

**SOMERSET PUBLIC SCHOOLS  
INTEGRATED  
EARLY CHILDHOOD PROGRAM  
at  
CHACE STREET  
ELEMENTARY SCHOOL**



**Handbook  
2017.2018**



**English:** If you need this, or any other document translated into a different language, please notify the building principal.

**Spanish:** Si necesita este, o cualquier otro documento traducido a otro idioma diferente, por favor notifique al director de la escuela.

**Portuguese:** Se necessita este, ou qualquer outro documento traduzido para um idioma diferente, por favor notifique o director da escola.



**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
*All Students Achieving Excellence*

September 2017

Dear Parent/Guardian

Welcome to the Integrated Early Childhood Program at Chace Street Elementary School!

This Handbook is a means of communication between home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this information readily available throughout the year.

As a District, we believe cooperation and collaboration between the home and school is essential to promote the success of each child. Parents/Guardians are encouraged to visit the Early Childhood Program and to attend any scheduled events and meetings.

We have attempted to anticipate some questions you may have had and we discussed these items in some detail. However, please know that we are always available to answer any questions or address any concerns you may have regarding the Integrated Early Childhood Program. Please call the office of at (508)324-3160. Mutual benefits occur when there is a meaningful exchange of information between home and school. We hope this will be helpful to you and that it will promote a cooperative partnership

Please sign and detach the receipt at the bottom of this letter and return it to your child's teacher. We are looking forward to an exciting and fun-filled year!

Sincerely,

Timothy Plante  
Principal

I have received the Integrated Early Childhood Handbook.

My child is \_\_\_\_\_ in \_\_\_\_\_ class.  
(Child's Name) (Teacher's Name)

\_\_\_\_\_  
Parent/Guardian's Signature

Comments: \_\_\_\_\_  
\_\_\_\_\_

# **NON-DISCRIMINATION STATEMENT**

## **Non-Discrimination Against Students**

Chapter 76, section 5 of the Massachusetts General Laws provides, in pertinent part, that: “[no] person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity or sexual orientation.” The Somerset Public Schools and the Somerset Berkley Regional School District are committed to providing a safe and welcoming environment in which all students can learn and access all activities related to their education.

The Massachusetts Department of Elementary and Secondary Education has enacted regulations, found at 603 CMR 23.00, to insure that Massachusetts public schools do not discriminate against students, and that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study at public schools across the state. These regulations address five areas of special policy: school admissions, courses of study, guidance services, course content, and extracurricular and athletic activities.

If you have any questions or concerns regarding M.G.L. c. 76, s. 5 or 603 CMR 26.00, and how either affect your child, please do not hesitate to contact the principal at your child's school. Copies of the law and regulations can be obtained online or from the:

Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street  
Malden, Massachusetts 02148-4906  
(781) 338-3000

## **Non-Discrimination Statement**

The Somerset Public Schools and Somerset Berkley Regional School District do not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities:

- on the basis of race, color or national origin (Title VI of the Civil Right Act of 1964 (Title VI));
- on the basis of sex (Title IX of the Education Amendments of 1972 (Title IX));
- on the basis of age (Age Discrimination in Employment Act of 1975 (Age Discrimination Act));
- on the basis of domicile (Title VIIB of the McKinney-Vento Homeless Assistance Act of 2001);
- on the basis of native language (No Child Left Behind Act of 2001);
- on the basis of disability (Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title I of the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act (ADAAA) of 2008);
- on the basis of sexual orientation or religion (Mass. Gen. Laws, Chapter 71 and 151B); or
- on the basis of gender identity (Mass. Gen. Laws, Chapter 4, Section 7).

## **COMPLIANCE OFFICERS AND REPORTING**

The following individuals have been designated and are available to address questions or concerns regarding the districts' non-discrimination policies with respect to educational activities.

### **Section 504 Compliance Officer**

To file a complaint alleging discrimination or harassment by Somerset Public Schools or Somerset Berkley Regional School District on the basis of disability, or to make an inquiry

concerning the application of **Section 504** and the **ADA/ADAAA** and their respective implementing regulations, please contact:

Lisa Martiesian  
Director of Special Education  
Somerset Public Schools  
Somerset Berkley Regional School District  
580 Whetstone Hill Road  
Somerset, MA 02726  
(508) 324-3100

**Title IX Compliance Officer**

To file a complaint alleging discrimination or harassment by Somerset Public Schools or Somerset Berkley Regional School District on the basis of sex, or to make an inquiry concerning the application of **Title IX** and its respective implementing regulations, please contact:

Lisa Martiesian  
Director of Special Education  
Somerset Public Schools  
Somerset Berkley Regional School District  
580 Whetstone Hill Road  
Somerset, MA 02726  
(508) 324-3100

**Civil Rights Compliance Officer**

To file a complaint alleging discrimination or harassment by the Somerset Public Schools or Somerset Berkley Regional School District on the basis of race, color, national origin, age, domicile, native language, sexual orientation, religion, or gender identity, or to make inquiry concerning the application of any of the above laws or regulations, please contact:

Lisa Martiesian  
Director of Special Education  
Somerset Public Schools  
Somerset Berkley Regional School District  
580 Whetstone Hill Road  
Somerset, MA 02726  
(508) 324-3100

All written complaints should state in detail the basis of the complaint, the names of the persons involved and any dates relevant to the specific complaint.

