

Scituate Public Schools



Elementary Student Handbook 2025-2026

Caregiver Acknowledgement: While completing the Annual Student Information update in Aspen, caregivers will be prompted to acknowledge that they have read and agree to the expectations and policies in this handbook.

Scituate Public Schools

Our Mission

Together, WE inspire, support, and challenge all learners to reach their unique potential

Our Vision

Set Sail. Dream. Explore. Discover.

Our Core Values

WE reach every student by:

Ensuring Equity

Nurturing
Perseverance, Growth,
and Achievement

Valuing Love,
Inclusion, and Trust

Investing in Safety

Engaging with
the Community

This handbook has been prepared to acquaint elementary parents and students with school policies, regulations, and procedures. The Scituate Public Schools website, scit.org, is an excellent resource for finding additional information on any of the topics included in this handbook.

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Scituate Public Schools Administration

School Committee

Ms. Nicole Brandolini, Chair
Mr. Peter Gates, Vice Chair
Dr. Carey Borkoski
Ms. Maria Fenwick
Ms. Janice Lindblom

Superintendent

Mr. William Burkhead

Assistant Superintendent

Mr. Ryan Lynch

Director of Special Education

Dr. Michele Boebert

Director of Business/Finance

Dr. Thomas Raab

Set Sail. Dream.
Explore. Discover.

The Scituate Public Schools comply with Massachusetts General Laws, Chapter 76, Section 5 ("Chapter 622") and Title IX of the Education Amendments of 1972. These laws prohibit discrimination in, and guarantee access to, all public schools and public school programs, courses, advantages and privileges without regard to race, creed, color, age, sex, gender identity, national origin, disability, or sexual orientation. If you would like further information on these laws, please contact the Assistant Superintendent, Scituate Public Schools, 606 Chief Justice Cushing Highway, Scituate, Massachusetts 02066, Phone: 781- 545-8750. Please call the Office of the Superintendent of Schools (781-545-8750 ext. 311) to request a translated copy of this handbook.

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Attendance

Attendance- [Policy: JH](#)

Regular and punctual school attendance is essential for success in school. The Scituate School Committee recognizes that parents/guardians of children attending our schools have rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Attendance Procedures:

1. Please email or call the school to verify your child's absence or tardiness for any reason including but not limited to illness, quarantine, bereavement of serious illness in the family, and observance of major religious holidays. If the communication method is email, please use the following addresses below for each building:
 - Cushing Elementary School: cushingsafetoschool@scit.org
 - Hatherly Elementary School: hatherlysafetoschool@scit.org
 - Wampatuck Elementary School: wampabsentee@scit.org
 - Jenkins Elementary School: jenkinsoffice@scit.org
2. Children returning to school must be fever-free for 24 hours, without taking any fever-reducing medication.
3. A student will be marked tardy to school if they do not report to school by 8:55 am (K-5) and 9:10 am (ECC).
4. Early dismissal should be avoided if possible.
5. To be considered present for school, a student must be present for at least ½ of the school day.
6. Parents/caregivers are strongly advised to schedule their vacations to coincide with the school vacations. The following procedures are not to be interpreted as permission to be absent from school.
 - a. The parent/guardian must submit a letter regarding the planned vacation to the school administration.
 - b. Teachers are not required to provide work in advance of a planned vacation.
 - c. Teachers are not required to give tutorial assistance to students who have missed class time due to a vacation.
7. It is the family's responsibility to support the student at home to make up missed learning and assignments within a mutually agreed upon timeframe with the family and the student's team.

Caregiver Engagement

CORI Requirements- Background Checks- Policy: ADDA

Scituate Public Schools welcomes caregiver partnerships and volunteering in the schools. A Criminal Offender Record Information (CORI) background check will be completed to determine the suitability of anyone who may have direct and unmonitored contact with children. The CORI is good for three years, please contact your school office to complete a [CORI Form](#) or to check the status of your CORI approval.

Home/School Communication

Parents are an integral part of our school and as such, the schools strive to keep caregivers involved and informed.

