

# **Gabriel Memorial**



# **Abbott School**

**56 North County Road  
Florida, MA 01247  
Phone: (413) 664-6023**

## **Handbook for Students, Parents, and Staff**

We try to keep the webpage as current as possible, to be sure you are viewing the updated handbook, please contact the school for a copy.

### **School Year 2023-2024**

Dear Families,

Welcome to Abbott Memorial Elementary School. We are looking forward to a great year with your children, filled with learning, challenging activities, and our continued partnership with the Florida community.

All of us at Abbott Memorial desire to see the students who pass through our care grow, develop and recall their years with us with fond memories. With that in mind, we provide you with this handbook as a guide. Our intent is to provide families who make up our school community with the information they need to be partners in our most important endeavor: educating our children and working together so we can be successful.

Please take the time to review the different sections of this handbook and refer to it often. We also seek comments and suggestions on the content and format of this handbook, as the information is reviewed annually. As always, this is a community school and your partnership is of great value. Have a great school year!

**Martin J. McEvoy, Jr., Ed.D.  
Principal**

**Linked Policies:**

[Bullying Prevention and Intervention Plan](#)

[Child Abuse Reporting Policy](#)

[Curriculum Review and Civil Rights Policies](#)

[Due Process Procedures for Discipline](#)

[Non-Discrimination/Harassment Policies](#)

[Network Acceptable Use Policy](#)

[School-Wide Tobacco Free Policy](#)

[Search and Seizure](#)

[Special Education: IDEA, Section 504, Discipline](#)

[Title IX/Chapter 622](#)

**Abbott Memorial School Mission**

*The mission of the Abbott Memorial School is to provide opportunities that promote individual growth, perseverance, excellence in education, and lifelong learning for all in a framework of cooperation, responsibility, and respect.*

The Gabriel Abbott Memorial School handbook is for the students, parents, and staff of the school to help guide them through the school year. It contains many of the basic policies and procedures that the school uses for its students, staff, and visitors. It covers many of the questions and concerns that a student or parent may have if a situation may arise at the school. Parents are asked to sign that their student has received the school handbook and that the parents have read it with their student(s). The school will also maintain a copy of the handbook on its website located at: <http://www.abbottmemorial.org>.

It should be noted that every effort is made to keep the handbook up to date and as comprehensive as possible, however, we cannot publish all of the policies and procedures for the school within it. Feel free to contact the school at (413) 664-6023 with any questions that you may have.

# Gabriel Abbott Memorial School

## 2023 - 2024 School Calendar

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						3

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

October '23						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

November '23						
Su	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						21

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						16

March '24						
Su	M	Tu	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						21

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						17

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

June '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						5

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

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Half Day-11:30 Dismissal
- First and Last Day of School-11:30 Dismissal
- Trimester Ends
- Snow Day Make-up

**Staff at Abbott Memorial School**  
**School Year 2023-2024**

Arico, Josh - IT Director  
Austin, Lori - STEAM Teacher  
Boudreau, Michele - Preschool Teacher  
Byrne, Serah - Speech Therapist  
Chesbro, Denise - Assistant Principal & Grade 2 Teacher  
Clark, Kim - School Nurse  
Crosier, Cassie - Kindergarten Teacher  
Culpepper-Rysz, Terry - Preschool Paraprofessional  
Crean, Tom - Music  
Dilorenzo, Deb - Cafeteria Manager  
Ferrara, Robert - Custodian  
Franzoni, John - Superintendent  
Friedman, Jon - School Adjustment Counselor  
George, Christin - Occupational Therapist  
Hawthorne, Carolyn - Art  
Herrmann, Timothy - Mathematics and Science Interventionist  
Howard, Chris - Physical Education/Health and Paraprofessional  
King, Gary - Cafeteria  
Marceau, Madison - Special Education  
McEvoy, Martin - Principal  
Pare, Stephanie - Grade 6 and 7 Teacher  
Pitoniak, Katelyn - COTA (Occupational Therapy Assistant)  
Puppolo, Lisa - Grade 1 Teacher  
Randall, Rebecca - Administrative Assistant/Secretary  
Rathbun, Rose -  
Rougeau, Sarah - Reading Interventionist  
Rougeau, Tim - Grade 8 Teacher  
Spencer, Lori - Grades 4 & 5 Teacher  
Wall, Kimberly - Grade 3 Teacher  
Wissman, Monica - Grade 3

## Federal Holidays 2023-2024



September 4th, 2023 - Labor Day	November 25th, 2023 - Thanksgiving	January 15th, 2024 - Martin Luther King Day
October 9th, 2023 - Columbus Day	December 25th, 2023 - Christmas Day	February 19th, 2024 - Presidents Day
November 10th - Veterans Day (observed)	January 1st, 2024 - New Year's Day	May 27th, 2024 - Memorial Day

## Important Phone Numbers



**Main Office:** 413-664-6023

413-663-3593 (fax)

**Florida Free Library:** 413-664-0153

**Principal's Office:** 413-664-6023 ext. 5401

**Superintendent's Office:** 413-664-9292

**DuFour Bus:** 413-662-3510 or 413-743-7070

## Other important information to note



- **Field Trips** - A permission slip must be signed by the parent and received by the teacher before a student will be allowed to participate. **Telephone permission will not be accepted.**
- **Florida PTG** reminders/notifications of meetings are sent home with students, notifications are also on the Florida PTG Facebook page and usually the Florida, MA Kiosk Facebook page.
- **Florida School Committee** meetings are held at 5:00 p.m. on the second Monday of the month. Present Members of the Abbott School Committee are: Judith Oleson(chair), Rebecca O'Hearn, and Heather O'Brien.
- **Monroe School Committee** meetings are held as deemed necessary at the Monroe Town Hall.