These inquiries may also be referred to:

U.S. Department of Education  
Office of Civil Rights (OCR)  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 021109  
(617) 289-0111

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# Somerset Public Schools Somerset Berkley Regional School District

*All Students Achieving Excellence*

## 2020 Vision

The Somerset Public Schools will ensure that students and teachers pursue excellence, achieve their full potential, and cherish learning as students prepare to be high school, college, career, and life ready.

### Perseverance

- Our students will accept the challenge of a rigorous learning environment and work through those challenges until they experience success.

### Respect and Responsibility

- We will create a safe and supportive environment for all students and adults in which everyone feels valued and respected.
- All students will respect themselves, others, and their surroundings.
- We will create an environment in which everyone takes responsibility for their individual and collective actions.

### Innovation

- Students and adults will be innovative problem solvers and purposeful and responsible users of technology.
- Students and staff will be skilled at and value collaborative problem solving.

### Dedication to the Community

- We will help our students build character and learn respect as they become positive and caring contributors to society.

### Excellence

- We will set high expectations for all students and staff.
- Our students will become effective communicators and independent, creative, and critical thinkers.

## STRATEGIC OBJECTIVES

- Create a unified learning organization in which educators consistently use and collaboratively analyze data on student learning
  - Professional Learning Communities culture (common planning time, PD, using data)
- Ensure student academic growth and success through an instructional system of personalized supports and data-driven interventions
  - Assessments (common assessments, assessment calendar)  Update Curriculum  Tiered System of Supports/Resources (materials, assessments, staff) Guidelines/structure/procedures/teams
- Prepare students for success in and beyond high school by promoting STEAM and 21st century skills
  - Curriculum modifications to reflect technology standards, engineering standards, new science standards, 21st century skills  Computer-based assessments  Blended learning  Culture of collaboration (admin, staff, students)  Partnerships with higher education and business
- Build the information management systems and technological infrastructure required to support instructional excellence.
  - ASPEN (SIS)  Data Warehouse  Increase central office efficiencies  Technology plan  Registration process  Access to information via website



# Somerset Public Schools

## Somerset Berkley Regional School District

*All Students Achieving Excellence*

### Early Childhood Core Values

1. All children can learn when given proper time and support.
2. Parents/Guardians have a tremendous impact on a child's education and play a major role in a child's success in school.
3. Teachers are central to the learning of children; therefore, their work must be satisfying, rewarding and challenging.
4. The partnership of teachers, parents/guardians, and community will enable students to achieve their maximum academic potential.
5. Every child has a right to a challenging, supportive, and developmentally appropriate education.
6. Acceptance, tolerance, and respect for individual differences is a critical aspect of an appropriate education.
7. Children must learn the skills to function effectively and ethically as individuals and as part of a group.
8. Positive self-esteem is fostered through acceptance of individual differences.
9. Students and teachers have a right to a safe, secure learning environment.

### Goals of the Somerset Integrated Early Childhood Program

The Integrated Early Childhood Program is designed to give each three and four year old child an educational experience which is appropriate for his/her stage of development. As stated by the U.S. Department of Health & Human Services, 2010: Head Start Child Development and Early Learning Framework, Social & Emotional Development (2010), positive social and emotional development provides a critical foundation for lifelong development and learning. In early childhood, social and emotional well-being predicts favorable social, behavioral, and academic adjustment into middle childhood and adolescence. It helps children navigate new environments, facilitates the development of supportive relationships with peers and adults, and supports their ability to participate in learning activities.

The program will broaden the child's experiences and offer challenging opportunities for the development of his/her creative abilities.

More specifically, it is the goal of this preschool to help children to learn:

- to be physically competent
- to be effective problem solvers
- to be thoughtful planners
- to use resources
- to value oneself and to value others
- to become better communicators



## **Family Involvement**

Parents/Guardians are encouraged to observe and to contribute to the classroom program. Parents are welcome to share skills, interests, and their culture with students and staff in the classroom. Arrangements for participation in classroom activities may be made with the classroom teacher. Anyone volunteering in the classroom will be expected to pass a criminal records background check (CORI check) and sign the “Agreement to Maintain Student Confidentiality” Forms are available in the office.