- The [Scituate Public Schools website](#) has comprehensive information available regarding the District Departments and Schools.
- Caregivers are encouraged to download the [Scituate Public Schools Mobile App](#) for immediate updates and notifications about events and happenings from the district and/or selected schools.
- A calendar of school activities can be found online at [District Calendar](#) and on each school's website.
- Caregivers are encouraged to communicate with their child's teacher(s) at any time when they have questions or concerns.
- Back-To-School Night is scheduled at the beginning of the school year along with scheduled conferences to review curriculum, expectations, and student progress.
- Caregivers are encouraged to access student progress routinely via the [Aspen Family Portal](#).

Parent-Teacher Organizations (PTO)- Policy: KBE

Every parent/guardian of an elementary school child is a member of that school's PTO. The Elementary PTOs are support groups that enrich the children's educational environment. Families are encouraged to become involved in their school's PTO programs and activities.

School Councils- Policy: BDFA

Each school will have a School Council. School Councils are a representative school building-based committee composed of stakeholders from the school and community who develop and implement the School Improvement Plan.

School Operations

Delayed Opening or No School Announcements- [Policy: EBCD](#)

It is the policy of the School Committee to have school when the buses can safely operate. Due to a significant storm or an emergency, the Superintendent of Schools may delay the opening time rather than cancel school for the entire day. In such cases, morning bus pick-ups will coincide with the delay. Dismissal will be at the regular time.

If it is necessary to delay the opening of school, the district's automated call system will also be activated by SPS with "Delayed Opening" information. Notification will also be posted on the District's website.

Emergency School Closing- [Policy: EBCD](#)

In the event that there is a storm or an emergency that develops during the school day that requires closing the school, there will be an early dismissal. Should this occur, parents are advised to have a plan in place directing their child or children where to go when there is no one at home. If it becomes necessary to close a school during normal school hours due to weather conditions or any other emergency, the following procedure will be used:

- The decision to close a school will be made as soon as possible by the Superintendent of Schools or his/her designee.
- The emergency school closing announcement will be carried on all local television channels in addition to the District's website and electronic communication system.

Emergency Information for Students

Emergency information for each student must be on file in the Aspen System so that parent(s)/legal guardian(s) or designated emergency contacts may be reached in case of illness or injury. Every attempt will be made to contact the parent(s) first before calling the emergency contact. It is the family's responsibility to keep contact information up to date. Please remember to contact the office if your home address, home, or cell phone numbers change during the school year as well as any changes in emergency contact information.

Equity in the Scituate Public Schools- [Policy: AC](#)

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Pursuant to this, the Scituate Public School System, parents, students, and other interested parties provide the following information for use.

Contact:

Assistant Superintendent
District Equity Coordinator
606 Chief Justice Cushing Highway
Scituate, MA 02066
(781) 545-8759 x 23313

A paper copy can be obtained by calling the Superintendent's Office.

Field Trips- Policy: IJOA

Educational field trips by student groups that take place during a single school day must have the approval of the Building Principal and the Superintendent of Schools or his/her designee. Student safety shall be a primary concern.

Food & Nutrition Services- Policy: EF

The Scituate School Committee endorses a major objective of the National School Lunch and Child Nutrition Program, which is to provide all children with healthier and more nutritious food options in schools. Breakfast is also available in all schools.

[SPS Food Services](#)

Holiday Celebrations- Policy: AF; EFAB; IMD

At various times throughout the school year, classes may set aside time for activities that celebrate certain holidays (e.g., Halloween, Thanksgiving). Caregivers who do not wish their child to participate in any holiday celebration should write a note to the classroom teacher. No food may be brought into the classroom for a celebration.

Home Schooling- Policy: IHBG

The Scituate Public Schools continue to respect the right of parents to educate their children at home. Homeschooling is subject to the prior approval of the Superintendent following specific procedures. Further information may be obtained from the Office of the Assistant Superintendent.