*\*Meeting dates are always subject to change. It is recommended that you call in advance to confirm the time and date.*

## School Cancellation Information



School cancellation and delays are broadcast on **WMNB 100.0 FM, WNAW 1230 AM Tel: 413-663-6567**

They will be broadcasted on television channels 6, 10, and 19 through school closings. Also parents and guardians can access this information on our NBSU App, our website [abbottmemorial.org](http://abbottmemorial.org), on [iberkshires](https://www.facebook.com/iberkshires), and on the Florida, MA Kiosk facebook page. Also, a robocall and text will be sent out with the information.

## Introducing the brand new North Berkshire School Union phone app!

[Apple App Store](#)

[Google Play App Store](#)



**NEVER MISS AN EVENT** - The event section shows a list of events throughout the district. Users can add an event to your calendar to share the event with friends and family with one tap.

**CAFETERIA MENUS** - View daily breakfast and lunch menu.

**CONTACT STAFF & DEPARTMENTS** - Find relevant staff and department contacts under an easy to navigate directory.

## **Parent Guide for Communicating with the School**

Communication between parents and school staff is an important component in the collaborative effort to educate our students, therefore the following guidelines are provided to help parents organize and expedite the exchange of information or settle school issues directly involving their children. When a parent has a complaint or a suggestion regarding their child's learning style or behavior, they should follow the procedure, in numerical order, as listed below:

1. Contact the party who is directly involved with their student (most often it will be the classroom teacher). Every effort will be made to accommodate ideas and resolve complaints at this level.
  2. In the event that a matter is not resolved, parents should then contact the Principal at 664-6023. Again, there will be an effort to resolve the matter at this level.
  3. Finally, if there is a need to continue the process, parents should contact the Superintendent of Schools, John Franzoni at 413-664-9292 who is located at our NBSU Central Office.
  4. If a solution is still not reached, the Superintendent will bring the matter and all relevant information before the School Committee and a decision will be made at this level.
- ★ In matters pertaining to civil rights, parents should immediately contact the Principal.

## **School Attendance**

The Gabriel Abbott Memorial School includes preschool through grade eight. A child, who will observe his /her 5th birthday prior to August 31st of that school year, may enroll in the kindergarten class. The parent or guardian must complete registration forms.

A.	Opening - Students are expected to be in school no later than 8:20 a.m. Students are not allowed in the building before 8:20 am without written permission from the principal or faculty. Each homeroom teacher will begin the school day by having the entire class settled for morning announcements including recitation of the Pledge of Allegiance.			
B.	Lunch	PreK	12:00	
		4, 5, 6, 7, 8	12:00 - 12:30	
		K-3	12:30 – 1:00	
C.	Recess	K-3	12:00-12:30	
		4, 5, 6, 7, & 8	12:30-1:00	
	Two adults will be on duty during recess period. All students, unless ill, are expected to participate in recess. Students will not be sent outdoors if the temperature is lower than 10 degrees F, or in inclement weather.			
D.	Closing →	Students are called to their buses at 3:05 p.m. Students who have elected to walk home are dismissed after all the buses and parent pickups have left the school grounds.		
E.	At no time is a student allowed to leave the school grounds during school hours without the permission of the principal.			
F.	Students are required to bring a note from home following an absence from school.			
G.	Scheduled half day dismissal is at 11:30 a.m.			
H.	Dismissal: Students will not be allowed back into the building after dismissal without permission from a member of the staff or the Principal.			
I.	The teachers are under no obligation to provide assignments to students dismissed from school for vacation reasons. With 48 hours notice, teachers have the option of providing assignments for missing time. The make-up period should extend, or be equal to, the amount of time the students are absent.			

## **Student Records Policy**

*Under Massachusetts law, the school may release the following student information: name, address, telephone number, date and place of birth, attendance records, participation in activities or sports, and honors or awards. If parents DO NOT want this information released, they must notify the school.*

### **Enrollment/Transfer Students**

“All students will be enrolled as expeditiously as possible. The transition works best when all records and required documentation are in place. To enroll in Abbott Memorial School a student must have a birth certificate, up to date record of immunizations, documentation of a recent physical examination by a pediatrician (within six months), and proof of residency.