## **Parent-Teacher Organization (PTO)**

The Parent-Teacher Organization operates for parents of students in grades Pre-K to 5. Information about the Parent-Teacher Organization will be available at the beginning of the school year. Board meetings are held monthly and are attended by any interested parents, teacher representatives, and administration.

The goals of the PTO include improving communication and support for student activities. They aid the school staff in any way necessary to facilitate the educational goals of the school. All parents are encouraged to participate in the PTO and to attend its functions.

## **Special Education Parent Advisory Council on Education (PACE)**

Somerset Special Education Parent Advisory Council on Education (P.A.C.) is an organization of parents/guardians that advocate for their children as well as all children with disabilities within the Somerset Public Schools. Meetings are held monthly, (usually every third Tuesday of the month at the Somerset Public Library); however, please refer to the Chace Street School’s monthly calendar and announcements for confirmation of these meetings.

## **Parent’s Night / Open House**

Parents will have the opportunity to visit the school sometime in the fall to meet teachers and see the classrooms. They will also be introduced to curriculum, school programs, and other expectations for the school year.

## Allowable Foods & Information on Choking

Children under 5 years of age are at the greatest risk of choking. Young children are still learning how to chew/swallow properly, and they often swallow things whole. Nearly any food can cause choking in children. To ensure the safety of all of our students the following foods are **prohibited** in preschool for lunch and snack time.

- Gummy/Fruit Snacks
- Peanut/Nut/Seed butters
- Marshmallow fluff
- Marshmallows
- Hard candy/jelly beans
- Grapes
- Raisins
- Popcorn
- Nuts
- Raw veggies
- Dried fruits
- Large pieces of canned fruit
- Cheese Sticks
- Chunks of cheese
- Hot Dogs
- Chunks of meat

To reduce the risk of choking, it is essential to send in food that is the appropriate sizes, shapes, and textures for your child's developmental ability. If there is a history of swallowing or feeding difficulties, medical clearance from your child's pediatrician may be required.

## TUITION

For those students who are not eligible for an early childhood special education program, a monthly tuition has been set by the Somerset PreK-8 School Committee and the current tuition is \$250 per month.

This tuition was calculated on the basis of the number of potential school days, times a daily rate, and then the total calculated was divided by nine (9) months. Holidays and vacations are *not* included in these calculations; therefore, the monthly tuition assessed is the average of the total amount due for the year. Thus, though some months are short in terms of the child's attendance (such as September and December), the *full* assigned tuition is due as usual.

However, if a family decides to apply and if deemed eligible, based on family income and family size, families can be provided tuition on a sliding fee scale. When completing the Early Childhood application, please also provide your latest tax information, i.e. W2, 1099 and a current pay stub to the Director of Special Education.

A tuition envelope is distributed at the beginning of the year. The office will record your payment on the front section and return it to you each month. The amount due is written on the inside of the back flap for your privacy. **Please make all checks payable to "Town of Somerset"**. Tuitions may be sent in with the student or presented to the office staff at Chace Street School. Please be sure to use the tuition envelope provided or put in a plain envelope with your child's name, and the teacher's name.

Tuitions are collected September through May, with the first payment to be made before/on your child's first day of school. Thereafter, all payments are due **before the 1<sup>st</sup> of the month**. If payment is not received *before* the first of the month, a late notice will be sent home with your child. **\*Important: A late fee of \$25.00 will be assessed after the 15<sup>th</sup> of the month and a \$50.00 late fee will be assessed after the 30<sup>th</sup> (or last day of the month)**

**If payment is not forthcoming in a timely manner, you will be contacted by phone or mail and, unless you make arrangements to make payment, your child may not attend the school until payment is made.**

If a child cannot attend because of illness or vacation, tuition is still collected. In cases of extended illness, or a change in financial status, you may contact the Director of Special Education, who will review your situation and discuss possible options or changes in your payments.

## Lost and Found

Please make certain to label all of your child's belongings. If something is ever lost and then found, it will be immediately returned to the owner. However, all unidentified articles go to the Lost and Found area at the school.

Parents/Guardians and children should check on a regular basis for items that have been lost, or check with the classroom teacher.

## Field Trips

A field trip is an extension of the classroom environment and, as such, all school rules and policies apply. A signed permission slip is required for participation in any school-sponsored field trip. Students are supervised on these trips, and parent chaperones may be requested. Anyone chaperoning children will be expected to pass a criminal records background check (CORI check) and complete the "Agreement to Maintain Student Confidentiality"

### Field Trip Protocol Regarding Chaperones

1. The teacher(s) determines the number of chaperones needed for each field trip based on the site requirements, distance of the trip, and safety issues.
2. If more parents/guardians wish to chaperone than needed, a lottery will be held.  
**Parents/Guardians not selected in the lottery should not drive to the site on their own to meet their child at the site, as this disrupts the supervision plans that have been established and is not following the field trip protocol.**
3. Chaperones must ride on the bus, unless other arrangements have been made by the teacher and must follow the bus rules (ex. No beverages or food when riding the bus).
4. Chaperones must stay with their assigned student group. Chaperoned groups are discouraged from joining with other chaperoned groups because larger groups may increase supervisory concerns and affect safety and security.
5. Chaperones may not bring anything from home for students nor buy any treats for students at the site.
6. Siblings and/or other children may not accompany a chaperone on a field trip.