Homework

Homework is an extension of the student's daily instructional program and is assigned to meet the following educational goals and activities:

- Positively and meaningfully review, reinforce, and refine the skills and concepts that are taught in the classroom.
- Develop in each student a sense of responsibility and accountability.

Guidelines

- **Kindergarten:** Should be encouraged to talk about their day at school, and should be read to for 20 minutes.
- **Grade 1:** Should do an average of 10 minutes per day and should read independently, or be read to, for 20 minutes.
- **Grade 2:** Should do an average of 20 minutes per day and should read independently for 20 minutes.

- **Grade 3:** Should do an average of 30 minutes per day and should read independently for 20 minutes.
- **Grade 4:** Should do an average of 40 minutes per day and should read independently for 20 minutes.
- **Grade 5:** Should do an average of 50 minutes per day and should read independently for 20 minutes.

Lost and Found

Each elementary school designates a specific area for lost and found articles. Periodically, unclaimed articles are donated. Parents are strongly advised to label all of their child's belongings, such as clothing, backpacks, lunch bags, etc.

New Student Registration

- Entrance Age- [Policy: JEB](#)
- Student Registration- [Required Documents](#)
- School Admissions- [Policy: JF](#)
- Records from a Prior School: A complete copy of a new student's records from any school from which they are transferring must be provided to the receiving school.

No Recording Policy

In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference. It is a violation of the law to record without the consent of every participant.

Recess- Policy: ADF

Weather permitting, children will be outdoors for recess. Safety considerations are also taken under advisement when the feasibility of outdoor recess is being determined. Students should dress appropriately. During winter months, this would include coats, hats, mittens and/or gloves and boots. Recess is at least 20 minutes long.

Report Cards and Grading

The report card is one way to indicate a student's progress. Report cards are released in Aspen. At any time parents are encouraged to communicate with their child's teacher.

- **Report Card Dates**
 - Trimester 1: December 9, 2025
 - Trimester 2: March 20, 2026
 - Trimester 3: Last Day of School, June 2026
- **Grades**
 - In Grades K-3, student grades are reported according to the rubric outlined on the report card.
 - In Grades 4-5, student grades are reported as letter grades as outlined on the report card.

School Records- [Policy: JRA](#)

In order to provide students with appropriate instruction and educational services, it is necessary for the Scituate Public Schools to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

School Hours

- Arrival begins and school doors open at 8:40 am. There is no supervision before 8:40 am.
- School day is from 8:55 am - 3:25 pm.
- Half Days are from 8:55 - 11:25 am, breakfast is served, no lunch is served.

Searches & Interrogations- [Policy: JIH](#)

Snacks

Students should bring a healthy snack to school each day along with a healthy beverage and/or water bottle. Candy and sodas are not allowed.

Student Directory Information

The Scituate Public Schools may release directory information without the consent of the eligible student or parent, provided that the school gives public notice of the types of information it may release and allows eligible students and parents/guardians a reasonable time after this notice to request that this information not be released without the prior consent of the eligible student or parent.

The Scituate Public Schools designates the following items as Directory Information: student's name, address, telephone listing, date and place of birth, dates of attendance, and class. The Scituate Public Schools may disclose any of these items without prior written consent unless the School Principal is notified in writing to the contrary by October 1st of each school year.

Student Records- [Policy: JRA](#)

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Telephone Use

The main office staff will contact parents/guardians for a student during the school day, if deemed appropriate. Students may not use smartwatches or cell phones during the

school day which includes being transported to and from school on the bus unless approved by a school administrator.

Visitors- [Policy: KI; ADDA-R](#)

All visitors must ring the doorbell, enter through the main door, and sign in at the office. The visitor will receive a pass that must be worn at all times. When leaving, visitors must sign out and return the pass

School Safety and Facilities

Animals on School Property

Per town bylaws, dogs are not allowed on school property at any time.

Animals in School - **[Policy: IMG](#)**

No animal shall be brought to school without prior permission of the building Principal.