A student transferring into Abbott Memorial School must provide a complete copy of his/her school record. The record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspendable act. At registration, parents/guardians will complete a registration packet, which includes essential personal and emergency information, permissions to request school records from prior schools, a home language survey, and various permissions to participate in school activities. It is requested that parents/guardians inform the school office of any special programs or needs that their child has at the time of enrollment to facilitate appropriate classroom placement and programming (Especially for IEP, 504, participation in Title 1 or ELL/ESL programs). Families are encouraged to bring their children to school prior to their first day so that they can have a tour and familiarize themselves with the new school environment.

### **Preschool Entry**

Abbott Memorial School has a free full day preschool program for children ages 3 & 4 for residents in the towns of Florida, Drury, and Monroe. The entrance age must have the child being age 3 by August 31<sup>st</sup>. This program is also open to out of district appropriate age children at a cost of \$150.00 per week pending open slots.

### **Kindergarten/First grade**

The entrance age for Kindergarten is 5 years old by August 31<sup>st</sup>. Families interested in enrolling their children in first grade, but whose children are not 6 by August 31<sup>st</sup>, will need documentation of successful completion of kindergarten and must meet with the principal to discuss appropriateness of first grade placement.

### **Withdrawal**

Parents/guardians who are moving their families out of Abbott Memorial School during the school year are requested to inform the school office of the intent to withdraw and complete a withdrawal form and permission to forward school records.

A written request for records must be signed by the parent or guardian and sent to the former school. That school will then send the records to the new school. Records will not be released to parents or guardians.

Student records consist of anything a child does. At the end of the year, teachers will dispose of all student work if not requested by June 30.



## **Retention Policy**

The School Committee is dedicated to the best total and continuous development of each student enrolled. The decision to retain a child is a difficult one to make. It is generally agreed the earlier the retention, the more effective it will be. If retention is considered, the best interest and long range welfare of the child shall be the prime considerations.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher made tests, any other measures of skill and content mastery, progress monitoring, standardized test results, and teacher observation of individual student performance.

If a student is showing signs that he/she is experiencing difficulty in reaching grade level skills and not working up to his/her capability, a conference will be held with the student's parents/guardians within the first term of school.

If concerns persist, the classroom teacher will make a referral of the student to the IST (Instructional Support Team). The Team will make recommendations for interventions by the classroom teacher and support staff. The classroom teacher will meet with the parents periodically to discuss the progress of the student and the use of interventions. The aforementioned will take place prior to the end of the second marking period.

If retention is considered to be the appropriate action in the best interest of the student by the teacher, the IST and the principal, a conference will be held with the parents/guardians, classroom teacher, and the principal. The principal shall be responsible for making the final decision on promotion or retention. The principal will consult closely throughout the year with the teachers and parents before making any decision. In order for retention to work, it is generally agreed that both home(s) and school should be in agreement that it is the best choice for the individual student.

In the instance that a parent/guardian disagrees with the principal's final decision, he/she may appeal the decision. An appeal may be submitted to the principal in writing by July 30<sup>th</sup> of the same school year. A decision will be made prior to the start of the next school year following a conference at which the Superintendent, the Special Education Director, the Principal, team teachers, support staff and parents/guardians are present. The appeal board's decision at this time is final.



## Busing Policy

A.	Eligibility - By act of the Town of Florida, each student is entitled to bus passage to and from school.
B.	Pick up - The student will be picked up on a public road near his/her house and transported to school.
C.	Departure - Buses will leave the school between 3:10 and 3:15 p.m. and students will disembark at the point of pick up.
D.	Behavior - It is expected that students will behave in the manner expressed under the "Discipline Policy". Safety is Important!!!
E.	<b>Change of Destination: Any student wishing to be bused to a destination other than his/her home must present a permission slip to the main office and the bus driver. This slip must specify the date of the change, the desired destination, the student's name and parent's signature.</b>
F.	Disciplinary Procedures - Infractions will be reported as follows:
STEP 1	Verbal (optional per driver and principal)
STEP 2	Written Warning
STEP 3	3 Day Suspension
STEP 4	4 Day Suspension
STEP 5	5 Day Suspension
STEP 6	Matter is referred to the superintendent for dispensation.
*A student, who has not been reported for 20 consecutive school days, will be reduced by one step on the disciplinary scale.	

## Bus Schedule for 2023-2024 School Year:



## 2023-2024 Abbott Memorial School Bus Schedule

Bus 1 - Monroe Bus	
Pick-up Time	Street/Bus Stop
PM only	3 Whitcomb Hill Rd
7:35 AM	17 Church Rd
7:50 AM	5 Ecology Dr
7:55 AM	167 Main Rd
7:56 AM	161 Main Rd
7:58 AM	152 Main Rd
8:00 AM	147 Main Rd
8:02 AM	Main Rd at end of Davis Rd
8:04 AM	123 Main Rd