## School Pictures

Students will be given the opportunity to have school pictures taken in the fall. Parents/Guardians will be notified before the photographer is scheduled for each school. Prepayment is required before a child's picture is taken. Make-up days are arranged for those students who were absent or forgot their money.

## School Absences

A telephone call to the school by 8:30 A.M. is requested to indicate the reason for your child's absence. If a student is absent for three consecutive days and "the school has not been notified, the school shall call the telephone number or numbers furnished to inquire about said absences" (Chap.76, Section 1A). You should notify your child's teacher if you anticipate an extended absence from school, so that the teacher may plan accordingly.

## Tardiness

**The morning session is from 8:55am – 11:25am and the afternoon session is 12:15pm – 2:45p.**

**Late arrivals/pickups are very disruptive to the teaching and learning process.**

**Repeated tardiness will be reviewed by school administration and may be cause for reconsideration of participation in the Integrated Early Childhood Program.**

## Early Childhood Students' Responsibilities

Parents/Guardians are able to help their child adjust to the Early Childhood Program more easily by helping them accomplish the following:

- tell his/her own name and answer a simple question
- stay in school without mother, father, caregiver
- share with others and wait his/her turn
- listen to others and follow directions
- take care of his/her toilet needs
- recognize and attempt to put on his/her own clothes

## Suggestions for Parents/Guardians

- Put your child's name on the inside of his/her belongings and teach your child to recognize his/her belongings.
- Check your child each day to be sure he/she is not ill. ***Please do not send your child to school if he/she is ill.*** Parents/Guardians are expected to come to school for children who are ill or who have accidents.
- Do not discuss a child's faults in the child's presence.
- Sign and return necessary forms in a timely fashion and check backpacks and folders daily.
- Arrive on time for both entering and exiting the school.

## Elementary School Dress Code

1. Shirts, blouses, and dresses must completely cover the abdomen, back and shoulders. Shirts or tops must cover the waistband of pants, shorts or skirts with no midriff visible.
2. Shorts and skirts should adhere to the "finger tip" rule. Shorts or skirts should reach or exceed the tips of the fingers when standing with arms to the side. When necessary, the principal's discretion may be used.
3. Head apparel is not to be worn inside the school building, with exceptions for religious or medical purposes.
4. Footwear must be safe and appropriate for indoor or outdoor physical activity, as well as prompt exits from school for emergency purposes. Flip-flops, footwear without backs, platforms, and higher heeled footwear are examples of inappropriate footwear for school.
5. Clothing or accessories may not display suggestive, profane, violent or vulgar language or images and may not display products which students may not legally purchase.
6. Spandex and skin-tight outfits of any type or material are deemed inappropriate attire.
7. Jewelry or chains which present a safety risk are not appropriate.

Principals will determine appropriateness of school attire in the event solutions to situations not covered in these guidelines are necessary.

## **Procedure for Parent/Guardian Conferences**

Conferences will be held in January/February for all parents/guardians and at other times, as requested by parents/guardians, to discuss their child's progress, accomplishments and concerns at home and at school. Interpreters will be provided on an as needed basis. Parents/Guardians may request a conference at any time by contacting the teacher or the school at (508) 324-3160.

## **Procedure for Addressing Concerns**

Parents/Guardians are encouraged to bring any concerns or problems to the immediate attention of the classroom teacher. If the matter is not resolved at that level, the Principal should be contacted. Should the matter demand further discussion, please contact the Director of Special Education. The final communication should be with the Superintendent of Schools, but only when the situation is not resolved through the chain of command.

## **Discipline and Behavior Support**

Staff use positive techniques of guidance, including modeling, redirection, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Consistent clear rules are developed with the children and reviewed when necessary.

## **Party Invitations**

It is requested that party invitations be mailed from home and not passed out during school time unless the whole class is invited to a party outside school. We understand that you must limit the numbers of children in your home; however, the children who do not receive an invitation feel left out.

The school cannot give out addresses or phone numbers of other students, so please do not request them from any of the school staff. Your cooperation in this matter is appreciated.

## No School Announcements

It is the policy of the Somerset School Public Schools to cancel school only in the most severe weather conditions. In the event of a school delay, parents are expected to use their own judgment in sending children to school. Announcements will be made through the **OneCall Now** System, and on local radio and television stations. If morning sessions are held and it is necessary to declare NO SCHOOL in the afternoon, announcements will be made on radio and television.

