfield Drive
 Sunderland, MA 01375

Main Office Phone	(413) 665-1151
Fax	(413) 665-4545
Website	www.frsu38.org/ses
Principal	Benjamin Barshefsky
Administrative Assistant	Leila Rollins-Cohen
Health Office	(413) 665-1451 - Jeannie Johnson, RN
Union #38 Out-of-School-Time Program Director	665-1155 x108 - Janet Seredejko
Sunderland Out-of-School-Time Site Coordinator	(413) 665-9030 - Jeremy Wells

Who's Who at SES?

SUNDERLAND ELEMENTARY SCHOOL FACULTY	
<u>Principal:</u> Benjamin Barshefsky - 504 Coordinator	
<u>Administrative Assistant:</u> Leila Rollins-Cohen	
<u>Nurse:</u> Jeannie Johnson	
<u>Classroom Teachers</u>	
<u>Preschool</u>	<u>Kindergarten</u>
Caroline Joseph	Ceil Antes
Erin Sears	Sarah Underwood
<u>Grade 1</u>	<u>Grade 2</u>
Suzanne Wells, Teacher	Lee Worthley
Aleshia Reid, Teacher	Samantha Marsh
<u>Grade 3</u>	<u>Grade 4</u>
Lisa Zadworny	Donna Carmody
Jodie Fraser	Kerry McGrath

<u>Grade 5</u>	<u>Grade 6</u>
Savannah Phillips	Ellen Von Flatern
	Ryan Copeland
<u>Special Education Teachers</u>	
Barbara Mullen	Calena Spearing
Kim Salditt-Poulin	Casey Matthias
<u>Special's Teachers</u>	
<u>Music</u> : Sue Matsui	<u>Art</u> : Catherine Richotte
<u>Band</u> : Megan Carr	<u>Strings</u> : Marijo Sherrill
<u>Physical Education</u> : Heidi Gebo	
<u>Related Service Providers/Interventionists</u>	
<u>Math</u> : Leslie Wickline	<u>Reading</u> : Judi Shilling
<u>School Psychologist/Counselor</u> : Vicki Palmer	
<u>Physical Therapist</u> : Elizabeth Walton, Karen Johnston	
<u>Occupational Therapist</u> : Jasmine Delsie	<u>ELL</u> : Matthew Howell
<u>Speech and Language</u> : Carolyn Burns, Catlin Converse	
<u>Cafeteria</u> : Angie Hutkoski, Alison Crochier, Phyllis Parrott	
<u>Custodians</u> : David Grace, Kevin Schmith	
<u>Out-of-School Time Program</u> : Jeremy Wells	

<u>Instructional Assistant Support Staff</u>	
<u>Preschool</u>	
Courtney Schumacher	Amie Trinke
Ainsley Jackson	Laurie Pichette
<u>Kindergarten</u>	
Flora Cox	Radha Peesapati
<u>Grade 1</u>	
Elizabeth Antes	Molly Wickline
Georgia Costigan	
<u>Grade 3</u>	
Susan Hawkins	Michelle Cialek
Elise Budzisewski	Michelle Penza

<u>Grade 5</u>	<u>Grade 6</u>
Cynthia Nowak	Joan O'Brien
Suzanne Herzig	Beth Etman
<u>C.A.S.S</u>	<u>Special Education Support</u>
Laura Miller	Darrell Beymer
Albert Rivera	
Ethan Gourlay	
Amanda Berg	
Jessica Callahan	
Omnia El Borgy	

School Website

The Sunderland Elementary School has a terrific website that you can visit at www.frsu38.org/ses. You will find a great deal of useful information about our school. Some of the website features include: access to school forms, information on upcoming events, classroom pages, and even breakfast/lunch menus! You will want to visit our school website often! Additionally, district-wide information is posted on a regular basis.

School Organizations

Sunderland Elementary School Committee

The Sunderland School Committee meets on a monthly basis to review, assess, and discuss operations related to the school. Additionally, the committee works diligently to develop and manage the school budgets. Meetings, which are open to the public, are typically scheduled on the third Tuesday of each month. For an updated listing of the Sunderland Elementary School Committee board, please refer to the following link on our website: [Sunderland School Committee](#)

Sunderland Elementary School Council

The Sunderland Elementary School Council provides a forum for parents, teachers, and the Sunderland community to participate in the creation of a positive learning environment for children attending Sunderland Elementary School. The mission is to assist the Principal in identifying educational needs of students, review the school's annual budget and develop a [School Improvement Plan](#).

Sunderland Elementary Parent/Teacher Organization (PTO)

Many of the events and field trips that take place over the course of each school year is due to our wonderful PTO. The PTO helps to promote a strong working relationship between parents, teachers and the principal, so that our students are provided with many enriching activities and opportunities. The PTO supports educational, enrichment, and cultural programs within the school through many

different fundraisers. Meetings are held one evening a month, in the school cafeteria. For an updated listing of the Sunderland Elementary School PTO Board and meeting dates/times, please refer to the following links:

[School Website](#)

[PTO Website](#)

Out-Of School-Time Program

The Sunderland Out-of-School-Time Program is committed to providing a safe, fun, and educational atmosphere for children attending the Sunderland Elementary School in grades K-6. The adult to child ratio is kept as low as possible, between 1:10 or 1:11, in order to facilitate quality interactions between staff and students. Children self-select activities throughout the program hours.

The program meets in the morning prior to the start of the school day from 7:00 a.m. to 8:30 a.m. and at the completion of the academic day from 3:00 p.m. to 5:30 p.m. Families may choose a one to five day per week schedule. Students may be involved in the program in a variety of ways. They may choose to attend the before or after school program which follows the Union #38 School Year calendar. Additionally, opportunities for exploration are provided through a number of enrichment programs, which are offered throughout the year. In the past, programs were offered in karate, science, music, art, drama, foreign languages, and nature studies. Children may also attend the program on half and full curriculum days when teachers are in session but students are out of school. In addition, the Out-of-School-Time Program operates a vacation camp during February and April vacation, as well as a summer camp, which is located at the Deerfield Elementary School.

Application to the program can be made through the site coordinator. For additional information, please call the Out-of-School-Time Program at 665-9030.

