

**JOSEPH W. MARTIN SCHOOL
NORTH ATTLEBOROUGH, MASSACHUSETTS**

FOREWARD

Dear Martin Parents,

Through the Parent Handbook, we extend a warm welcome to all parents and especially to those who are new to the Martin School. The Martin Staff, with your assistance and cooperation, is looking forward to another successful school year. We hope that this publication will serve as an introduction to the school, as well as to the Martin School Association. Your careful adherence to the policies and procedures listed will help insure a safe and rewarding school year for your children.

The Parent Handbook contains information that we know will be useful to you, such as, the list of school rules and regulations, district-wide policies and important medical information. We urge you, therefore, to read it carefully and keep it handy throughout the school year for reference.

AS YOU KNOW, WE ATTEMPT TO KEEP DISTRACTION TO CLASSROOM INSTRUCTION TO A MINIMUM. TO THIS END, WE ARE REQUESTING THAT THE SCHOOL POLICY OF PARENTS AND VISITORS REPORTING TO THE OFFICE WHEN SCHOOL IS IN SESSION BE STRICTLY ADHERED TO. YOUR COOPERATION IS MOST APPRECIATED.

Please feel free to contact the officers of the Martin School Association, Mr. Luce or Mr. Gaudette whenever the need arises. We look forward to serving you during the coming year.

Cordially,

Michael T. Luce, Principal
James Gideon Gaudette, Assistant Principal
and
Executive Board, MSA

1. School Sessions:

a. Kindergarten -
Morning session:
Afternoon session:

8:50 a.m. - 11:37 a.m.
12:37 p.m. - 3:14 p.m.

b. Grade 1 - 5

Monday - Friday 8:50 a.m. - 3:14 p.m.

The school is divided into four wings.

- Primary Wing - Grade 1 and 2
- Middle Wing - Grade 2 and 3
- Intermediate Wing - Grade 4 and 5
- Kindergarten Wing - K and Grade 3

c. Curriculum Days

Curriculum days afford the professional staff the opportunity to conduct in-service workshops on current trends in education and to become involved in curriculum development and revision. There is no school on these days: **September 29, November 7 and April 3**

d. Inclement Weather - No School Signals

When school sessions are cancelled, announcements will be made by:

1. The sound of three double blasts 2-2-2 on the Fire Station Horn.
2. Radio Stations WARA (1320), WBZ (1030), WPRO (630).
3. Television Station, WCVB, Channel 5.

NO SCHOOL ANNOUNCEMENTS will be carried starting at 6:00 a.m.

You, the parent, should decide whether your child should go to school on a stormy day when school is in session. The school stands ready to help every pupil make up work if the absence is incurred in good faith because of bad weather conditions.

CONNECT ED COMMUNICATION SYSTEM

All schools in North Attleborough have started using the Connect-Ed, school to parent communication system. This system allows school administrators to send parents important periodic and personalized messages via the telephone. These messages allow us to advise you of emergency circumstances, along with those more typical school announcements and reminders, within just a few minutes. Connect-Ed WILL NOT be used for weather related no school announcements. In the event of an **emergency**, all telephone numbers, which you provide will be called. Please be sure all numbers are up-to-date. Other more typical school information will only be dialed to your home telephone number.

2. **MARTIN SCHOOL RULES EVERY PARENT SHOULD KNOW**

The following procedures are precautions established to insure the safety of each child enrolled at Martin School.

a. Absences/Tardiness

BY LAW, brief notes addressed to your child's teacher are required for every absence. On the **first day only** of any absence of your child from school, or tardiness for any reason, you are requested to notify the school by calling **508-643-2186** (answering machine) any time. (It is available 24 hours a day.) Any child on the absence list, not accounted for by a parental telephone call by 9:00 a.m., will have his/her absence verified by a telephone call from the school.

Also, please identify your child's illness i.e., fever, rash, etc. This will enable us to track certain illnesses. If your child has a contagious illness such as chicken pox or strep throat, please indicate.

If a student is **absent for more than three days**, our school nurse will call to check on the status of your child.