**When a 90 minute delay in opening is made, morning Preschool is cancelled.**

## Unscheduled Early Dismissal Policy

We recognize that an unscheduled early dismissal may create some hardships on parents/guardians, especially those who are working. Therefore, we will only approve unscheduled dismissal when early dismissal is warranted for safety concerns. While it remains the parents'/guardians' responsibility to make provision for the supervision of their children in the event that those students are dismissed early from Somerset Public Schools, we make the following suggestions:

- It is important that every family have a contingency plan in case of early dismissal, if parents are not at home. At the Early Childhood level, we will first attempt to reach parents/guardians by telephone. The next step will be to contact those listed on the emergency forms. If unable to reach parents/guardians or listed contacts, your child will remain under supervision by school personnel until arrangements have been made for this dismissal.
- It is extremely important that emergency forms are kept up to date. If there are any changes in work, home, or sitter's telephone number(s), notify the school office immediately.

If an unscheduled early dismissal occurs, it will be announced on local radio and television stations.

## Dismissal of a Child by Parent/Guardian

A child will be dismissed from school only to parents or caregivers who are authorized by the parent/guardian to transport the child to and from the Program. If someone other than the regularly scheduled transporter will be picking the child up from school, we must have written notice, stating the name of the person picking the child up, the date and the time. That person must show a valid picture ID. All parents are asked to park their cars in **authorized spaces only. DO NOT PARK IN THE FIRE ZONE AT THE FRONT OF THE SCHOOL, OR IN PLACES THAT ARE MARKED "NO PARKING"**.



## Health Services

A School Nurse is located within the Chace Street School. The Nurse's Office is located next to the main office. The office is open between the hours of 8:40 AM and 3:30 PM, Monday through Friday. The School Nurse can be reached by phone by dialing (508) 324-3160.

### Illnesses

Parents/Guardians have the primary responsibility for the health of their children. Children who have indications of a communicable disease should remain at home until fully recovered or until the family doctor has been consulted. A child with a cold should be kept at home. Excessive coughing not only disturbs the class but also spreads disease to other children. Open sores on hands or face (ringworm, impetigo, etc.) or pediculosis (lice) in the hair are reasons for excluding children from school until fully recovered and examined by the school nurse. Poison ivy may also be a reason for exclusion. A child with a strep infection, scarlet fever and/or conjunctivitis should remain at home for at least twenty-four (24) hours after starting an antibiotic and fever is resolved.

### Isolation Requirements

The following isolation requirements of the Massachusetts Department of Public Health has been adopted by the Somerset Public Schools in regard to some of the more communicable diseases:

- |  |  |
|--|--|
| <input type="checkbox"/> MEASLES                     | Four (4) days from the appearance of the rash.   |
| <input type="checkbox"/> MUMPS                       | Nine (9) days from the onset of the swelling and thereafter until all swelling of the gland has disappeared.         |
| <input type="checkbox"/> CHICKEN POX                 | Six (6) days from the appearance of the rash, and when all blisters are crusted over and dry.                        |
| <input type="checkbox"/> RUBELLA<br>(German Measles) | Seven (7) days from the appearance of the rash.  |
| <input type="checkbox"/> WHOOPING<br>COUGH           | Twenty-one (21) days from the beginning of spasmodic coughing if not treated or 5 days after starting an antibiotic. |

### Returning to School after a Communicable Disease

A child enrolling in the Somerset Public Schools who contracts any of the communicable diseases listed above with the exception of whooping cough will be required to remain at home, based on the above requirements. At the expiration of this period, he/she may be admitted to school after presenting a certificate signed by a doctor.

## Immunizations

In accordance with the General Laws of Massachusetts, "...no child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, polio myelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health. *Addendum:* Additional requirements for successful immunization against mumps, rubella, hepatitis B and varicella for school and preschool entry were added as specified by regulation (105.CMR 220.000, 1983, 1990, 1994, 1998). In the absence of an emergency or epidemic of disease declared by the Department of Public Health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school."

## Outside Agency Request

In the event an outside provider requests information pertaining to your child the following is required:

- Signed parental "General Authorization for Release of Educational and Medical Information" form.
- Ten days processing time.
- Original document is directly mailed to provider.

## Medication in School

It is recommended that medication be administered at home; however, students who must receive medication during the school day are required to comply with the following policy:

**Our school district requires, in accordance with 105.CMR 210.000, that the following forms must be on file in your child's health record before we begin to give any medication at school:**

- 1. Signed consent form by the parent or guardian to give the medication.**  
Please complete the enclosed consent form and return it to the school nurse.
- 2. Signed medication order form.** The written medication order form should be taken to your child's physician, nurse practitioner, for completion and returned to the school nurse for **each** medication. **This order must be renewed as needed and at the beginning of each academic year.**

**Please note the following:**

- Medication should be delivered to the school in a pharmacy or manufacturer labeled container by you or a responsible adult whom you designate.
- Please be aware that office staff is unable to accept any medication, it must be delivered directly to the nurse. Please return attached **[completed]** medication orders and action plans, along with the medication, to the School Nurse on the first day of school in September.