Annual Asbestos Notification Letter- [Facilities Website](#)

Fire Drills- [Policy: JL](#)

The school is required by state law to conduct fire drills. Instructions are posted in each room. Students should exit the building quickly and quietly. Students must remain with their classroom teachers throughout the drill/evacuation and listen carefully for instructions.

Lock Down & Shelter in Place

The school will periodically conduct a lockdown drill or issue a shelter in place order. Students are expected to follow the instructions of staff and administration. Students must remain with the applicable staff member throughout the lockdown or shelter in place order.

Mosquito Spraying

The Town of Scituate does spray school grounds for the control of mosquitoes on occasion. The school community will be notified of mosquito spraying via postings to the Scituate Public Schools website.

Security Camera Policy- [Policy: ECABB](#)

Video cameras are used throughout the Scituate Public School District buildings and vehicles to enhance school safety and security.

Student Conduct

Discipline in elementary school is developmental and an opportunity to teach appropriate school behavior to young students. Consequences for inappropriate behavior will be at the discretion of the School Principal or designee and will include such considerations as developmental age, location, history of infractions, and restorative practices. Examples of inappropriate behavior include physical aggression, disrespectful language, and stealing.

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Bully Prevention Policy- [Policy: JICFB](#)

The Scituate Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying.

Individuals, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. Each school has an anonymous reporting form on their website.

Members of the school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Dress Code

Scituate elementary schools have a dress code that is meant to emphasize the importance of dress that encourages a safe and positive learning environment for all as follows:

- Clothing will cover the torso, midriff, and backside, and have sleeves or straps.
- Appropriate headgear may be worn for warmth and protection outdoors, and inside for religious reasons or special circumstances.
- Clothing, drawings, and accessories that display or promote negative messages are not permitted. Those negative messages could include drug, weapon, alcohol, gang, or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, or offensive words or graphics.

Student Conduct- Policy: JK; JIC

LEGAL REFS.: M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 76:17; 603 CMR 53.00

The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and a function of parental and social attitudes toward education and teachers. An atmosphere of order, self-discipline, and mutual respect must be encouraged. The administration and staff will work with students to develop the maturity and good judgment to regulate their behavior and accept the consequences of their decisions and actions.

Valuables in School

Students should not bring large amounts of money or other valuables to school. If an exception arises, the money or item should be left in the office for safekeeping.

Vandalism- Policy: ECAC

The Scituate School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs.

Student Support

Child Abuse & Neglect- Policy: JLDBD; JLDBD-R

The Scituate Public School recognizes a need to be aware of and sensitive to children who may be in danger. Effective learning becomes difficult for a child coping with the strain of family turmoil and basic needs that are not being met.

Harassment: Non-Discrimination Policy-Non Discrimination Regulation- Policy: AC; AC-R; ACA; ACAB-R; ACE

If any Scituate Public Schools student believes, in good faith, that he or she has been subjected to discrimination, sexual harassment or any other form of harassment as described in the policies above, the individual has a right to file a complaint with the Scituate Public Schools through the Assistant Superintendent. This may be done verbally or in writing. Administrators aware of harassment involving any employee should report such incidents to the Assistant Superintendent. To file a complaint, you may do so by referring to scit.org.

Hazing: Prohibition of Hazing- Policy: JICFA

Homeless Students Enrollment Rights and Services- [Policy: JFABD](#)

The Scituate Public Schools will work with homeless students and their families to provide stability in school attendance and other services.

Observation of Special Education Programs- [Policy: IHBAA](#)**Physical Restraint of Students- [Policy: JKAA](#)****Section 504 of the Rehabilitation Act of 1973- [Policy: ACE; IHBA](#)**

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination.

Additional information concerning Section 504, including the right to receive an evaluation, the procedural protections afforded to parents and students, a more detailed description of the special rules relating to suspension and expulsion, and access to Section 504 records may be obtained from the District Section 504 Coordinator: Ms. Tammy Rundle, Scituate Public Schools, 606 Chief Justice Cushing Highway Scituate, MA 02066 (781) 545-8750 x 370.