Health Services

Health Office

The S.E.S. Health Office is open from 8:15 a.m. to 3:15 p.m. each school day. The direct phone number to the nurse's office is 665-1451. **Parents are asked to call the Health Office or Main Office directly to report a child's absence from school due to illness. Please do not email the teacher.** If the school does not receive a phone call, the school will call home to follow-up.

School Physician

Dr. Diana Johanson serves as the Sunderland Elementary School's physician. Dr. Johanson is available to consult with the School Nurse on individual student health issues, and general school-wide issues.

Illness

It is expected that a child will remain at home when he/she is ill. When in doubt, a parent/guardian should keep the child out of school. **Parents/guardians should immediately report any contagious illness or condition to the School Nurse.** When the child returns to school following a contagious illness, the child needs to check in with the School Nurse. A 24-hour waiting period is required before a child can return to school after the onset of antibiotic treatment.

On a note explaining your child's absence, please indicate the specific illness your child experienced. This information is necessary for the School Nurse to complete periodic health reports. Please also inform the School Nurse and teaching staff of instructions for follow-up care that may need to be provided.

Health

The goal of the School Health Program is to maintain and enhance the optimum level of physical and emotional health of every student. Parents have the prime responsibility for the health and welfare of their children. The school has the responsibility of assisting parents in building and maintaining the highest possible level of health for each student. Services required by the Massachusetts Department of Public Health include: immunization and physical exam monitoring, vision screening, hearing screening, height and weight measurements, scoliosis screening, and maintenance of health records.

Dental Examinations

It is requested that all kindergarten students have a dental examination by a licensed dentist before entering school.

Emergency Forms

Emergency data forms are to be completed by parents/guardians at the start of **each** school year. The information includes: home address, telephone number, parents' work numbers, and who to contact in an emergency. This information **must** be updated by the parent/guardian during the school year if there is any change of information.

Fluoride Rinse Program

The Sunderland Elementary School offers a fluoride rinse program to all students in grades 1-6. The Division of Dental Health, within the Massachusetts Department of Health funds this entire program. The fluoride rinse adds further protection against cavities, and the state recommends this as part of a child's dental health plan. Participation is voluntary. Permission forms are sent to parents, requiring permission for their child to participate in the program.

Postural Screening

Postural screening (or scoliosis screening) is performed annually by the School Nurse on students in grades 5 through 9 in the Union #38 District. The best prevention of spinal curvature is early detection. Exemption from this screening is allowed if written notice from the parent/guardian is provided.

Immunizations

Massachusetts State Law requires proper immunization in order for children to enter school. Parents are expected to see that their children have the required immunizations. Written validation from a medical doctor must be provided at registration verifying the immunization record. The required immunizations include a series of vaccines for the following: Diphtheria, Pertussis, Tetanus (DPT), Measles, Mumps, and Rubella (MMR), Polio, Varicella (chicken pox), Hepatitis B.

It is also required that all preschool children be screened for lead poisoning. Documented evidence of lead screening must be submitted prior to entrance to preschool or kindergarten. **Children will not be admitted to kindergarten without verification of immunization status and lead screening. Other children enrolling in the Frontier Regional/Union #38 Districts in grades 1 through 12 must submit verification of immunization at the time of registration.**

School Insurance Plan

Each year, families are given an opportunity to enroll their child in an accident insurance plan, which is offered through a private vendor. This is done on a voluntary basis. Forms describing the plans are sent home with students in September. Forms to enroll in the insurance plan are available on the district website.

Physical Examinations

The state of Massachusetts Department of Public Health recommends that students get a complete physical at least every 3 to 4 years after his/her initial entry into school for the first time. Within the FRSD we have requested that physicals be done during kindergarten, 2nd, 5th, 7th and 10th grade years. It is also necessary for PK students to submit a physical exam form stating that they have had a complete physical within a year of entering school. Medical forms to be completed by parent and physician are available at the school's main office. If students do not have health insurance and/or a health care provider, please call the School Nurse for assistance.

Pediculosis Checks (Head Lice Screening)

The School Nurses periodically schedule pediculosis checks. Head lice spreads quickly and easily in the school setting. We encourage parents to call the School Nurse to inform her of exposure to head lice so we can prevent transmission to other students.

Vision and Hearing Screenings

The School Nurse will perform vision and hearing screening annually on all students. These are strictly screenings, not diagnostic exams. If the child has difficulty meeting state standards on these screenings, the parent will be notified by letter. A letter will accompany this notice to the doctor of the parent's choice. The child's physician should then complete a special portion of this letter, and return it to the school.

Medication Policy

If a child requires medication during school hours, it will be supervised by the School Nurse under the following guidelines required by State Law: ***No medication will be administered without a doctor's order.***

- **All** medications (prescription and non-prescription) must be supplied in the **original** pharmacy container and must be accompanied by written instructions by a physician.
- Parents must sign the appropriate administration permission forms.
- Medications prescribed three times a day should be given at home, if possible, i.e., antibiotics.
- In the event of a field trip, the School Nurse will delegate and train an appropriate person to administer the medication.
- Medication must be brought to school by a responsible adult, not hand-delivered by students. The school is not responsible for passing medications between family members.
- Medications must be picked up by an adult on the last day of school, or they are thrown away 30 days after the last day.

School Safety

Over the course of each school year, we perform a few different types of drills to help ensure the safety of our students and staff. These drills allow everyone to feel safe at school and know what to do in case of an emergency. Please see a brief description of each drill listed below:

- **Bus Evacuation Drill:** This drill is always performed within the first two weeks of school. Students practice exiting from the back door of a school bus.
- **Fire Drill:** Students and staff exit the building in an orderly fashion and convene at a predetermined location on the playground. We perform a total

of 4 fire drills each school year, with the help of our Fire Chief, Steven Benjamin.