Bus 2 - Ms. Howard's Bus	
Pick-up Time	Street/Bus Stop
7:44 AM	460 West Shaft Rd
7:45 AM	West Shaft Road / Old West Shaft Road Bus Stop
7:57 AM	99 Stryker Rd
7:58 AM	125 Strykers Rd
8:00 AM	148 Central Shaft Rd
← Left on South County	
8:04 AM	South County at Savoy Rd
8:05 AM	194 Central Shaft Rd
➤ Turn around Left on Central Shaft	
8:07 AM	Central Shaft at Poirot Rd
8:09 AM	100 Central Shaft Rd
8:10 AM	72 Central Shaft Rd
8:11 AM	95 Central Shaft Rd
8:12 AM	33 Central Shaft Rd
8:14 AM	49 Mohawk Trail

Bus 3 - Ms. Terry's Bus	
Pick-up Time	Street/Bus Stop
First Pick-up	56 South Street
7:44 AM	36 South Street
7:45 AM	278/300 S County Rd
7:47 AM	485 Mohawk Trail
7:49 AM	The Golden Elk
7:53 AM	168 Mohawk Trail
7:55 AM	11 Tilda Hill Rd
7:56 AM	5 Tilda Hill Rd
7:57 AM	42 Tilda Hill Rd
7:58 AM	43 Tilda Hill Rd
8:01 AM	82 Blackstone Rd
8:02 AM	70 Blackstone Rd
8:05 AM	119 Mohawk Trail

## **Dress Code Policy**

Because of the unique nature of the school community, we have put together a policy that is sensitive to 3-13 year olds. In general, any mode of dress adopted by either boys or girls, which would reflect unfavorably in the school or disturb the educational process, will not be allowed. The fact that the school permit's a wide variety in clothing does not imply that all styles are equally appropriate. We hope that parental discretion on appropriate dress will be consistent with those of the school administration.

 The following items **WILL NOT** be permitted:

### **HATS OR OTHER HEAD COVERINGS:**

1. Neither male nor female students are allowed to wear hats or other head coverings in the building during the school day. The last Friday of the month is HAT DAY and on that day students may wear hats.

### **SHIRTS:**

1. Clothing displaying indecent or inappropriate writing, pictures, or slogans including cigarette, drug or alcohol advertising, etc.
2. Midriff, see-through blouses, halters, tank tops with straps less than two fingers wide, tube tops, muscle shirts.

### **SHOES:**

1. No bare feet.
2. High heels that are higher than 2 inches.
3. House slippers

### **SHORTS/SKIRTS/PANTS:**

1. Shorts/skirts that do not extend to the tip of your longest finger ***when standing upright.***
2. Sagging shorts or pants.
3. Underwear showing.

### **MISC.:**

1. Articles of clothing that could cause damage or injury to other students or property.
2. Clothing that is unsafe and inappropriate for normal activities.

Students ***will not be allowed*** into the classroom wearing inappropriate clothing. Parents will be notified so that they may have appropriate clothing brought to the school.

## **Health Program**

### **A. Annual Screening Programs**

1. Physical exams are required every fall for students in grades preschool through 8th grade. Transfer students without record of a recent exam, or from out of State, children participating in school sports and/or gym class with medical conditions, and students referred for health problems must have records sent to the nurse.
2. Vision – Grades PK, K, 1, 2, 3, 4, 5 and 7
3. Hearing - All students.
4. Height and Weight – Grades 1, 4, and 7 (with parent permission)
5. Tuberculin Tests - All school personnel when hired, if not already tested since 1976.
6. Scoliosis - Students in grades 5 through 8 (with parent permission)
7. Lice Checks - As needed.
8. Screening, Brief Intervention and Referral to Treatment for Alcohol and Drug Use (SBIRT) – either Grade 7 or 8 yearly with parent permission.

### **B. Immunization**

1. Federal law now requires that every child entering school must be immunized against Tetanus, diphtheria, and Pertussis (DTaP), measles, mumps, rubella (MMR), and Polio (IPV). A doctor's signed certificate is the sole acceptable document. As of September, 1997, all Kindergarten students are required to have 2 doses of MMR and 3 doses of Hepatitis B vaccine. In addition, children entering Kindergarten as of September 1, 1999 are required to have 2 doses of Varicella vaccine (Chicken Pox) or have documented proof of immunity from their physician.
2. As of September 1, 1999, children entering the seventh grade are required to have 3 doses of the Hepatitis vaccine and 2 doses of the Varicella vaccine or a physician's note certifying the history of the student having had the disease. In addition, seventh grade students are now required to have a Tdap (Tetanus/Diphtheria) booster if it has been more than 5 years since the last dose. Parents of children requiring a booster will be notified. A student receiving immunization from a physician must bring to school a certificate verifying such immunization.
3. The school should be notified of any illness requiring treatment, a doctor's visit, or hospitalization.

### **C. Medication Administration in School Protocol**

★ Children needing medicines during the school day, including prescription and over the counter medications (such as Tylenol, medicated cough drops, etc.) need to have the following forms on file in your child's health record before we begin to give any medicine at school:

1. Signed consent by the parent or guardian to give the medicine. A consent form given to parent or guardian must be completed and returned to the school nurse.
2. Signed medication order. The written medication order form should be taken to the child's licensed prescriber (child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medicines should be delivered to the school in a pharmacy or manufacturer labeled container by a parent or responsible adult whom the parent designates. Parents should ask their pharmacy for separate bottles for school and home. No more than a 30-day supply of the medicine should be delivered to the school.