For your child's protection, you are requested to write notes for both early dismissal and tardiness or **any change** in your child's regular schedule. Any child leaving the building due to early dismissal must be picked up at the principal's office and signed out. **Again, please do not disturb your child's class. The office will call for your child when you arrive.**

Conversely, any child who is **late** for school **must** report to and sign in at the principal's office.

b. Arrivals

The school CANNOT accept responsibility for the safety of children dropped off at school before 8:40 a.m.

Carpool drop off - At the Gym door. (Except for Kindergarten children who directly enter the school.) Pull up to the Gym Yellow Zone and let children out. Use school sidewalk and proceed to the back play area.

Walkers - Use Landry Avenue sidewalk to fenced sidewalk or Gym Yellow Zone, and proceed to back play area.

Buses - Drop off for Grade K- 5 students will be at the side of school at primary wing sidewalk. Children will go directly to the back play area until the 8:50 a.m. bell when they line up to enter the building.

c. Bicycles/Roller Blades/Skateboards/Heelys

With written parental permission only, students in Grades 3-5 may ride bicycles to school.

Any child allowed to ride a bicycle to school must have a parental permission note on file with the school. One note will suffice for the entire year. Each bicycle must have its own lock and must be locked in the bicycle rack at the rear of the school. For the sake of your child, please check on the condition of his/her bicycle and talk frequently about the rules of safe riding. **State law requires that all children under 13 must wear protective headgear.**

Because of traffic problems, the amount of children and safety purposes, rollerblades, scooters, skateboards and Heelys are not allowed on school property.

d. **Behavior of Students**

The 700-plus students of the Martin School have a right to public education. With this right, each child carries the responsibility for the rights of the other 700-plus students, the rights of teachers and of the school system.

A goal of the North Attleborough Public Schools is to provide a safe, healthy, and structured environment conducive to learning. To accomplish this goal, all members of the school community, parents, teachers, students and other adults must treat each other fairly and respectfully. Aggressive or abusive behaviors will not be tolerated. Any actions or behaviors that can be considered as harmful teasing, bullying, harassing, or threatening will result in immediate and possible serious disciplinary action that is consistent with the North Attleborough Public Schools' Disciplinary Code. On a case-by-case basis, the principal will follow the due process procedure, which includes the notification of parents. In the cases that warrant it, the North Attleborough Police will be contacted.

Sometimes, in extreme cases, in order to protect the rights of the many, a recalcitrant child may legally be suspended from school. Happily, such extreme measures are rare and will surely disappear if parents, teachers and principal discuss together small problems **before they become large.** (See Discipline Code.)

e. **Cafeteria**

The North Attleborough Food Service is providing each student the opportunity to purchase a lunch ticket at a discount rate. This ticket, which may be purchased in the cafeteria, Monday through Friday,

will be good for 11 lunches and costs \$20.00. (Cash or checks made payable to the North Attleborough Food Service.) The cost of an individual lunch is \$2.00, which includes the meal, dessert and milk. Milk is \$.40 for grades 1-5 and \$.35 for kindergarten. If a child should forget their lunch or money to buy lunch, they may charge. They will be served a peanut butter and jelly sandwich, dessert and milk. We ask you send in the owed money as soon as possible.

f. Clothing

To cut down on the accumulation in the Lost & Found box at the school office, **PLEASE** plainly mark all outside clothing with your child's name. Every few months, the Lost & Found box is emptied and all unclaimed articles are given to charity.

For your child's safety, please make sure that sneakers are available on gym days. Sneakers should be marked with your child's name.

h. Daily Routine

CHILDREN MUST BE AT SCHOOL BY 8:50 A.M. - Once the children have arrived at school and entered the building, ALL exterior doors will be locked, except for the Main Entrance. Attendance and lunch counts are taken immediately.

Classes start at 9:00 a.m.

All visitors to the school, including **ALL PARENTS AND VOLUNTEERS, MUST** report to the office whenever they enter the building to sign in and get a visitor's tag to wear. (Small children do not need a visitor's tag.) It is also **extremely important that classroom instruction NOT BE INTERRUPTED.** Therefore, visitors or parents, may not go to, or enter a classroom without the direct permission of the Principal. All staff has been instructed to report any violation of this policy to the office. If you need to speak to a teacher, please make an appointment.