All students are expected to meet the requirements for behavior as prescribed in this handbook. Additional requirements concerning the discipline of a student on a section 504 Plan are as follows: When it is known that a student on a Section 504 Plan is likely to be excluded from his/her program for more than 10 cumulative days in a school year, the Section 504 Team will convene to determine whether the student's misconduct that leads to the change in placement is a manifestation of the student's disability. If the conduct was a manifestation, the school may conduct or review a functional behavior assessment and implement a behavior intervention plan. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed unless the school and parent agree otherwise. If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for Section 504.

Special Education/IDEA- [Policy: IHB](#)

The provisions of state and federal special education law (MGL Chapter 71B and 603 CMR 28.00, formally Chapter 766 and the Individuals with Disabilities Education Act, or "IDEA") are designed to help eligible students between the ages of 3 and 22 years of age who have not yet received a high school diploma and who are not making effective progress in general education due to the existence of a qualifying disability. Qualifying disabilities include autism, developmental delay, physical, emotional, health, specific learning, communication, sensory (hearing and/or vision impairment), intellectual, neurological, and multiple disabilities.

The purpose of special education is to help children who have qualifying disabilities make effective progress in school in the least restrictive setting. In accordance with the provisions of the state and federal special education laws, after receiving parental permission, an evaluation is conducted to determine whether a child has a special need that requires special education and, if so, what form will that special education take. Those services are described in an Individual Education Plan (IEP) for that student. Additional information may be obtained from the Director of Special Education.

Special Education/Behavior

All students are expected to meet the requirements for behavior as prescribed in this handbook. State and Federal Laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individual Education Plan (IEP). State and federal special education laws prescribe additional requirements concerning the discipline of a student with special needs.

When it is known that a student with a disability is likely to be excluded from his/her program for more than 10 cumulative days (or less than 10 if there is a pattern), in a school year, the Team will convene to determine whether the student's misconduct that leads to the change in placement is a manifestation of the student's disability.

- If the misconduct was a manifestation, the school must conduct or review a functional behavior assessment and implement a behavior intervention plan. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which they were removed unless the school and the parent agree otherwise or special circumstances exist (unless the behavior meets certain guidelines allowing an alternative placement) [DESE Laws on Suspensions](#) [Discipline Flow Chart](#)
- If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for special education, except that a student eligible for special education, who is removed from his/her current educational placement, is entitled to continue receiving educational services to enable the student to continue to participate in the general education curriculum, although in another setting, and to make progress toward meeting the goals set out in the student's IEP.

In special circumstances, the school may move students to an interim alternative educational setting for not more than 45 days without regard to whether the behavior that led to the removal was a manifestation of the student's disability. These special circumstances are:

- A student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency

- A student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency
- A student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.
- Additional information concerning special education including the right to receive an evaluation, the procedural protections afforded to parents and students, a more detailed description of the special rules relating to suspension and expulsion, and access to special education records may be obtained from the Director of Special Education.

Procedural Requirements of Students with Undetermined Eligibility for Special Education

If prior to any disciplinary action, the district has knowledge that a student may have a disability, the district will protect the rights of the student until and unless the student is determined not to be eligible. Reasons why the district may have prior knowledge that the student may have a disability could include the following:

- The parents have expressed concern to the school personnel in writing
- The parents may have requested that their child be evaluated
- A school staff member may have expressed concern that the student has a disability

There can be exceptions to the prior knowledge stipulation. These include:

- The parent has not consented to a request to evaluate the student;
- The parent has refused special education services;
- An evaluation of the student has resulted in a finding of no eligibility.

If the district has no evidence to suggest that the student has a disability, and the parent has requested an evaluation following the disciplinary action, the district will make every effort to expedite the evaluation process to determine eligibility consistent with federal requirements. If the student is found to be eligible, he/she will receive all rights afforded students in special education following the finding of eligibility. All procedures are thoroughly documented.