## **Physical Education**

1. All students are required to participate in the physical education program.
2. If a student is unable to attend physical education classes for any length of time, a medical excuse must be submitted to the principal or physical education instructor.
3. Although a specific type of uniform is not required for gym classes, students should have a second set of clothes in school that are used solely for gym, sneakers are necessary. If your child does not have sneakers for physical education, they will not be allowed to participate and receive a "0" for the day.
4. Physical Education apparel should be taken home and washed frequently.
5. There will be handouts, videos, and written tests in physical education class for grades 5-8.
6. If you feel your child cannot take a shower or attend physical education class on a given day, a valid reason (written) should be sent to the physical education instructor.
7. If your child must be excused from physical education class for an extended period, a doctor's slip will be required.

### **Report Cards/Progress Reports:**

Report cards are issued three times a year for grades Preschool through 8th Grade. Progress reports are issued at midterm on an as needed basis.

Letter from the Principal regarding report cards: [Florida Report Card Letter 2023](#)

### **Honor Roll Criteria:**

An honor roll is published each semester for students in grades 4-8. The criteria is as follows:

<b>High Honors</b>	All grade average 90 or above
<b>Honors</b>	All grade average 80 or above
<b>Merits</b>	Only one grade average between 70 and 80

**\*An unsatisfactory grade in conduct in a Specialist class will prevent a student from earning any honor roll status.**

## **Discipline Policy**

More and more, parents, teachers, and students are expressing concern about the increase in behavior problems in schools today. We all want schools which are safe and supportive, where students have the opportunity to learn, and teachers the opportunity to teach. The key to providing such an environment is discipline, which is based on fairness, equity, and due process. A successful discipline policy should anticipate situations and set up circumstances to prevent them from occurring as much as possible.

Discipline should be a learning process, wherein individuals learn to behave in a manner consistent with stated expectations. These expectations are often expressed in a school discipline policy.

The staff at the Gabriel Abbott Memorial school have developed the following policy with input from parents, teachers and students. We feel it responds to the concerns expressed by our school community. It provides for a school that fosters a positive climate, but at the same time recognizes that it is necessary to address those behaviors that are inappropriate or detrimental to a learning environment.

## **Rights and Responsibilities of Students, Teachers, and Parents**

### **Students Rights and Responsibilities**

- Students have the responsibility to listen to instructions, to work in a cooperative manner, and to follow classroom guidelines set out by the teachers.
- Students have the responsibility to be attentive and not interrupt or disrupt classes.
- Students have the right to hear and be heard.
- Students have the responsibility to respect others by not teasing or bugging other people, and by showing respect and courtesy toward others.
- Students have the right to be treated with courtesy and respect.
- Students have the responsibility not to threaten or harm anyone else in the school.
- Students have the right to be safe.
- Students have the responsibility to respect the privacy of others, and the personal property and personal space of others.
- Students have the right to privacy, personal property, and personal space.
- Students have the responsibility to be understanding of the ancestry, cultural background, religious beliefs, and gender of others.
- Students have a right to be proud of their ancestry, cultural background, religious beliefs, and gender.

### **Teachers Rights and Responsibilities**

- Teachers have the responsibility to treat students and parents with respect.
- Teachers have the right to be treated with respect by students and parents.
- Teachers have the responsibility to teach and maintain an understanding and appreciation of the differences of others.
- Teachers have the right to have their gender, race, religion, and culture respected.
- Teachers have the responsibility to give parents timely notification when their child's absence or lack of classroom preparation is interfering with their education or the education of others.
- Teachers have the right to expect students to be present in class, to have a positive attitude, and to be prepared to learn.
- Teachers have the responsibility to actively involve all students in the learning process and to conduct such means of evaluation as are deemed necessary.
- Teachers have the right to expect that the classroom is a place of learning, where all students participate in the process of learning.
- Teachers have the responsibility to provide a safe environment for all students and to dismiss any pupil who presents a threat to anyone else.
- Teachers have the right to feel safe in their classrooms and in the school.
- Teachers have the responsibility to report any damage or theft to personal property.
- Teachers have the right to expect their personal property to be free from theft or vandalism.

- Teachers have the responsibility to seek parental support and to encourage a collaboration between home and school.
- Teachers have the right to expect parental and guardian support in matters related to the education of children.

### **Parents Rights and Responsibilities**

- Parents have the responsibility to teach and to model appropriate behavior for their child(ren).
- Parents have the right to expect the school climate to be safe and supportive.
- Parents have the responsibility to reinforce that school is a learning environment, to encourage home study, and to monitor their child(ren)'s progress.
- Parents have the right to expect the school to promote learning.
- Parents have the right to be informed of any serious or persistent concerns involving their child(ren).
- Parents have the responsibility to obtain accurate and first hand information before being critical of the school, staff, and/or students.
- Parents have the right to address any serious issues.
- Parents should understand that consequences for student choices are a necessary process of the student's socialization and growth process.