1. Notes and correspondence are collected and taken to the office.
2. Physical Education - 1 day per week for Kindergarten
2 days per week for grades 2, 4, and 5
3 days per week for grades 1, 3
3. Library Skills - 1 day per week for grades 4 and 5
All other classes visit the library once per week to take out books.
4. Art - 1 day per week Grades 1 through 5
5. Music - 1 day per week Grades K through 5
Grades 4 and 5 have Chorus, once a week for half a year
6. Computer Lab - 1 day per week.

There are also four computers in each classroom.

7. Health - 1 day per week for Grades 1, 3, 4, 5
2 days per week for Grade 2

8. Recess - twice a day Grades 1-3, morning recess and right after lunch. Grades 4 and 5, right after lunch and afternoon recess.

Recess will be held indoors during inclement weather. Your child may bring in jump ropes and balls for outdoor recess. There is no playground equipment. There are basketball nets. Students will have a "working" snack in the classroom either before or after recess. **No food or drink is allowed outside at recess.**

i. Dogs at School

If you own a dog, please keep it confined per the Dog Leash Law. If dogs are bothering children, the Dog Officer will be notified.

j. Parents' Cars at School

Parents who drive children to school in the morning **must** enter the first schoolyard entrance, and proceed to unload children along the Yellow Zone outside the gym. Staff members are on duty to supervise the children starting at 8:40 a.m. Please do not let children **out of the left-hand** side of the car into oncoming traffic.

Parents picking up children in the afternoon may park along the curb in the driveway along the front of the building. Live parking only is allowed in this area. Parking in the teachers' parking lot is prohibited from 2:30 p.m. - 3:30 p.m. Car-poolers and walkers will be dismissed first at **approximately 3:10 p.m.**, followed by the bus students.

To help alleviate traffic congestion at arrival and departure time, **WALKING** to school is encouraged. When children must be driven to school, carpooling is requested, to maximize safety and minimize traffic congestion in the area of the school. School buses have the right of way at all times on school property. Cars may not pass buses when their flashing lights are on. Parents are **NOT TO ENTER** the building and pull children out of dismissal lines. Please go to the office and we will call your child to the office. As you are aware, this time of day is confusing enough. If there is a need for your child to be dismissed early, you may send a note to your child's teacher and pick up your child at the office at the appropriate time. Please allow time for your child to gather his/her homework and belongings.

k. Parents/Visitors/Volunteers

For the safety of the children, **ALL** visitors **must** report to the office when they enter the building. If your child has forgotten anything, please bring it to the office and **we will** call your child down to pick it up. **PLEASE DO NOT DISTURB** the class or classroom teacher for any reason. **THERE ARE NO EXCEPTIONS TO THIS RULE.**

1. **Responsibility for Textbooks and Library Books**

A student shall be required to pay to the North Attleborough Public Schools for the value of any book lost or damaged beyond ordinary wear while in his/her possession. The value of the book shall be rated as follows: the first and second year of the book's use, full cost; the third to fifth year, 75% of the cost; and thereafter, 50% of the cost.

m. **Telephone Use & Courtesy**

There are two telephone lines in the Martin School offices, which are extensively utilized. It is most important that these lines remain as free as possible.

Children **will not be allowed** access to the Office Telephones except in the case of an emergency. They will not be allowed to use the telephone in the cases such as forgotten sneakers, books, lunch money, etc. There is a pay phone available in the building that the students will be expected to use, **WITH PERMISSION.**

Instead of calling school, please try to follow these suggestions:

1. Arrange for conferences by writing notes to teachers. If you wish a teacher to call you, send a written request with your child.

2. **DO NOT ASK THE SCHOOL SECRETARY TO DELIVER PERSONAL MESSAGES TO STUDENTS EXCEPT IN A REAL EMERGENCY.**

3. Do not try to discuss a problem over the phone. Plan to come to the school to talk with the proper person.

n. **Valuables**

Please discourage your child from bringing large sums of money or personal property of value to school, as the school cannot take responsibility for its loss. This would include electronic equipment such as cell phones, Game Boy, Walkman, or other forms of personal CD/cassette players, etc.

o. Notices

To keep you fully informed regarding all phases of Martin School, we send home all notices; flyers; newsletters; etc. home on **Wednesdays**. To insure that you have seen and read all notices, you are asked to sign, date and return the notice envelope on Thursday. As soon as possible in the beginning of the year, your notices will be given to the **oldest or only child** in the family. Your careful attention to the information sent home would eliminate confusion.