Student Support Teams

Student support teams consist of educators who have been trained in a proactive and systematic problem-solving approach to address the needs of our students. These teams are focused on creating, monitoring, and refining individualized academic and social-emotional supports in the regular education setting. More information regarding the student support teams may be obtained by contacting the School Psychologist.

Technology

Student Responsible Use of Technology- [Policy: IJNDB](#); [IJNDBA](#)

Technology plays a vital role in education, enhancing learning, communication, and collaboration. As part of our commitment to providing a safe and productive digital learning environment, all students are expected to use school technology responsibly, ethically, and in accordance with district policies.

These guidelines define expectations for using school-issued devices, internet access, and digital resources. Students are expected to take care of their devices, protect their personal information, and use technology and the internet in a safe, respectful, and responsible way. Adhering to these rules ensures a safe learning environment.

However, failure to comply with school district policies and expectations, may result in restricted access or other consequences in accordance with Student Handbook and district technology policies.

1:1 Chromebook Initiative K-12

Scituate Public Schools is a 1:1 Chromebook district. Students in grades K–4 are each assigned a Chromebook that is stored in a classroom charging cart and only sent home at the discretion of the teacher. Students in grades 5–12 participate in a take-home 1:1 Chromebook program. These devices are not stored in classrooms or carts and must be brought to school fully charged each day and taken home at the end of the day.

This model supports equitable access to learning both during and outside of school hours. Personal devices from home are not allowed, as school-issued Chromebooks are configured for compatibility with district systems and online safety. All students are expected to follow the **1:1 Device Care & Responsibility Guidelines** and the **Loaner Chromebook Guidelines: Acceptable Care & Use** to ensure the longevity and reliability of these essential learning tools.

[1:1 Device Care & Responsibility](#)

[Loaner Chromebook Guidelines: Acceptable Care & Use](#)

Google Workspace for Education

As a Google district, Scituate Public Schools integrates **Google Workspace for Education** and **Google Core Services** directly into classroom instruction to enhance teaching and learning. Students in grades K–12 are provided with a Google Workspace for Education account, giving them access to essential tools that support their academic growth and digital literacy.

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In the classroom, these tools are used daily for a variety of learning activities—students collaborate on group projects in **Google Docs and Slides**, submit assignments and receive feedback through **Google Classroom**, organize tasks and schedules using **Google Calendar**, and (in grades 6–12) communicate with teachers via **Gmail**. These platforms promote real-time collaboration, creativity, and the development of **21st-century skills** in a secure, school-managed environment.

Students have access to services such as:

- **Google Drive, Docs, Slides, and Sheets**
- **Gmail** (grades 6–12)
- **Google Classroom, Keep and Calendar**

All tools and services are carefully vetted by district staff to ensure they align with K–12 educational best practices and comply with the district’s technology policies and acceptable use guidelines. We take **student privacy and online safety seriously**, using filtering, monitoring, and access restrictions where appropriate. The district also reserves the right to restrict access if student use does not comply with district policies.

Importantly, for all K–12 users, **Google Workspace for Education does not use any personally identifiable information** (or information linked to Google Accounts) to target ads.

Personal Devices-[Policy: IJNBD](#)

Students may not use smartwatches or cell phones during the school day which includes being transported to and from school on the bus unless approved by a school administrator.

Unauthorized Use of Artificial Intelligence (AI)- [Policy IJNDBA](#)

We recognize that the use of Artificial Intelligence (AI) is becoming more common in society. At the elementary level, we are building students’ foundational skills, and the use of AI should not replace student skill development. Unauthorized use of Artificial Intelligence to complete an assignment is considered cheating (as outlined in [Policy IJNDBA](#)). AI may only be used with the explicit permission of the classroom teacher. If a teacher suspects that a student has used AI, they will meet with the student to gather information and contact the parent/caregiver to formulate a plan to resubmit the assignment.