### **Positive Atmosphere**

Discipline is a complex issue. There is no doubt that expectations must be clearly stated and consequences must be consistently applied. On the other hand, the real key to good discipline is to prevent inappropriate behavior from occurring in the first place. This is a proactive approach to discipline, one that the staff at the Abbott Memorial School works hard to implement.

We offer a variety of extra-curricular experiences to our students. The staff feels that if they and students build a rapport and that if students feel positively connected to the school, they will be less likely to misbehave. Activities offered in the recent past have included:

Project 351	Field Trips	Manice Center Field Trips
Waitron Duty	Robotics Club	Florida Fire House Safety Visit
Ski Club	Science Fair	

Teachers assign homework to provide drill and practice to extend work being done in the classroom, and to build independent work habits. Parents can assist students by arranging a specific time for homework and providing a quiet work area.

*All students, regardless of race, religion, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness, have equal access to the general education program and the full range of any occupational, vocational program, intramural, interscholastic, extra-curricular activities or clubs offered by the district.*

### **Other consequences for appropriate behavior include:**

- Positive self-esteem for a job well done.
- Subject marks award daily performance as well as examination performance.
- Students in grades 4 - 8 who have performed exceptionally well are recognized on our Honor Roll.
- Subject awards for excellence are awarded each year at graduation.
- The Kellie Ann Boyce Memorial Award is awarded each year to a graduating female student who has made a significant contribution to both the school and the community.
- The American Legion Award is awarded each year to a graduating student who has shown the most progress either academically or behaviorally during their years at Abbott Memorial School.

**The Discipline Process** - The purpose of discipline is not to punish an individual for improper behavior but to prevent subsequent similar behavior.

*Respect yourself, others, and property.*

### **Expected Behavior**

*All are expected to treat each other with mutual respect; to obey persons in authority; to respect the property of others; to be punctual in attendance; to be neat in personal appearance; to display proper habits of personal hygiene and to abide by school and community regulations. Students should not bring anything to school that causes a distraction to teaching and learning not required by curricular or extracurricular activities or without permission from the school. The administration has the responsibility and power to maintain order and discipline in the school and to ensure compliance with the school rules and regulations. The procedures range from simple warnings and removal of privileges, to actions such as detention, suspension, exclusion, expulsion and possible court action. The following outline of disciplinary actions is not a step-by-step procedure, nor is it to be considered all-inclusive, but rather is meant to serve as a guideline. The seriousness of the offense, the student's previous behavior and the necessary actions required to correct the offending behavior will influence the course of action followed by the principal and faculty.*

**The following reasons for disciplinary action may apply to infractions on school grounds, during an educational function, during an extra-curricular event off school grounds, when a student is traveling to or from school, or other such educational function.**

**Exclusion:** Temporary removal of a student from the regular school program for a period greater than 10 school days. **Reason for exclusion:** Physical or emotional disability which is detrimental to the welfare of other students. (Authority: Principal)

**Expulsion:** Forfeiture of a student's entitlement to attend school in this district. **Reason for expulsion:** For serious infractions of the rules as set forth in the disciplinary code. (Authority: Rests with the School Committee)

**Internal Suspension:** Temporary exclusion from normal day's activities not to exceed ten days. **Reason for Suspension:** Violation of school disciplinary code or other serious misconduct. (Authority: Principal or his designee)

**External Suspension:** The temporary exclusion of a student from physical presence on the school grounds not to exceed ten days for a single suspension. **Reason for Suspension:** Violation of school disciplinary code or other serious misconduct. (Authority: Principal or his designee)

### **Inappropriate Behavior Has Been Divided Into 4 Levels**

**Level 1** - Minor: Chewing gum, running in the building, hitting door jams, indirect spitting.

**Consequences:** Warning, student/teacher conference, parent conference, time out.

**Level 2** - Direct spitting, leaving class without permission, unexcused tardiness, arriving late to class, disobeying the person in charge, food fights, indirect inappropriate language & gestures, unexcused absences, gambling in house, stealing, threatening others, rudeness, disrespect or disobedience.

**Consequences:** Loss of recess, verbal warning, student/teacher conference, time out (work can be done), written warning, detention, in school suspension (isolation).

**Level 3** - Fighting, direct inappropriate language or gestures, leaving school grounds, smoking, destruction or abuse of property, physical assault.

**Consequences:** Detention (teacher or administrator), in-school suspension, out-of-school suspension, expulsion, police intervention.

**Level 4** - Illegal: Explosive devices, gambling, false alarms, harassment, bomb threats, dangerous instruments, drug possession or distribution.

**Consequences:** Subject to the laws of the Commonwealth of Massachusetts.

★ *Some level 2 and 3 and most level 4 infractions may result in mandated electronic reporting of the individual and the incident to the Dept. of Education.*



## **Detention Policy**

- A student will be kept by the teacher issuing detention.
- A student cannot be kept the same day without parental permission.
- A detention slip will be sent home and a copy sent to the office.
- A student should return the signed detention slip to school, but will be required to stay regardless.
- The parent is responsible for providing transportation home and should be at the school at 4:00 p.m.