- **Medical Emergency Response Drill:** All school districts in Massachusetts must have medical emergency procedures in place for the health and safety of their school community. A team of trained Sunderland Elementary School staff members, led by our school nurse, Jeannie Johnson, practice responding to events that would require immediate medical attention. The medical emergency response team at Sunderland Elementary School performs up to 3 drills a year.
- **Lockdown Drill:** This is how we keep students and staff safe when there is a serious threat within the school or outside of the school. Students practice staying quiet and unseen in their locked classrooms. Nobody is allowed to leave their classroom during a lockdown drill. Lockdown drills are performed with the help of our Chief of Police, Erik Demetropoulos, as well as other local and state police officers. The first lockdown drill of each school year is an announced drill, so that our students and staff can discuss the procedures ahead of time.
- **Shelter-In-Place:** A shelter-in-place allows classes to continue as normal, but students and staff must stay in their locked classrooms. For example, a shelter-in-place may be called if there was a bear on the playground.

Vehicle Parking Lot Safety

We are all responsible for the safety of our students. It is important that motorists abide by these specific expectations listed below to help keep everyone safe. Close to half of our student body arrives in cars, which makes school arrival and dismissal times very busy at SES.

School Bus/Emergency Vehicle Lane

The lane directly in front of the school is for busses and emergency vehicles only. Parent/guardian vehicles are not allowed to in this lane. Please do not use this lane for student drop off.

Morning Drop Off

Families who transport their children in the morning, should use the designated drop off spaces, which are located adjacent to the flagpole. Cars should not be left unattended in these spaces, as abiding by this protocol helps to keep traffic flowing smoothly and efficiently. If you plan on coming into the building, please park in the staff lot or in the spaces across from those reserved only for drop off.

Afternoon Pick Up

Park only is designated spaces. Attention to this detail during the winter months is extra important, as our parking lot shrinks in size due to the snow banks. **Please note, the spaces adjacent to the flagpole can be used as parking spaces during this time.** After you park in a designated spot, our sidewalks and crosswalks provide us with easy access to the dismissal area, which is located just outside of our library. This is for students in grades 1-6. Pick up for our kindergarten students is by the two benches, which are located near the front entrance.

Visitor Sign In Procedures

Rationale: Sunderland Elementary School houses our most precious commodity, the children of Sunderland and surrounding towns. In order to maintain the safety of our students and school personnel, the following procedures have been put into place to control the flow of visitors to our building.

- Prior to being buzzed into the building, visitors will be asked to state their name and identify the reason for their visit to Sunderland Elementary School. Visitors will then be asked to report to the main office.
- A sign will be placed at the front entrance noting that all visitors must sign in at the main office. This includes school district employees from other buildings, parents of current SES students, vendors, and guests.
- Upon arrival to the main office, visitors will restate their purpose for visiting Sunderland Elementary School. Unknown visitors will be asked to produce photo identification.
- All visitors arriving and departing during school hours will record their name, the date and time, and the purpose of the visit into the visitor log.
- After signing in, visitors will write their name on a visitor sticker. They should place the sticker on their chest, so that it is clearly visible to school employees.
- Upon leaving the building, visitors will sign out in the visitor log.
- **Procedures For Student Interns, Substitutes, Volunteers & Tutors**
 - Frequent/everyday guests will record their name, the date and time, and the purpose of the visit into the visitor log.
 - The guest will then receive a lanyard that identifies the reason they are at Sunderland Elementary School. I.e. "Substitute," "Student Intern," "Tutors"

Visitors who have not made prior arrangements with teachers will not be issued a visitor's pass

Parents/guardians who wish to discuss their child with a teacher in person, must call or send an email beforehand and arrange an appropriate conference time

Arrival/Dismissal Times

8:20 am	An SES staff member will greet students outside the main entrance. Please do not drop your child off to school prior to this time, unless they attend the Before-School program.
8:30 am	Students are let into the building. It is important for students to arrive by this time, so they are able to settle into daily routines with their classmates.
8:45 am	Students will be marked "tardy" starting at this time.
3:00 pm	Dismissal - Parents/guardians who are picking up their kindergarten students should greet them outside the main entrance. Students in grades 1-6 will meet their parents/guardians by the library. Students must be accompanied by an adult at all times when they are traveling in the parking lot.

Bus Safety Rules, Procedures, and Policies

Riding the bus is a privilege. The bus driver is responsible for your safety and is in charge of the bus and everyone riding the bus. Always obey the driver's instructions immediately.

The following rules are to keep everyone safe on our school buses and must be followed at all times!

- Be on time to the bus stop and wait in an orderly manner off the road.
- Take your seat quickly and do not change your seat during the bus ride.
- Be considerate and respectful of other riders at all times.
- Be courteous and respectful of the bus driver at all times.
- Cross the road only upon the driver's instructions.
- Never push and shove when getting on and off the bus.
- Never throw items on the bus or eat food on the bus.
- When in a bus area, stay well away from the front or back of the bus at all times.
- When your bus arrives at school, staff members will greet you at the front door, where you will line up by grade level.

Inappropriate behavior on the bus is dangerous to all riders. Any inappropriate behavior should be reported to the Principal immediately, who will address the situation to ensure the safety of everyone.

You will not be allowed to get off of the bus at any place other than home or school without written permission from your parent/guardian. You may ride another bus to go home with a friend, only if you bring a note to the School Office or if your parent/guardian calls the office.

The bus driver will bring any items left on the bus to the school **Lost and Found** after a few days. You may also call Grybko's Bus Co. at 665-2838 to ask about items left on a bus.

As per district policy, *"Grades K-3 students will not be released from the vehicle unless a parent, guardian or designated caregiver or sibling in grade 4 or higher, with parent or guardian approval, is present. If this occurs, the child will be returned to the school."* Additional information can be found by accessing the following link: [Student Transportation Policy](#)

Biking To and From School

Sunderland Elementary School students are encouraged to ride their bikes to and from school! Our biking procedure mirrors that of the district's policy regarding students being released from the school bus. Our biking to school procedure states, *"Grade K-3 students will not be allowed to ride their bicycles to and from school unless a parent, guardian or designated caregiver or sibling in grade 4 or higher, with parent or guardian approval, is present."*

Biking Procedures

- Parents/guardians must fill out a permission slip for their child to bike to school: [Bicycling Permission Slip](#)
- All bikers are required to wear helmets. If families need financial assistance with the purchase of a helmet, please contact the principal.
- Students should park their bikes in the bicycle racks located in the front of the school.
- Students are not permitted to ride their bikes on the sidewalks directly in front of the school.