## Food Allergies

Due to the danger of allergic reaction by some students because of sensitivity to certain foods and additives, please be sure to complete the allergies form in the document packet that you received with this handbook.

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

## Injuries and Emergencies

All school personnel are expected to render minor first aid to injured or sick pupils.

## Toileting

**If able, children are expected to be toilet trained. Children may use the toilet facilities located in or near the classroom on an as needed basis.**

## Important Telephone Numbers

All emergencies	911
Fire Department	(508) 646-2810 (routine business)
Police Department	(508) 679-2138
Charlton Memorial Hospital	(508) 679-3131
St. Anne's Hospital	(508) 674-5600
Poison Control Center	1-800-222-1222

## **Policy on Reporting Incidents of Child Abuse / Neglect**

The Somerset Public Schools' Policy on reporting incidents of child abuse and neglect is as follows:

Any member of the professional staff who in his/her professional capacity believes that a child under eighteen is suffering serious physical or emotional injury resulting from abuse or neglect, must immediately report such cases to the Department of Children and Families or to the school principal who shall then become responsible for making an oral and written report to the Department. The school psychologist is available for consultation in suspected child abuse or neglect cases. Department of Children and Families Telephone: (508) 235-9800

An oral report is to be followed within 48 hours by a written report. These reports (see Form 51A, Appendix B) require, among other things, the following information:

1. The name, address, age and sex of the child.
2. The name and address of the child's parents or other persons responsible for the child's care, where known.
3. Nature and extent of injuries, abuse, maltreatment, or neglect.
4. The circumstances under which the person required to report first became aware of the child's injuries.
5. What actions, if any, were taken to treat, shelter or otherwise assist the child.

# Student Services

## Special Education

State and federal law provides certain rights to students who require special education and to the parents of those students. In Massachusetts, those rights are found in M.G.L.c.71B (popularly known as Chapter 766) and in its implementing regulations, particularly 603 CMR 28.0. One of the purposes of M.G.L.c. 71B is to identify and evaluate any child who may have a special education need in order that an appropriate educational program may be designed and implemented. A parent/guardian concerned with the student's development may refer the student for an evaluation. For more information on special education contact the office of the Director of Special Education at 508-324-3100, Ext. 5.

## **Student Records, Rights, Confidentiality** Summary of Regulations Pertaining to Student Records

Both Massachusetts and the federal government have laws that exist to insure parents' /guardians' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of school records. In Massachusetts, those laws are found at M.G.L.c.71 sections 34A, 34D, 34E and 34F and at 603 CMR23.00. The federal student records law is called the Family Educational Rights and Privacy Act and is found at 30 U.S.C. section 1232g

# **PARENTS/ GUARDIANS**

**Please complete the attached forms and return them to your child's teacher.**

***Thank you for your cooperation***

**The following materials are due before or on the first day of attendance in the Integrated Early Childhood Program.**

- Signed Certificate of Residency Form with documentation (4 proofs of address)
- Massachusetts Health Record
- Updated Record of Immunizations/Lead Screening
- Birth Certificate
- Signed Early Childhood Release Forms
- Medical Forms

Parents/Guardians are requested to send in an extra set of clothing (pants, shirt, socks, underwear) to school. This clothing will be kept in a bag, labeled with your child's name and will be used only if your child's clothing should become soiled. All clothing will be returned at the end of the school year.

Parents/Guardians who enter the school through the doors near the school office **Must sign in** at the office.

Parents/Guardians are asked to pay particular attention to the parking regulations at the Chace Street School. Cars are not to be parked in the yellow zoned areas in the front of the school. Please refer to posted signs and obey them.

**SOMERSET PUBLIC SCHOOLS  
School Health Services**

**Medication Order/Parental Consent for Administration of Medication  
(Based on 105 CMR 210.000)**

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

**REQUEST FOR GIVING MEDICATION AT SCHOOL:**

**1. PARENT/GUARDIAN SECTION: (to be filled out completely and signed)**

I hereby request the School Nurse see that my child: \_\_\_\_\_ receives the medication prescribed by: \_\_\_\_\_ for the period from: \_\_\_\_\_ to \_\_\_\_\_.

Medication will be supplied by parent/guardian of the child in the original pharmacy or manufacturer labeled container with the child's name, name of medication, dosage, route and time that the medication is to be given. The medication will be delivered to the School Nurse by the parent/guardian.