A MSA newsletter will go home approximately every 6 weeks to keep you updated on school events, monies spent and other information. Please try to find the time to read this to keep yourself informed. MSA meetings are held throughout the year. We would like to see you there and hear your thoughts and opinions.

A volunteer list will go home the first day of school. PLEASE consider helping out in any way that you can. There is help needed in all areas such as baking, room parents, library volunteers, computer volunteers, fundraising, enrichment, etc. This is a great way to get involved in your child's school life and to meet other parents.

ALL VOLUNTEERS MUST FILL OUT A CORI (CRIMINAL OFFENDER RECORD INFORMATION) FORM IN ORDER TO VOLUNTEER AT THE SCHOOL. ALL NEW CORI APPLICATIONS MUST BE OBTAINED AND FILLED OUT AT THE HUMAN RESOURCES DEPARTMENT, 6 MORSE STREET, NORTH ATTLEBOROUGH. THE INFORMATION WILL BE VERIFIED BY PHOTOGRAPHIC ID (I.E., LICENSE, PASSPORT). A copy of the CORI application is at the back of the handbook.

p. Birthdays

Please be aware of the new School Committee Wellness Policy which states that birthday celebrations should be non-food events. Parents are encouraged to work with their child's teacher in finding ways to recognize students' birthdays in some other way.

3. Progress Reports & Conferences

The North Attleborough Public Schools will be implementing a new elementary, K-5, standards-based report card during the 2006-2007 school year. Marks on the standards-based report card provide summary information on how well the student is meeting the grade level standards. These marks are based on teacher evidence of student performance against the year-end standards. The marks come from a combination of tasks that are scored using rubrics, graded classroom assessments, district assessments, teacher observations, or other criteria.

- a. **Kindergarten:** Report cards are issued two times year. At least two parent-teacher conferences are held, and you are encouraged to request any additional conferences you feel may be needed.
- b. **Grades 1 - 5** Report cards are issued three times a year.
- c. **Conferences:** Your child's teacher will arrange for a conference as needed, usually following the issuance of report cards. However, you are encouraged to arrange a conference when you are concerned about your child's progress at any time during the school year. Three Parent Conference Nights will be scheduled for parents who for any reason are unable to attend a conference during the day.
- d. **Appointment with the Principal/Assistant Principal:** Mr. Luce and Mr. Gaudette welcome and encourage parents to see them. Many times a small problem can be prevented from becoming a large one through open and understanding discussion.

4. **Non-custodial Parents: Access to Student Information**

Pursuant to Massachusetts General Laws, Chapter 71, Section 34H, a parent who does not have physical custody of his/her children, regardless of the award of legal custody, must apply annually to receive information about his/her child. This includes copies of progress reports and test scores, referrals for special needs assessments, and disciplinary records. Any such application must be in writing and include a **CERTIFIED** copy of the Probate & Family Court's order permitting access to such information, plus a statement, signed under the pains and penalties of perjury, that the Court's order is still in full force and effect and that no restraining order exists. Upon receipt of such an application, the school will provide notice to the custodial parent. Then, if there is no contradictory order produced by the custodial parent, the school will make the requested information available. Parents should refer to the statute before making a request for information. Copies of the law are available at the Principal's office or the public library.

5. **Student Lockers**

Effective September 2005, by order of the North Attleborough Fire Department, all students in the first/second grade wing and the second/third grade wing must use a locker to store their personal belongings during the school day.

Student lockers will be located in the corridor immediately outside your child's classroom. The elementary lockers **do not** include locking mechanisms. These will be double - tiered lockers, 12" wide, and 30" high, with 15" depth.

Please consider the above dimensions in mind when purchasing a backpack. A large backpack simply **will not fit**. All the student's belongings must fit into the locker (coat, backpack, lunch, etc.).