Walkers

Parents are asked to write a note to the front office stating that their child has permission to walk to and from school. Walkers need to be mindful of the traffic and keep on the sidewalks at all times. Please remember to look both ways when crossing the street!

Snacks and School Breakfast/Lunch

Snacks

You may bring a healthy snack for the morning break. Remember that candy, gum and soda are not allowed in school or for safety reasons, glass containers are not allowed. Check with your teacher to see if an afternoon snack is allowed in your class.



Breakfast/Lunch

At Sunderland Elementary School, students have access to a healthy optional breakfast for purchase each morning from 8:20-8:40. Parents/guardians should consider having their student take advantage of this wonderful opportunity. Additionally, all students are required to have lunch at school. Students may bring their lunch or buy one at school. Our kitchen serves many healthy options on a daily basis. The menu features soup, access to the salad bar, turkey sandwich, grilled cheese, the 'hot' meal of the day, and much more!

Schoolwide Expectations

In school you will learn to get along with lots of other people. Because we are all different and because we cannot always have just what we want, getting along with others takes empathy and self-control.

You will be expected to appropriately manage your behavior to the best of your ability at all times - even when a situation becomes frustrating or someone is doing something that you do not like. Adults will always be present to help you if problems arise. Bullying will never be tolerated. Bullying is when an individual or group deliberately hurts others through physical or verbal means or by excluding them.

Our rules and expectations will help us to get along well together and to keep everyone safe

Cafeteria Rules

The following rules are designed to keep our cafeteria clean and our lunchtime safe and pleasant for everyone.

- Choose your seat quickly and do not change seats during the meal. Raise your hand to speak with a lunchroom monitor if you have a problem.
- If you bring your lunch from home, pack nutritious food. You are not allowed to bring candy or soda to school.
- Lunch is 30 minutes, but you may have extra time if you need it.
- Keep your voice soft and speak respectfully to all sitting at or near your table.
- Use good table manners.

- Remain seated until you have finished eating. Raise your hand to ask permission before you leave your seat for any reason.
- Leave your area neat and clean for the next student. Clean up all paper, food scraps, and other items from your place, including the floor under your seat.
- Drop off your tray, silverware, and trash at the disposal area.
- Make sure you recycle all recyclable materials.
- After cleaning your area, return to your seat until you are dismissed.
- Do not take food from the cafeteria unless it is in your lunch box or an unopened package

Playground/Recess Rules

Overarching Goal: Students will play safely in all games and on all equipment.

Expectations for student behavior:

- You will play in a manner that reduces the risk of injury.
- You will dress appropriately for the weather, as determined by your teachers.
- When recess ends, you will stop what you are doing and line up quickly.
- You will settle differences with other students peacefully.
- You will behave respectfully towards others and follow the instructions of the adults.
- You will play only in designated areas.
- You will leave rocks, sticks and all dangerous objects alone.
- You will not leave the playground for any reason without permission of an adult on duty.



Guidelines for Recess Games:

- Any student wishing to participate in a game will be allowed to play provided they are on the field (court) at the time the teams form.
- Captains for the day will rotate in such a way that all students have a turn to be captain.
- Captains will alternate when choosing members of their teams. When chosen, a student cannot decline to be on a team that they have been chosen for.
Teams are to be balanced.

- Football will be one hand TOUCH.
- There will be NO roughness or teasing, taunting, name-calling, etc.
- Fair play is the rule. If a student feels that they have been treated unfairly, that person should speak with an adult on duty.
- Final say on boundaries is up to an adult on duty.

Behavior at School Assemblies

Throughout the year you will attend many different kinds of all-school assemblies. We are proud of our school and want to show our best, most considerate behavior to all performers.

Overarching Goal: Students will demonstrate respectful behavior during school assemblies by listening, participating and following directions.

Expectations for student behavior:

- When a leader request attention, you will refrain from making noise and look at the leader.
- You will follow directions about where to sit.
- You will wait quietly for the program to begin.
- You will never boo, whistle, yell, stomp or insult assembly speakers and performers.
- You will remain seated until you are directed to leave the assembly and will do so quietly.

Behavior in Public Areas

Overarching Goal: Our shared public spaces will be safe and orderly.

Students will move about the school responsibly and with respect for others.

Expectations for student behavior:

- You will walk quietly and go directly to your classroom.
- You will talk respectfully to others.
- You will treat all materials with respect.
- You will pick up after yourself and leave the area clean.
- You will remove outdoor clothing, including hats, when inside the building.

SES Expects

Throughout the school you will find signs outlining simplified expectations in certain areas. The 'SES Expects' signs include:

Recess

- Dress for the weather
- Stay within playground boundaries
- We have safe bodies when playing
- Only throw balls
- Slide DOWN the slide
- Be SAFE on swings
- At the end of recess line up when called

Bathrooms

- Use
- Flush
- Wash hands
- Place paper in basket
- Walk right back to class

Cafeteria

- Use quiet voices
- Raise your hand to leave your seat
- Use good table manners
- Shares stories not food
- Leave area clean
- Dispose of your items appropriately

Hallways

- Walk single file on the right hand side
- Use quiet voices
- Hands and body to yourself
- Respectful communication

Assemblies

- Be a role model
- Enter assembly space quietly
- Use whole-body respectful listening
- Remain in your spot until dismissed

Cell Phone Expectations

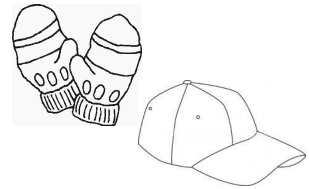
Students are not permitted to use cell phones during school hours to make telephone calls, send text messages, play games, or access the internet.

Lost and Found

You are responsible for all of your personal belongings. Bus drivers will bring items left on school buses to our Lost- and-Found. Every year, LOTS things are Lost and Found.

It is helpful if you:

- Label all your belongings: lunch boxes, backpacks, jackets, hats, gloves, and boots.
- Know what you bring to school each day, and make sure your things make it home.
- Look in the Lost-and -Found when you are missing something.