**\*I give permission for my child to self-carry/self-administer INHALER or EPI-PEN during field trips ONLY, if School Nurse and/or Physician determine it is safe and appropriate:** YES NO

\_\_\_\_\_  
PARENT/GUARDIAN'S NAME (PLEASE PRINT)

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact if parent/guardian unavailable: \_\_\_\_\_  
(NAME/TELEPHONE NUMBER)

**2. PHYSICIAN/LICENSED PRESCRIBER SECTION: (to be filled out completely and signed)**

The above-named child is under my care. Please administer medication as prescribed by me.

NAME OF MEDICATION: \_\_\_\_\_

DOSAGE: \_\_\_\_\_ ROUTE: \_\_\_\_\_

FREQUENCY/TIME(S) TO BE GIVEN AT SCHOOL: \_\_\_\_\_

SPECIFIC DIRECTIONS: \_\_\_\_\_

DURATION OF TREATMENT: \_\_\_\_\_ / \_\_\_\_\_  
(START DATE) (END DATE)

DIAGNOSIS: \_\_\_\_\_

**\*It is safe and appropriate for the above mentioned student to self-carry/self-administer INHALER or EPI-PEN during field trips ONLY:** YES NO

PHYSICIAN'S NAME: \_\_\_\_\_  
(PLEASE PRINT)

PHYSICIAN'S SIGNATURE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(CITY)

(STATE)

(ZIP)

(TELEPHONE)





**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
*All Students Achieving Excellence*

Dear Parent/Guardian:

**Re: Annual Wellness Screenings**

In accordance with Massachusetts General Law, the district will be conducting state-mandated screenings for students as follows:

**Vision:** Grades PreK - 5, 7, 10

**BMI:** Grades 1, 4, 7, 10

**Hearing:** Grades K- 3, 7, 10

**Postural:** Grades 5 - 9

Parents/Guardians will be notified by letter of any abnormal findings in their child's vision, hearing and postural screenings. If a letter is received, it is then recommended that you take your child to a physician for further evaluation.

Parents/Guardians will only receive notification of their child's BMI results upon written request to the school nurse.

If you have any questions regarding these screenings, please contact your child's school nurse directly.

**If you would like your child to participate in the mandated screenings for his/her grade, no further action on your part is required.**

**PLEASE RETURN THIS SECTION IF YOU DO NOT WANT YOUR CHILD TO BE SCREENED**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Please check off the screenings you DO NOT want performed: BMI: \_\_\_\_\_

Postural: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Somerset Public Schools  
Somerset Berkley Regional School District  
*All Students Achieving Excellence*

Dear Parent/Guardian,

The annual Postural Screening for all 5th grade students, as required by Chapter III of the Massachusetts General Laws, will take place during Physical Education class.

The purpose of this screening is to find early signs of possible spinal problems in children in Grades 5-9. It is not a diagnostic service, but a program to identify young people who should have further medical evaluation.

If your child has any unusual findings, you will be notified and asked to take the child to a physician as a precaution. The majority of students exhibit no findings. If nothing unusual is found, you will not be contacted.

This screening will be performed on an individual basis with careful attention paid to ensure each student's privacy. **Shirts are removed in order to properly view the spine.** Girls may wear a bathing suit top or halter top if desired.

Please return the completed form below if you do **NOT** wish for your child to participate in the Postural Screening Program. If the form is **not returned**, the screening will be performed as required by law.

If you have any questions regarding this screening, please contact the school nurse. Thank you for your anticipated cooperation.

Claudine Lapriore, RN, School Nurse      508-324-3160

**PLEASE RETURN THIS SECTION IF YOU DO NOT WANT YOUR CHILD TO BE SCREENED**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Homeroom Teacher \_\_\_\_\_

No, I do not give permission for my child to participate in the Postural Screening Program.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_



**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
*All Students Achieving Excellence*

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Dear Parent/Guardian,

This letter is to inform you about the **Body Mass Index (BMI) Screening Program** that will be happening soon at your child's school.

A BMI is a measurement that is used to show a person's "weight for height for age." It is calculated using an individual's height and weight. A BMI result can be a useful tool in identifying possible health risks. The purpose of the BMI Screening Program is to give you information about your child's weight status and ideas for living a healthy life.

Massachusetts schools have taken heights and weights of students each year since the 1950s. According to the state's new BMI screening regulation which passed in April 2009, schools must now collect the heights and weights of students in grades 1, 4, 7 and 10. Each child's height and weight will then be used to calculate their BMI. Results will not be released unless specifically requested by a parent/guardian.

The school nurse **will** supervise your child's screening and **will** make sure your child's privacy is respected at all times. The results of your child's height, weight and BMI measurements are strictly confidential-the results **will** be kept in your child's school health record. If your child already had their height and weight done at their physician's office during this school year, it will be done again at school for the purpose of this mandated program.