### **Rules for Serving Detention**

1. Seated at 3:10 p.m.
2. Hands empty and on desk.
3. No talking.
4. Dismissed at 4:00 p.m.
5. Students will be informed at 3:55 p.m. whether detention counts. If not, an explanation will be given to the student.
6. If rules are not adhered to the following policy will apply:
  - a. The student will return to serve detention.
  - b. A second day of detention will be added.
  - c. If these two detentions are not served in an acceptable manner:
    - The student will return and serve the two detentions.
    - The student may be suspended.

## **Drug Policy**

*The School Committee of the Florida Public Schools, in compliance with the Drug-Free Schools and Communities Act, is committed to providing a drug-free educational community. The following rules and regulations are in effect for all students.*

1. All students are prohibited from possessing, using or distributing illicit drugs or alcohol on school premises or at any school-sponsored activity. Illicit drugs are defined as controlled substances under M.G.L. Chapter 104C and include narcotics, cannabis, stimulants, depressants and hallucinogens. Alcohol is defined as alcoholic beverages containing beer, wine, or distilled spirits.
2. Any student found to be in possession of, under the influence of, or distributing drugs or alcohol, as defined in paragraph #1, will be subject to appropriate disciplinary action with sanctions ranging from: detentions, suspension from school, completion of an appropriate rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; up to and including expulsion from school and referral for prosecution.
3. The School System will make available to its students and their parents; upon request, a current list of drug and alcohol counseling and rehabilitation or re-entry programs available in the general area.
4. A copy of this policy indicating mandatory compliance with the standards of conduct as listed in paragraph #1, will be published in the student handbook and given to every student of the district and thereafter will be given to each new student at the time of entry.
5. Florida Public Schools will conduct a biennial review of all aspects of its program dealing with the Drug-Free Schools and Communities Act to determine its effectiveness; to implement change if needed; and to ensure that the disciplinary sanctions as described in paragraph #2 are consistently enforced.

## **Dangerous Weapons And Controlled Substance Policy**

*In order to ensure the safety of all students and the security of the school building, it is the policy of the Florida Public Schools, as well as the laws of the Commonwealth of Massachusetts, that all dangerous weapons and controlled substances are prohibited.*

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in Chapter 94C including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or district by the principal.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or 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 the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing a principal may, at his discretion, decide to suspend rather than expel a student who has been determined to have violated either paragraph (a) or (b).
- 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 ten days from the date of expulsion in which to notify the superintendent of his appeal. The student has a right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to factual determination of whether the student has violated any provisions of this section.
- E. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or provide educational services to said student. If the 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 said student a written statement of the reason for said expulsion.

## **Policy Ensuring Parental/Guardian Notification Of Curricula Relating to Human Sexual Education and Sexuality Issues**

*All schools in the North Berkshire School Union will comply with MGL Chapter 71, Section 32A, sometimes referred to as the Parental Notification Law, which states:*

*Every city, town, regional school district or vocational school district implementing or maintaining curriculum, which primarily involves human sexual education or human sexuality issues, shall adopt a policy ensuring parental/guardian notification. Such policy shall afford parents or guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized because of such exemption. Said policy shall be in writing, formally adopted by the school committee as a school district policy and distributed by September first, nineteen hundred and ninety-seven, and each year thereafter to each principal in the district. A copy of each school district's policy must be sent to the department of education for adoption. To the extent practicable, program instruction materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for review. The department of education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section.*

### **NBSU shall comply by implementing the following standards whenever the curriculum involves human sexual education or human sexuality:**

1. A notice will be sent home with the students to parents or guardians.
2. Parents or guardians will be notified that they have the flexibility to exempt their children from any portion of said curriculum through written notification to the teacher or the school principal.
3. No child so exempted shall be penalized because of such exemption.
4. The student will be provided with an alternative lesson that will be conducted in a separate location.
5. Whenever notices are sent home, the instruction materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for review.

## American Legion

An award recognizing the qualities of courage, honor, leadership, patriotism, scholarship, and service which are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society.

## Charles Bruce Cooper Memorial Award

Charlie Cooper was a student at our school from preschool through 8<sup>th</sup> grade. Charlie always had a smile on his face and a long story to share...usually about hunting, fishing, or hockey. His gentle ways will long be remembered by the many people he touched within our school and community. The Charles Cooper Award recognizes the student who most emulates Charlie. These traits include the student who: participates in school activities, shows a positive attitude towards their classmates, school, and community; displays an appreciation and understanding of civic responsibility; possesses strength of character and the courage to do what is right; and promotes friendship within the school and community. The award shall be given to an 8<sup>th</sup> grade male student chosen by the 7<sup>th</sup> and 8<sup>th</sup> grade teachers.

## Kellie Boyce

An award recognizing the qualities of a student like Kellie, whose scholarship, industry and humanity were a credit to her family, her school, and her community.

## PTG Award

An award for the highest grade point average for all the content courses for the year.