Behavior Management

At Sunderland Elementary School, we work to teach the core values of empathy, respect, responsibility, and perseverance. When maladaptive behaviors do take place, we consider the age and developmental level of the child when determining the appropriate response. Discipline is never punitive, but rather an opportunity to use what has happened as a teachable moment. When a situation does arise that needs to be addressed by a member of our teaching team, staff may choose from a menu of interventions, which include:

- Student-teacher conference
- Apology, verbal or written
- Design poster about one of the core values
- Wash or clean damaged property
- No supplies in desk, loss of privilege of having supplies
- Loss of privilege
- Structured recess
- Restricted recess (stay in certain area)
- Seat change
- Removal from group or activity
- Call to parent with child
- Time out in class
- Practice completing task during recess
- Repeat assignment
- Vacation spot in room
- Assigned cafeteria seating
- Removal of disruptive objects
- Make restitution
- Student and parent/guardian with teacher
- Parent/guardian conference with principal*
- In-school suspension*
- Out-of-school suspension*

*Determined by the building principal

Proactive Responses To Behavior

Across all grade levels, teachers at Sunderland Elementary School hold daily morning meetings to help set the tone for the day. Morning meetings help to build a strong classroom community and allows teachers to support students from a social, emotional, and academic standpoint. Furthermore, our social and emotional curriculum, [Second Step](#), helps students build skills in managing conflict, communicating, problem solving, and being part of a group. Teachers also incorporate the teaching strategies of [Zones of Regulation](#) and the [5-Point Scale](#) to help teach self-regulation.

Building-based Behavior Team

The Sunderland Elementary School behavior team is comprised of the principal, grade level teachers, SPED teachers, RSP's, and IA's. The Team meets on a regular basis to identify ways the school can best support students from a behavioral standpoint. The Team also helps to lead staff trainings to discuss school-wide behavior and expectations.

School Attendance

Coming to school everyday on time, well rested and ready to learn is your first big responsibility. It is one of the most important things you can do to be happy and successful in school.

School Hours

The Sunderland Elementary School day begins at 8:30 am and ends at 3:00 pm. We will provide staffing outside the main entrance starting at 8:20 am, with students being let into the building starting at 8:30 am. You should not arrive before 8:20 am unless you go to the Before-School Program.

Tardiness

All students are to report to the office to sign in and receive a tardy slip if they are not in class by 8:45 am.

Absence

If you are not well, it is important for you to stay home from school so that you get better quickly and do not spread your illness to others.

Please tell your teacher in advance if you know that you are going to be absent for any reason. When you return to school after an absence, bring a note for your teacher signed by your parent/guardian.

Absence Reporting Procedures

1. On the day of the absence, the student's parent/guardian must call the school office and/or the Nurse. The parent/guardian should state the reason for the absence.
2. If the school's office or the Nurse does not receive a call from a parent/guardian on the day of the absence, phone calls will be made to the student's home and/or parent/guardian's place of work.
3. Absences are deemed excused if the absence is reported by the parent/guardian and/or a note is sent in explaining the reason for the absence. Absences are not excused when a parent/guardian does not contact the school in any way to report the absence.

Union 38 Attendance Procedure

Massachusetts School Attendance Law

Union 38 Elementary Schools are committed to providing quality educational experiences for all of its students. We believe there is a direct correlation between school achievement and regular school attendance. With this in mind, Union 38 encourages daily attendance of all students.

The compulsory [Massachusetts attendance state, General Laws, Chapter 76, Section 2](#) requires that children, ages 6-16 attend school. In addition, chapter 76: Section 4 states: inducing absences; penalty states: whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefore, shall be punished by a fine of not more than two hundred dollars.

STUDENT ABSENCE NOTIFICATION PROGRAM

Chapter 76 Section 1A of the *General Laws of Massachusetts* states that the school committee of a city, town or regional school has the obligation to establish a student absence notification program to be monitored by the schools. Therefore, parents/guardians of each student must call the school by the time and number requested by school administrators to inform them of the child's absence, the reason for the absence and to provide a number the guardian/parent can be reached at during the day. If a student is absent and the school is not notified by the time indicated, the school will call the student's guardian/parent.

ATTENDANCE POLICY

- Students are considered present when they are at school, at a school related activity (e.g., field trip), or receiving academic instruction for at least half the school day to be counted as present. Students who are not physically present at school but who are receiving academic instruction from the district for at least half the school day should be counted as present. Examples of academic instruction include tutoring, online or distance learning. Examples of what is not considered receiving academic instruction is taking home classwork or homework. an absence will be defined as occurring any time a student is not present at the start of the school day, and does not check in (as late, tardy to school) with the school's office.

- An absence will be defined as occurring any time a student is present less than a total of 3 hours.
- A tardy to school will be defined as occurring any time a student arrives late to school (after 8:45 AM) and needs to go to the school office in order to be considered present and attending school for the remainder of the school day.
- It is recognized that students may miss school for a number of reasons in which a physician's note or an alternative excuse may be considered. The only excuse that may be accepted to excuse an absence is a physician's note, a dentist's note, a note from any other health care professional, or a legal reason such as a court date or family death.
- Any absence or tardy that is explained or covered by a health care professional's note, or other excuse (such as death in the family) that is considered appropriate by the School Administrator, shall be counted as an EXCUSED ABSENCE. We ask that you contact the school administration prior to such request.

The following is a step-by-step procedure that may be used in situations of [excessive absences](#):

Step One: When a student has a **total of six (6) days** of non attendance, within a given 6-month period and none of those days have been covered by a health care professional's note or other administratively approved excuse, **then a telephone call will be made and/or a letter will be sent** to the student's parent(s) or guardian(s) warning the family that the student is at risk for requiring an intervention that would necessitate further school communication.

Step Two: If the student continues to be absent without appropriate excuses and the **total of non-attendance days is nine (9)**, within a given 6-month period, prompt communication by the parent with a school administrator will be necessary upon receipt of student's attendance history. Such communication would focus on the concerns associated with absences, and provide clear warning that further non-attendance would necessitate the filing of a Child requiring Assistance **Failure to Cause School Attendance** with the District Court. In some situations it would be useful for the student and family to also work with the School Adjustment Counselor in order to support improved attendance. This would be voluntary on the part of the student and family.