Transportation

Student Transportation- Policy: EEA; EEAE

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

Fee-Based Transportation Program- Policy: EEADA

Students in Grades K-6 living over 2 miles from their assigned school get free bus transportation, as mandated by Massachusetts General Law Chapter 71 Section 68. All other students can join the fee-based transportation program. The two-mile distance is measured from the student's home driveway to the closest school entrance using the shortest public roadway. For more information, see the [Transportation Department Website](#)

Scheduling/Routing/Bus Stops- Policy: EEAC

The Transportation Office sets schedules and bus routes yearly according to School Committee Policy and MA General Laws. Routes are posted on the school website. Students walk to common bus stops, which are set up fairly and consistently. Parents are responsible for ensuring children are at the correct stop. Only authorized locations and stops will be serviced. Students may only ride their assigned buses and get on/off at their assigned bus stop. For more information, see the [Transportation Department Website](#)

Student Conduct On Buses- Policy: JICC

Bus rules are the same as school rules. Good behavior is required for transportation privileges:

- Students must ride their assigned buses, except for emergencies or medical reasons, in which case the school Principal's approval is required.
- If the student needs to cross the street, they will wait for the bus to stop completely. The driver will signal for the student to cross and the student will look both ways before crossing.
- Only students are allowed on the bus.
- A school administrator must approve the use of an electronic device on the bus.

Students will:

- Arrive at the bus stop 10 minutes before the anticipated pick-up.
- Wait for the bus to arrive, stop, and open its doors.
- Quickly take a seat and stay seated until the destination.

- Refrain from throwing objects or hanging out of the windows.
- Refrain from eating on the bus.
- Be courteous to the driver, fellow students, and passers-by at all times.
- Avoid the bus driver's blind spots. If a student drops something under the bus, they will inform the driver instead of attempting to retrieve it.

Bicycle, Scooter, Skateboard Use

Students may ride bicycles, scooters, and skateboards to school at their own risk. Students must wear a helmet. The school will not be responsible for the loss or theft while on school property. Bicycles, scooters, and skateboards will be walked on school property.

Wellness

Wellness- Policy: ADF

The Wellness Policy establishes the framework for implementing nutrition and wellness-related practices to support the development of the whole child.

School Health Services- Policy: JLC

Scituate School Nurses strive to maximize each student's potential to learn and grow by providing the best possible care and ensuring healthy learning environments.

Absence and Dismissals from School

Parents are advised to keep their child home if they have a temperature of 100 degrees or greater, have vomiting, diarrhea, and/or persistent respiratory or flu symptoms. Children returning to school must be fever-free for 24 hours, without taking any fever-reducing medication. Students who are prescribed antibiotics for strep throat need to be taking the medication for a full 24 hours before returning to school.

If your student becomes ill during the school day, a parent or guardian will be contacted to pick up the student. With parent permission, the student may be dismissed to another family member or friend provided proper identification is shown. If the school cannot reach the parent, the emergency contact (designated each September in the emergency information) will be called to pick up the student.

Allergies - Life Threatening- Policy: EFAB

Children with life-threatening allergies are provided reasonable access to all education and education-related benefits. The focus of allergy management will be prevention, emergency response education, awareness, communication, and collaboration with medical professionals and families.

Communicable and Infectious Disease- [Policy: JLCC](#)

The Massachusetts Department of Public Health has identified the following as being particular problems among the school population. This list is not all-inclusive. Please contact the school nurse if you have any questions.

- Conjunctivitis (pink eye)
- Impetigo
- Streptococcal Infections (strep throat)
- Pediculosis (head lice)
- Chicken Pox
- Respiratory illnesses such as COVID-19 and influenza

If the school nurse suspects the presence of one of these or any other contagious disease, the parent will be contacted and requested to seek the advice of his/her physician. In the case of a confirmed diagnosis of a communicable disease or infestation, the student will be required to stay out of school until the condition is treated and rendered non-communicable. Parents are asked to report all cases of communicable diseases to the school nurse.

Drug-Free Schools- [Policy: ADB](#)

It is the policy of the Scituate Public Schools to maintain alcohol-free and drug-free schools.