Please review the following regarding the use of student lockers:

- No valuable items may be stored in a student locker.
- Neither the Joseph W. Martin School, nor the North Attleboro Public Schools assumes any liability for theft or damage to any items left in a locker.
- Homeroom teachers will assign the lockers to the students.
- Each student is responsible for his/her locker's cleanliness. No pictures, stickers, etc., of any kind will be allowed inside or adhered to any surface. Students will be expected to clean the lockers periodically. Students are also responsible for any damage.
- Locker privileges may be restricted or taken away.
- Administration may conduct locker searches, as needed; to ensure the safety of all students.

6. **Your Child's Safety**

It goes without saying that the safety and well being of our students is a top priority. Please be reminded that for a child to be dismissed to anyone, other than a parent or guardian, written notification **MUST BE** sent to your child's teacher with the name of the person picking up our child.

7. In the event of an emergency or disaster situation in our area while school is in session, we want you to be aware that all North Attleborough Public Schools have made preparations to respond effectively to such situations.

With the assistance of the North Attleborough Fire Department, we have formulated plans to respond to various emergency situations. While the schools have had fire and bomb threat procedures in place for many years, we have devised school and system responses to other situations such as severe weather, hazardous materials accidents, gas leaks, intruders, etc.

We will discuss and practice such scenarios with the students. It will be accomplished in a low key, business-like, age appropriate manner without alarming the students.

Each faculty member in every school has an Emergency Procedures Guide and it has been reviewed carefully. We will make every attempt to be ready for various emergency situations, but we hope never to use any of them.

8. Your Child's Health

a. A medical record is kept for your child from kindergarten through high school. State law requires periodic exams (Grade 1, 4, 7 and 10). Please return health forms to your school nurse from your doctor after completion. Also, if your child develops any medical condition or has a medication change, please inform your school nurse.

All immunizations are noted on your child's health record. If your child receives an immunization, please request a copy of the information for your child's school health record. This includes annual flu vaccines

b. The School Physician serves the school in an advisory capacity on general problems of health, and he visits the school to consult with the nurse.

c. Emergency cards - It is important that emergency cards be completed fully and accurately. Prompt return of emergency cards is imperative as they are an important part of our records.

ALSO, PLEASE TRY TO REMEMBER TO UPDATE YOUR EMERGENCY CARDS IF CHANGES OCCUR (I.E., JOB CHANGE, AND TELEPHONE NUMBER CHANGE) DURING THE SCHOOL YEAR.

d. Illness at school - Without a doctor's note, the school nurse, assumes the responsibility for determining whether your child is well enough to return to school after an illness, and whether he/she should be sent home because of an illness commencing during school hours.

PLEASE BE SENSIBLE AND DO NOT SEND YOUR CHILD TO SCHOOL IF YOU SUSPECT A FEVER, RASH OR OTHER SIGNS OF ILLNESS. ILL CHILDREN AT SCHOOL EXPOSES LARGE NUMBERS OF US TO UNNECESSARY ILLNESS.

e. Medication at school - If your child needs medication, you **MUST COMPLETE** the parental authorization form (available at the Nurse's office or the naschools.net website). All prescription medications must have a doctor's authorization form along with the parent's form. Every school year, new forms must be completed for each child.

All medication **MUST** be in a pharmacy or manufacturer's labeled container. Please try to schedule medication around school hours, if possible. Contact your school nurse if you have any questions. Do not send medication with your child. Please send to school with an adult.

f. The school nurse may be reached at the school between the

hours of 8:30 a.m. and 3:30 p.m.

g. Insurance - A plan of liability insurance is offered at a nominal fee, whereby each parent may insure his/her child against any accident while at school, going to and from school, or while engaged in a school activity. In case of a claim, the parent should notify the principal, who will supply forms to be filled out by the doctor. Health insurance forms for Mass Health may be obtained from the school nurse.

i. Visits to Nurse's Office - Please remind your child that visits to the Nurse are to be made only when **necessary**. Parents may help this situation by taking care of minor ailments, i.e., mosquito bites, hangnails, splinters, etc. at home. We are here to take care of your children, and are happy to do so, if they are truly sick. If a child is found to be abusing this privilege, Mr. Luce, Mr. Gaudette or Mrs. MacDonald will contact you.