Step Three: If the student continues to be absent from school without appropriate excuses, and **the number of non-attendance days reaches twelve (12)**, within a given 6-month period, then the school's administrator (or designee) would be obliged to file a **Failure to Cause School Attendance** with the District Court. The Juvenile Probation Department would then decide if further action is necessary. If the Court did decide to move forward with the claim, it would be the responsibility of the school administrator (or designee) to liaison between school, Court and student/family in order to ensure school attendance.

Step Four: Any further absences from school would be brought to the attention of the Juvenile Probation Office by the school administration. It would be up to the Court to determine if further intervention or consequences would be necessary.

TRUANCY

Unnecessary absences, due to a student's willful decision or a parent's inability or unwillingness to ensure attendance, is a violation of law and district policy. Families who support or enable a chronic pattern of unnecessary absences may be subject to the Department of Social Services and/or court action. Such cases will be referred to the principal and/or the juvenile police officer.

FAMILY VACATIONS

An extended absence (3 or more days) from school for family trips, vacations, etc. is discouraged as this can be disruptive to your child's education. Schoolwork for students will not be provided before an extended absence of this nature. Parent(s)/Guardian are asked to work with their child to complete any make-up assignments the teacher may provide after any extended absence. If an extended absence is unavoidable, please send a note, indicating the dates your child will be absent, to your child's teacher. Family vacations during the school year are not considered excused absences.

Please Note: Parents should be aware that we administer standardized tests in the fall, mid-year and in the spring.

TARDINESS

It is important for parents to have their child(ren) report to school on time. Attendance, lunch count, and opening exercises in the classroom take place within the first fifteen minutes of the day. Arriving late means your child is starting their day one step behind their peers. Students reporting to school after 8:45 AM must report to the office to obtain a tardy slip. No child will be permitted to enter

class unless a tardy slip has been obtained. **Parents are expected to escort their child to the office in the event that they are tardy. A tardy log is maintained by the school office personnel.**

The parent(s)/guardian of any student who is tardy six (6) or more days per marking term will be notified by **a telephone call and/or letter** and an explanation will be required as to the reason for repeated lateness. If a reasonable explanation is not received, such tardiness will result in a conference between the parent(s)/guardian(s), school officials and the juvenile police officer. Continued tardiness may result in court and/or Department of Social Services action.

DISMISSAL

When six (6) or more dismissals per marking period are accumulated, **a telephone call will be made and/or a letter will be sent home to parent(s)/guardian(s)** and an explanation will be required as to the reason for repeated dismissals. If a reasonable explanation is not received, such dismissals will result in a conference with the parent(s)/guardian, school officials and the juvenile police officer. Continued dismissals may result in court and/or Department of Social Services action. A dismissal log is maintained by the school office personnel.

In order to ensure the continued safety of your children, a Dismissal Policy has been approved and adopted by the School Committee.

Anticipated dismissal:

- Parent or guardian will provide the school (via student) with a written notice of dismissal including date, dismissal time, return time, if applicable and name of person to whom the child will be dismissed.

Upon arrival at school:

- Parent/guardian or designee will report directly to the office and not to their child's individual classrooms;
- Parent/guardian/designee will be required to sign Dismissal Log and may be required to provide positive identification.
- Child will be called to the office.

*****ALL STUDENTS MUST BE DISMISSED FROM THE OFFICE*****

In the event that no advance notice has been given, and persons other than the parent/guardian seeking to dismiss a student, the school will contact the parent/guardian to verify the dismissal request. After verification the standard procedure for dismissal will be followed.

It is the responsibility of the parent or guardian to notify the school of any unusual or legal circumstances that may impact a student's safety. (e.g., restraining orders, custodial rights, etc.)

[Resources](#)

[DESE Safe and Supportive Schools Information](#)

[District Attendance Policy](#)

[Tips For Families](#)

[Barriers Tip Sheet](#)

[MTSS Attendance](#)

[Attendance Letter](#)

Union38 Elementary School **Student Support Team Process**

Purpose of SST:

The Student Support Team (SST) is part of the regular education process and is designed to assist classroom teachers who seek advice for academic, social, emotional, and/or behavioral concerns for one of their students. The process promotes collegial work to improve learning outcomes for students. It involves a team approach to discuss concerns, brainstorm possible solutions, and assist the teacher, interventionist(s), and/or other related service provider(s) to determine the accommodations/ interventions that best fit the student's needs. The Student Support Team may recommend additional screenings and evaluations for the student. Follow-up SST meetings are scheduled to review how the accommodations/ interventions are working, brainstorm other ideas if necessary, and/or to make recommendations for further actions or evaluations. Parents/guardians may be included in this process and are typically invited to the follow-up meeting (after the initial meeting). The referring teacher will inform the parents/guardians of the SST process prior to the initial meeting and provide a summary of outcomes, actions steps and resources.

Student Support Team Members may include:

- Team Chair (determined by building)
- Referring Teacher
- Assistant Principal/Building Administrator
- Grade level Special Education Staff
- Reading Specialist
- Math Interventionist
- School Adjustment Counselor
- School Psychologist
- Previous School Year Classroom Teacher
- Related Service Providers (OT, PT, SLP)
- Behavior Specialist
- Specialist Teacher (Art, PE, Music, etc.)
- ELL Teacher
- Other support personnel requested by referring teacher

Procedures for Accessing the SST Process:

Step 1— Follow the SST Guidelines Flowchart (see Appendix)

If a classroom teacher or other referring teacher has a concern about a student, the teacher will follow the Student Support Team Guidelines flowchart. This flowchart emphasizes the importance of providing the necessary strategies and interventions in the classroom at the Tier 1 level prior to requesting an SST. In addition, the student may receive an intervention at the Tier 2 level, if available, prior to initiating the SST process.

****** In the event of a crisis, and at the discretion of the principal, an emergency SST meeting may be held without following the SST protocol.*

Step 2 - SST Meeting Request

The referring teacher completes the [SST Referral Request Form](#) as outlined below;

- Make a copy of the SST Referral Form
- Save as student initial, grade with teacher last initial and date submitted
- Share this with the building chairperson

The building chair will review and save the electronic SST document, notify invited members and grant them access to the electronic file, determine a date for the meeting, and notify the Student Services Secretary/designee.