First Aid- [Policy: JLC](#)

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Health Education- [Policy: IHAM; IHAM-R; IHAMA](#)

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

Immunization Requirements- [Policy: JLCB; School Immunizations](#)

Massachusetts' immunization regulations specify minimum immunization requirements for school enrollment.

Medication Administration- [Policy: JLCD](#)

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under the specific written request of the parent or guardian and the written directive of the student's physician.

Physical Exam Requirement- [MA PPH Regulation](#)

Physical examinations are required within one year prior to entrance to school or within 30 days after school entry or after a student transfers from another school system. The physical schedule in Scituate is as follows: Kindergarten, Third, Sixth and Ninth Grade.

Physical Screening of Students- [Policy: JLCA](#)

Students will be examined for screening in vision, hearing, postural, height and weight (BMI), and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse. If you wish to opt your student out of these screenings, or if your healthcare provider has already screened them, a written request must be sent to the school.

Substance Misuse Prevention Policy- [Policy: JICH](#)

The purpose of the Scituate Public Schools Substance Misuse Prevention Policy is to ensure that our entire school community is aware of the district's comprehensive, evidence-based approach to prevent the use of substances and intervene early to support students and families considered at risk.

Tobacco-free schools- [Policy: JICG](#)

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public are not allowed in Scituate Public School District buildings or at school events.

Early Childhood Center (ECC)

Preschool Philosophy

We recognize that each child is a unique individual with an individual pattern and timing of growth and development. Our curriculum is designed to provide for active involvement by children in their own learning process. We strive to promote children's social, emotional, physical, and cognitive skills. We achieve this goal by engaging children in a context of play, manipulation of the environment, concrete experiences and interactive communication with peers and adults. Each classroom includes students with disabilities and provides a secure, non-judgmental environment where children may explore, experiment, discover, confirm, create, and learn.

ECC Student Hours

- 9:10 – 11:40 am for our 3 year old students
- 12:25 – 2:55 pm for our 4 year old students
- Early release dismissal, 11:40 for am and full-day students. No afternoon classes

Admission for Children with Disabilities or Developmental Delays

A parent who has a concern about a particular area of a child's development should call the Early Childhood Center Monday through Friday 8:00 AM – 3:00 PM at (781) 545-8790 or email Lisa Perreault at lperreault@scit.org

Tuition

A fee of \$2,500.00 for the half-day integrated program is assessed for typically developing children who participate in the ECC.

A non-refundable deposit of \$200.00 serves as a commitment to the school year program and tuition after your child has been accepted to the program.

The remaining tuition balance is divided into four installment payments. Payments for the Early Childhood Program can be made by check, money order or online. Checks are payable to: Town of Scituate. For online payments go to the SPS website [online payments](#).

Registration

To participate in the public school program, you must complete the online registration form on the SPS website found at: [Registration](#)

Immunization Requirements- [Policy: JLCB; School Immunizations](#)

Massachusetts' immunization regulations specify minimum immunization requirements for school enrollment.

Transportation

Transportation is the responsibility of the parents/guardians for our preschool program unless your child's IEP services require transportation related to a disability need. Children cannot be dropped off early and must be dismissed on time. Anyone other than a parent picking up a child must have identification and prior parental permission to do so. If you should require a change in the dismissal time or pick-up routine, please call the school and send a note to your child's teacher.

Snacks

Snack time is a part of the regular curriculum and provides an opportunity to teach proper habits in nutrition, as well as the proper social and self-help skills involved in eating.

The children should carry a lunch box or backpack to school daily to carry snacks as well as important notices and other papers.

Outdoor Recess / Playground

Outside play is a regular part of the daily school routine. Weather permitting, students will go outside every day. Children must be dressed for the weather with appropriate layers, jackets, hats, mittens, and sunscreen when necessary. Please also provide the school with a full change of clothes, (including undergarments) pants, shirts, hat, and mittens.

Set Sail. Dream.
Explore. Discover.