## President's Achievements Award

### Two Awards:

#### Educational Excellence:

- A. Grade Point Average-- 90-100
- B. Can include: motivation, initiative, integrity, intellectual depth, leadership qualities, and exceptional judgment (within that point average).
- C. In standardization test 85 percentile, or from teacher or staff based on portfolios, tests, projects.

#### Educational Achievement:

This award is given at the principal's discretion based on the criteria developed at the school. The criteria should reflect the purpose of the award and must be applied fairly to all students. The following are examples of criteria for which the President's Award for Educational Achievement may be presented:

- A. Show tremendous growth but not meet the criteria for the President's Award for Educational Excellence.
- B. Demonstrate unusual commitment to learning in academics despite various obstacles
- C. Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- D. Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc. • Demonstrate achievement in the arts such as music or theater.

## Citizenship Award (Massachusetts Principals' Association)

An award for students who:

- A. Participate in school or community service.
- B. Show a positive attitude toward classmates, school, and community.
- C. Display an appreciation for, and understanding of civic responsibility.
- D. Possess strength of character and the courage to do what is right.
- E. Promote citizenship within our school or community through other activities.

## Highest Honor and Honor Awards

An award that is given to each student who averages an A or B for the year.

## High School Preparations

Beginning with parent conferences, the eighth grade advisor discusses school choices for the eighth grade (Drury and McCann). At that time, the advisor reviews up and coming events during the year that both schools offer with the parents so that students and parents can hear about and see these two schools.

### **McCann**

In December, representatives come from McCann and discuss available programs (shops), entrance requirements, and extracurricular activities that McCann offers. At this time, application forms are given to the students for the after school "Exploratory Program". These applications are due in the beginning of January.

In January, on Tuesdays, Wednesdays and Thursdays, eighth grade students travel to McCann to participate in the shops available at the school from 3:00 p.m. to 4:30 p.m. On each trip to the school, provided by the McCann School, the students learn about each shop and usually make something they can bring home. At this time, students are given an application to fill out (one side for the teachers, and one side for the parents). These applications are usually due before February vacation. By May, McCann announces who has been accepted.

### **Drury**

Drury has an open house for parents and students during the evening. (The date and time is published in the Transcript, and a notice to the students is passed out at our school). They travel to each department and are given an overview of the kind of classes available in each department. They are told the requirements for each level (honors, college prep., etc.). At this time, students are also told about extracurricular activities available.

Sometime in May, a guidance counselor comes to Gabriel Abbott to help students who have decided to go to Drury with their application forms. At this time, they will answer questions the students may have about classes and choices.

## Scholarships

The Florida Parent Teacher Group offers five \$300.00 scholarships to graduating high school students who have attended Gabriel Abbott Memorial School. Students should apply through their school guidance counselor. The criteria revised at our May 2005 meeting is:

- ❖ Must show financial need.
- ❖ Must be a graduate of Gabriel Abbott Memorial.
- ❖ Must be a resident of Florida or Monroe when receiving payment of scholarship.
- ❖ May only receive one scholarship per applicant.
- ❖ Awards are paid after first semester grades are submitted to the Principal and P.T.G. officers for approval.
- ❖ Approval will be given to full-time students (at least 12 credits) with passing grades.

**Kellie Boyce Memorial Scholarship:** Based on qualities of citizenship (volunteers in school or community).

**Barbara Downey Memorial Scholarship:** Based on participation or promotion of sports/athletics.

**Nancy Perkins Memorial Scholarship:** Based on academic achievement (highest grade point average of all applicants for this scholarship).

**Carol Cowell Memorial Scholarship:** Based on participation or promotion of the Arts (music, theater, dance, etc.). (This scholarship was adopted in June, 2001)

**Charlie Cooper Memorial Scholarship:** Based on participation or promotion of Science, Technology, & Math with an emphasis on kindness and caring for others. (This scholarship was adopted in May, 2005)

**The Florida Teachers Association Scholarship:** Uses the same criteria listed above. The amount to be determined.

# **Student Travel Regulations**

## **1. Transportation**

- The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.
- Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers and vehicles. COR1 checks will be conducted in accordance with Mass General Laws Chapter 71, section 38R.
- The Superintendent or designee will ensure that the Federal Motor Carrier Safety Administration (FMCSA) licenses the selected carrier for passenger transportation. The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory." FMCSA ratings are available at <http://www.saferys.org/>.
- The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

## **2. Trip Scheduling**

- Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avail planning student travel between the hours of midnight and 6:00 A.M., due to increased risk of vehicular accidents during this time.
- Whenever possible, overnight trips should be scheduled on weekends or during school vacation to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide).
- Trip itineraries must leave enough time for drivers to resin in conformity with federal hour-of-service requirements and common sense.
- Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.
- If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

## **3. Fundraising**

- The amount of time should be "reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
- Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
- If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

# **Student Travel Policy**

All student trips, which include late night or overnight travel, must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that dearly justify the time and expense of the trip. Such trips should be appropriate for the grade level. Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates. Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval of school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.