The Student Services Secretary/designee will schedule the meeting and notify the appropriate personnel of the meeting date, time, and location. The Student Services Secretary/designee also issues a meeting notice/invitation to the parents/guardians of the student, *if/when parents/guardians have been invited.*

Step 3—Initial SST Meeting

The structure of the SST meeting follows the SST form:

- o Referring teacher presents child to team: ***strengths, area(s) of concern, relevant history, interventions/strategies tried***
- o SST members ***ask clarifying questions and brainstorm ideas***
- o The team ***develops an action plan with clear and measurable action steps, identifies those responsible for the plan, and determines an appropriate time frame to execute the plan (typically 4-6 weeks).***
- o Determine a date for the follow-up meeting, to be scheduled within 4-6 weeks. Identify specific team members to invite and whether or not to invite families.
- Meeting outcomes are recorded directly on the electronic [SST meeting summary](#) form and may be shared with families. *The SST referral form is an internal document and therefore, is not meant to be shared with families.*
- Copies of the SST referral form and [meeting summary form](#) will be distributed to team members and included in student's SST folder.
- The classroom teacher will maintain or have access to a copy of the student's SST folder.
- The Student Services Secretary/designee will schedule a follow-up meeting based on the recommendation of the SST.

Step 4—Follow-up SST Meeting

The SST reconvenes to evaluate the success of the Action Plan, brainstorm other ideas if necessary, and/or make recommendations for further actions or evaluations.

- If the student is meeting expectations, the process is complete.
- If the student is still exhibiting difficulty, the SST will decide whether to:
 - o Continue with Action Plan for a longer period and re-meet to review progress
 - o Revise the Action Plan to include different interventions and re-meet
 - o Recommend additional screenings and/or assessments and re-meet with family or
 - o Refer to Special Education for Evaluation to determine eligibility.
 - Team will identify the area(s) of suspected disability

- Team will determine evaluations based on area(s) of suspected disability
- Team will develop guiding questions to assist evaluators in determining appropriate assessments
- SST file will be transferred to Special Education Evaluator. If student is found ineligible, the file will remain in an SST folder. If the student is found eligible, SST documentation will be placed in school-based special education file.
- Refer to Special Education Manual for description of IEP Team Process.

~ If a student is currently on an IEP or 504 and new concerns arise that are either related or unrelated to the IEP/504 you may:

- *Consult with the Special Education Liaison*
- *Consult with individual staff informally*
- *Share your concerns during your consult time*
- *Request a Program Review*

The SST process is intended for those students not already on an IEP or 504.

Roles and Responsibilities:

➤ **Referring Teacher:**

- o Follow SST Guidelines prior to submitting SST request
- o Inform parents/guardians of concerns and process
- o Share SST Referral Form via Google Doc to chair
- o Prepare documentation and relevant data to be shared at SST meeting
- o Present at SST meeting (follow meeting structure described above)
- o Adhere to action plan/next steps as appropriate

➤ **Chairperson:**

- o Maintain an electronic folder for all student SST forms
- o Determine a date for the meeting
- o Review the participant list to determine if all necessary members have been invited
- o Invite appropriate members of SST
- o Grant access to student SST Form to all invited members prior to SST meeting
- o Record action steps using the [SST Meeting Summary form](#).
- o Provide meeting summary to those involved in action plan/next steps following the SST meeting

- o Forward follow-up SST scheduling information to Student Services Secretary/designee
- **Student Services Secretary/Designee**
 - o Schedule SST meeting and notify all participants of date, time, and location
 - o Maintain original SST folders and update as needed
 - o Provide the classroom teacher with updated SST notes/documents
 - o May be responsible for collecting SST folders from classroom teachers in June and distribute SST folders to classroom teachers in August
- **Invited Members:**
 - o Review SST Form prior to meeting
 - o Share observations/screening results as needed
 - o Brainstorm and offer suggestions based on area of expertise
 - o Adhere to action plan/next steps as appropriate

Structure and Suggested Time Guidelines for SST Meetings
(Meetings are scheduled to be 30-40 minutes long)

10 minutes:

- 1) Referring team shares student strengths
- 2) Referring Teacher describes area(s) of concern
 - a. Referring teacher(s) gives specific information/data regarding area(s) of concern (*assessments, benchmarks, MCAS scores, work samples, attendance etc.*)
- 3) Referring team shares relevant student history (*previous SST meetings, previous interventions, concerns from previous teachers, family concerns, etc.*)
- 4) Referring teacher(s) shares strategies and/or interventions attempted and level of success with those strategies and/or interventions.

5 minutes:

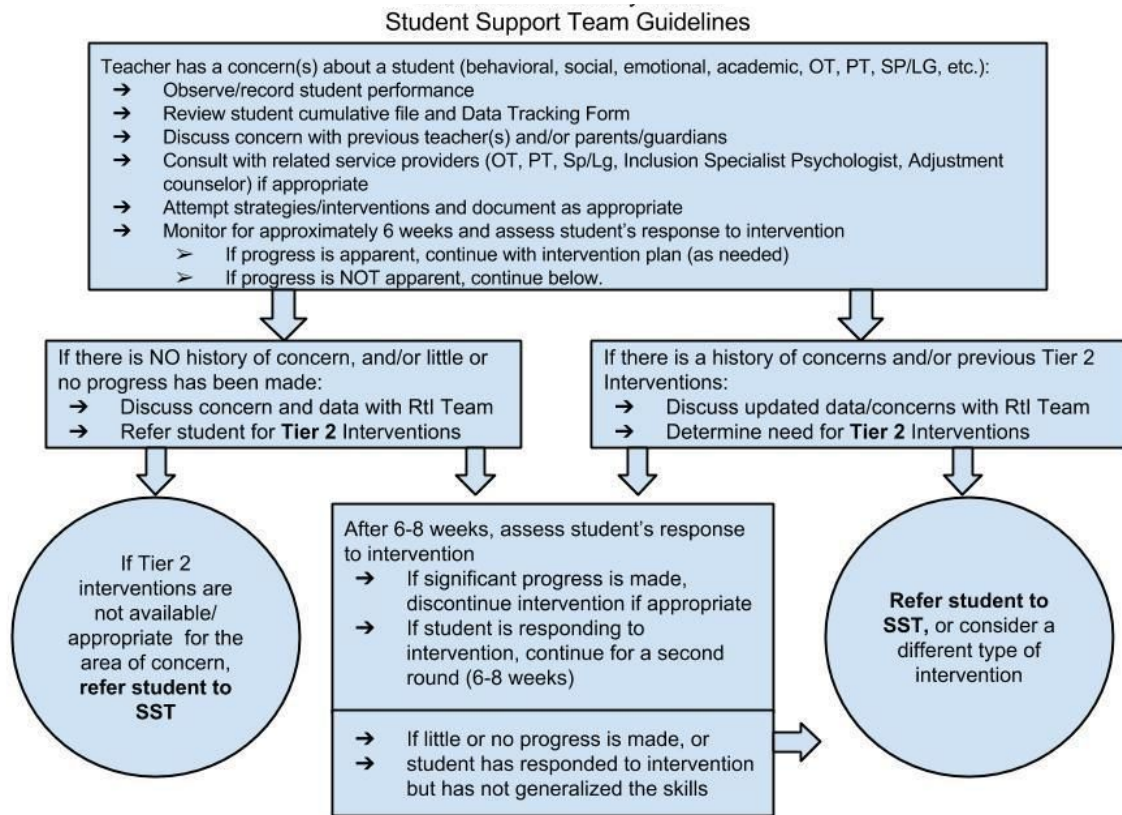
- 5) SST members share information and ask questions for clarification.