A BMI does not tell the whole story about your child's health status. BMI does not distinguish between fat and muscle. For example, if a child is very athletic and has a lot of muscle, his or her BMI may be high even though he/she is not overweight. Your child's doctor or nurse is in the best position to evaluate his/her overall health as well as explain the BMI screening significance. They can also talk with you about whether there are steps you can take to encourage healthy eating and physical activity.

If you have any questions regarding this program, please contact the school nurse. Thank you for your anticipated cooperation.

Claudine Lapriore, RN, School Nurse      508-324-3160

**PLEASE RETURN TO THE HEALTH OFFICE. If a form is not returned, the screening will be performed as required by law.**

No, I do not give permission for my 1st/4th grade child to participate in the BMI Screening Program.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
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**Child Care Arrangements**

My child, \_\_\_\_\_ is cared for by:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Telephone Number)

**MY CHILD MAY BE RELEASED to the following person(s):**

<b>Name</b>	<b>Relationship</b>	<b>Address</b>	<b>Telephone</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MY CHILD MAY NOT BE RELEASED to the following person(s)**

<b>Name</b>	<b>Relationship</b>	<b>Address</b>	<b>Telephone</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LEGAL DOCUMENTS ARE ATTACHED REGARDING THIS ISSUE: YES \_\_\_\_\_ NO \_\_\_\_\_**

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_



**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
*All Students Achieving Excellence*

Dear Parents and Guardians:

In order to help your child succeed in school, we ask that you please answer the following questions for each child in your family. Your answers will help us in creating the best possible educational program for your child.

1. Child's name: \_\_\_\_\_
2. What language did your child first understand or speak? \_\_\_\_\_
3. What language do you use most often when speaking with your child at home? \_\_\_\_\_
4. What language does your child use most often when speaking with you at home? \_\_\_\_\_
5. What language does your child use most often when speaking with other family members?  
\_\_\_\_\_
6. What language does your child use most often when speaking with friends? \_\_\_\_\_
7. What language(s) does your child read? \_\_\_\_\_
8. What language(s) does your child write? \_\_\_\_\_
9. At what age did your child start attending school? \_\_\_\_\_
10. Has your child attended school every year since that age? \_\_\_\_ Yes \_\_\_\_ No  
If no, please explain:
11. Would you prefer oral and written communication from the school in English or in your home language?  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent /Guardian**

\_\_\_\_\_  
**Date**

**To be completed by ELL Program Staff before Placement:**

<b>Date /School Enrollment:</b>	<b>Student's First Name</b>	<b>Student's Family Name</b>	<b>Age Birthdate Grade</b> / /
<b>Relationship of Person Completing Survey:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other <i>Specify</i> :			<b>Number of Years Student in USA:</b> _____  <b>Signature of ELL Staff:</b>
<b>Recommendation:</b> <input type="checkbox"/> Proficiency Testing/Records Review <input type="checkbox"/> No ELL Services			



**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
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**Early Childhood Snack Release Form**

I give my permission to have my child, \_\_\_\_\_ to participate in snack time activities in the Early Childhood Program.

Snacks will be provided by the Somerset Integrated Program

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Please list any food, animal, environmental, medical (or other) allergies below:**

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**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
*All Students Achieving Excellence*

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STUDENT'S NAME (please print) \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_ HOMEROOM/CLASSROOM TEACHER: \_\_\_\_\_

Occasionally, we may take photographs or video footage of the students at our school for educational or public relations purposes. Please note, that embarrassing or distressing images and footage will not be used.

To comply with the law, we need your specific, informed, written consent before we can release any photographs or videos of your child to a third party, including any media organizations. Please note that the authorization granted below will stay in effect for all students until you fill out a new consent form or its equivalent.

PLEASE CIRCLE YES OR NO CONCERNING QUESTIONS 1-6 BELOW, THEN SIGN AND DATE THE FORM IN THE SPACES PROVIDED.

THANK YOU

**YES / NO** 1. May we use video footage of your child or your child's image for display at school events or for in-school educational use? (For example: slide show for parents/guardians, school bulletin board displays, teacher professional development, etc.)

**YES / NO** 2. May we use your child's image in school publications? (For example: school newspaper, yearbook, etc.)

**YES / NO** 3. May we use video footage of your child or your child's image at school events and activities for viewing on Somerset Access Television? (For example: School Committee meeting presentations, etc.)

**YES / NO** 4. May we use your child's image or video footage of your child on the school/district websites or social media sites?

**YES / NO** 5. May local newspapers use your child's image for news articles related to the school?

**YES / NO** 6. May television companies use your child's image for stories related to the school that appear on televised news programs?

*If you wish to indicate a partial or more specific restriction, please state the specifics in the space provided below or on the back of this form.*

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE (mm/dd/yyyy): \_\_\_\_\_