COMMUNICABLE DISEASES

Students may return to school as follows:

Chicken Pox-when pox marks are completely dried and there is no new pox. Child must be seen by school nurse before returning to class.

Fifth Disease-looks like measles. Contact your physician or school nurse.

German Measles, Mumps, Whooping Cough-Little or no cases seen today. Contact your physician or school nurse.

German Measles-No restrictions.

Measles-four days from appearance of rash.

Fever - must be fever free for 24 hours

Pediculosis (Head Lice)-until there is no nits left in hair.

Impetigo-remains out of school until lesion is dried.

Ringworm-may return to school after treatment has begun-antifungal ointment. Should have a note from their doctor stating the child is being treated. Exception - if area is weepy, keep child out of school until area is dried.

Meningitis-until condition is cured.

Conjunctivitis (Pink eye)-can return to school after receiving treatment for 24 hours and when no longer weepy and be seen by the school nurse before returning to class.

Strep throat-can return to school after being on medication for 24 hours.

Scarlet fever-remains out of school until rash clears.

Scabies-can return to school as soon as treatment has started.

Pinworms-excluded for 48 hours after starting treatment.

Mononucleosis-remains out of school until physician clears student with any restrictions.

Rash-unidentified rashes remain out of school until rash is identified.

Hepatitis A & B, Polio, Shingles-call school nurse.

9. Enriching your Child's School Life

a. **Library**

The Martin School Library is open during school hours. Each class has scheduled library periods during the week, which allows every child an opportunity to use the reference materials in the library and to choose books for leisure time reading. These books may be taken home to read, but he/she may not take out books until the previous ones are returned. Volunteers staff the library. The volunteers process new books, check books in and out, and read to the children. Grades 4 - 5 are taught library skills by the school librarian.

b. **The Martin Computer Lab**

The Computer Lab is open during school hours. Each class will be scheduled into the Computer Lab weekly. Computer Lab instruction is implemented by classroom teachers.

c. **Music, Art, Physical Education, and Health**

Students at the elementary level participate in music, art, health, and physical education classes weekly. Please make sure your child wears sneakers on physical education days. Students in Grades 4 and 5 will participate in chorus for half the year.

9. Special Help for your Child

MARTIN SCHOOL HOMEWORK POLICY

I. **PURPOSE**

- a. Complements classrooms instruction, extends students' time on learning, helps develop students' sense of responsibility.
- b. Involves teacher, student, and parents building a partnership.

II. **PRINCIPLES OF HOMEWORK**

- a. Needs to be meaningful and offer a variety of purposes.
- b. Homework generally will be assigned Monday through Thursday. Amount of homework is determined by grade level.

Grade 1: 10-15 minutes on average

Grade 2: 15-30 minutes on average

Grade 3: 20-40 minutes on average

Grade 4: 30-45 minutes on average

Grade 5: 45-60 minutes on average

- c. To accommodate the completion of long-term projects, the classroom teacher will make adjustments in daily assignments.
- d. Homework should enhance and extend concepts or skills, which relate to ongoing work within the classroom.
- e. With increased maturity, student homework completion should become an independent activity

III. RESPONSIBILITIES OF TEACHERS, STUDENTS, AND PARENTS

Teachers, students and parents are all critical players in homework success. The homework policy will thrive when all parties understand their roles and responsibilities.

a. Teachers will provide:

- 1. meaningful and varied homework assignments
- 2. clearly communicated assignments
- 3. homework appropriate to students' skills
- 4. timely correction of homework

b. Students will have:

- 1. clear knowledge of homework assignments
- 2. sufficient preparation to succeed
- 3. the skills needed to complete the homework

c. Parents will:

- 1. provide homework support and structure at home
- 2. have clear, realistic homework expectations
- 3. have knowledge of the teacher's expectations
- 4. communicate homework concerns to the classroom teacher should they arise

Homework during absence:

When your child has an infectious illness (SEE COMMUNICABLE DISEASES), the school is not allowed to send home books or papers, and in such cases you should not request it.

If, however, your child is to be absent for a long period of time, due to illness or accident, the town will arrange to send a tutor to your home, free of charge. Please consult Mr. Luce for details.