10 minutes:

- 6) SST members brainstorm possible recommendations (*SST members should refrain from commenting on recommendations during the brainstorming session to allow for a flow of ideas*).

10 minutes:

7) SST members select recommendations that they will implement. These shall be recorded as the Action Plan on the [SST Summary form](#). A time frame for re-convening will then be determined.



Code of Conduct

No child shall be excluded from or discriminated against in admission to Sunderland Elementary School (SES), or in obtaining the advantages, privileges and courses of study of SES on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

If you have any questions regarding the regulation or feel that you have been discriminated against in any of the areas mentioned, you may bring your case to the attention of Karen Ferrandino, Director of Special Education, Title IX, 622 Coordinator, Office of the Superintendent, 113 North Main Street, South Deerfield, MA 01373, (413)665-1155 or

contact Ben Barshefsky, Principal, 1 Swampfield Drive, Sunderland, MA
01375, (413) 665-1151.

TECHNOLOGY AND INTERNET

COMPUTERS/TECHNOLOGY

Technology is a tool we use to enhance learning throughout the curriculum. All students from third through sixth grade receive keyboarding training on "Keyboarding on Line" web software. Lower grades will be using Keyboarding without tears. We use Microsoft Word and Google Docs. Software for projects that require word processing. Spreadsheet applications such as Excel and Google Sheets are used for graphs and charting exercises. PowerPoint and Google Slides are used to produce visual presentations and class productions. Internet use is provided for research and interactive learning assignments. Proper Digital citizenship and Internet research techniques are covered.

Digital cameras and a scanner are used to enhance the content of many projects. Students will have the opportunity to learn and use the technological equipment we provide.

Rules concerning use of the internet are shared with students on an annual basis. Recent lessons will include how to appropriately "cite" website information that might be used in report writing, etc...

Internet Security

At Sunderland Elementary School, the following steps are taken to ensure that our students will not come across any inappropriate material when using the Internet.

E-mail is not enabled for students

We have a Web filter appliance to detect and block inappropriate sites. In addition, for double protection, we encourage the use of our **Kids Search Engine** page available on our Home Page for students to use when gathering research materials. Using these two filters, we have reduced the risk of inappropriate material to our school via the Internet.

Internet: Acceptable Use Regulations

The use of Internet, as part of this computer network, can be a great motivator for students, and its use encourages independence and autonomy. Because the Internet is blind to class, race, gender, age, ability and disability, it is a valuable means for addressing the needs of all students.

While the benefits of Internet access are many, parents need to be aware that the Internet is an open system, which contains information that parents might find objectionable and inappropriate for children. We will make every effort to

prevent your son/daughter's access to inappropriate materials on the Internet, but we cannot guarantee that he/she will not inadvertently encounter text, pictures or references that are objectionable. We ask your assistance in developing responsible attitudes and reinforcing appropriate behaviors.

Parents/guardians will receive a copy of the policy to guide and govern the use of the school computer networks. Please read them thoroughly and discuss them with your son/daughter.

The Frontier Regional/Union #38 School District Computer Network (FR/U38SDNet) provides open access to local, national, and international sources of information and collaboration vital to intellectual inquiry and democracy. In return, every network user in our school community and on the Internet and FR/U38SDNet account holders are expected to act in a responsible, ethical and legal manner, in accordance with the Frontier Regional/Union #38 School District rules, regulations and guidelines and the laws of the states and the United States.

The FR/U38SDNet account holder is held responsible for his/her actions and activity within his/her account. Unacceptable use of the network will result in the suspension or revoking of these privileges and could further cause school disciplinary action to be pursued. Some examples of such unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Wastefully using resources
- Gaining unauthorized access to resources
- Invading the privacy of individuals
- Using the account owned by another user
- Posting another individual's communications without the author's consent
- Posting anonymous messages

Acceptable Use Policy

Each user of electronic resources must read the electronic resource use policy and sign the consent and waiver form, as included in Appendix C.

ACCEPTABLE USE POLICY-TECHNOLOGY

The Frontier Regional/Union #38 School Districts shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the

system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies and businesses.

Availability

The Superintendent or designee shall implement, monitor and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Non-compliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Frontier Regional/Union #38 School Districts.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Frontier Regional/Union #38 School Districts as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability

The Frontier Regional/Union #38 School Districts shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Frontier Regional/Union #38 School Districts shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Internet: Rules for Use

Your parents or guardians will receive a copy of the policy that governs the use of the school internet use. Please read carefully with your parents/guardians.

The following will NOT be tolerated:

- Using the network for any illegal activity, including plagiarism
- Misusing, damaging or disrupting the performance of a computer or software
- Wastefully using resources

- Use of unauthorized sites or resources
- Invading the privacy of others
- Posting any information about yourself or another person
- Posting anonymous messages

