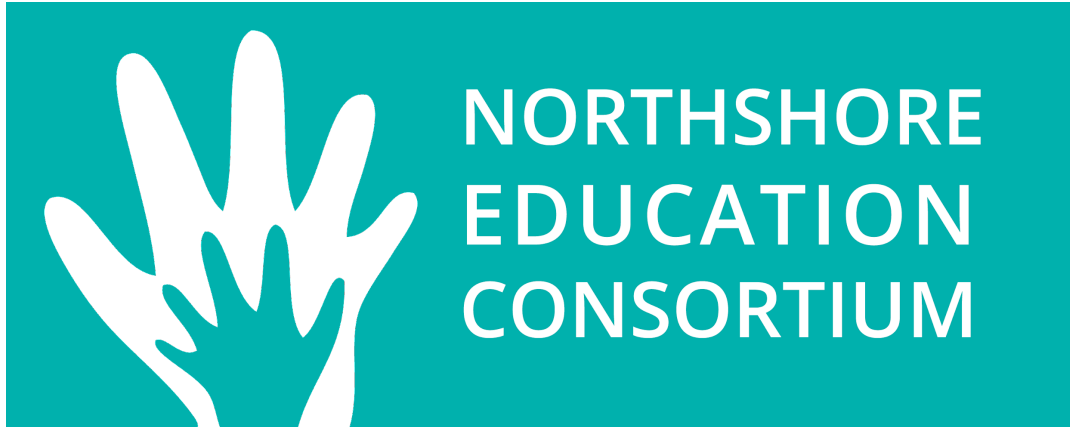


Addendum



**NORTHSHORE ACADEMY LOWER SCHOOL
ADDENDUM TO PARENT AND STUDENT HANDBOOK**

For the 2023 - 2024 Academic Year

Addendum

Welcome to the Northshore Academy Lower School:

We are pleased to present to you this Learner Handbook and Program Guide Addendum for this 2023-2024 academic year. This publication is filled with additional information for members of our school community. It is also an important document required by the state of Massachusetts. In this publication, you will find important information about contacts, schedules, program details, and other policies and practices affecting you and your child.

We urge parents/guardians to learn as much as they can about our school and to become involved with their child's education at the Northshore Academy Lower School and Assessment Program. We are committed to continuous quality improvement and welcome your recommendations about programming, policies and practices. The full NEC policy manual is available on line and can be translated upon request.

Our Mission Statement: “To build a community of learners that fosters respect and responsibility while instilling the academic and personal skills necessary for successful lifelong learning.”

Our mission statement serves as our guide for creating a powerful and effective learning environment that supports the learning process but also creates its own unique learning opportunities.

On a daily basis, we seek teachable moments with learners where they exercise critical thinking skills in determining how they, as a respectful and responsible member of a community, should contribute. We strive to be a trauma-sensitive school that is a safe and respectful environment that enables students to build caring relationships with adults and peers, self-regulate their emotions and behaviors, and succeed academically, while supporting their physical health and well-being.

Please read this additional information that is an addendum to the Handbook. Please contact us for any help or questions. Thank you for being part of our Community!

Tracy Farraher

Principal

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CONTACT INFORMATION:

Website: www.nsedu.org
Northshore Academy Lower School
83 Pine Street Suite 103
Peabody, Ma. 01960
P: 978-536-5151
Fax: 978-536-7474

Principal: Tracy Farragher extension 1702
tfarragher@nsedu.org

Social Worker: Ronnie Ray-Parrott extension 1704
rparrott@nsedu.org

Social Worker: Deb Lyons: extension 1703
dlyons@nsedu.org

School Nurse: Staci McCauley extension 1719
smccauley@nsedu.org

Student Support: Matt Newbegin extension 1705
mnewbegin@nsedu.org

ABSENT LINE: 978-536-5151 extension 1719 If your child is going to be absent or late, please call and leave a message by 8:30am. Please identify yourself, give your child's name, and the reason for the absence or tardy.

Arrival/Dismissal:

Students are expected to arrive to school by 8:20 AM. No student will be allowed to enter the building prior to 8:20 AM. All students arriving before 8:30 AM should enter through the bus lobby door located around the back of the building. Students that arrive late after 8:30 AM should enter through the front office and sign in. Early dismissal also occurs at the front office.

If a parent/guardian wants their child to go home with another student at dismissal, we will need a note letting the school know. We cannot accommodate student requests if we do not

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hear directly from the parent. It is solely the parent/guardian's responsibility to let the school know. If there is a change in the pickup routine, we also ask that the school is informed.

Referral Process:

The Northshore Academy—Lower School has educational programs available for students in grades 1 through 6.

To be considered for admission, a referral will be made by the Department of Special Education of the student's sending school district. The referral packet generally includes a current IEP, psychological and academic testing results, applicable school reports, a psycho-social history, pertinent medical information, and reports from other collaterals (i.e. Programs, Therapists, DCF, DMH, DYS, etc.) This information is beneficial in evaluating the appropriateness of placement in our school.

After a thorough review of materials, if it is deemed that NSA may be an appropriate placement, an interview and site visit with the student and family/guardian/program will be scheduled.

The NSA team will make a decision regarding admission after a review of written materials and the interview. Notice of acceptance or refusal will be communicated as soon as possible to both the family and the referring school district. Upon acceptance, the student's parent/guardian is asked to fill out a school permission packet and submit medical information including a current physical and the student's immunization records. A signed IEP is also needed to complete the intake process. A student may start school after all required documents have been completed and submitted and the district has been notified.

The above referral process is also applicable to all students being referred to the STAR program, our 45-day educational assessment program, as well as our summer school program.

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Report Cards and Grading:

Report cards are issued four times each year.
The following is a breakdown of our grades:

Level	Points	Traditional Grade Equiv.	Traditional Score Equiv.
Area of Intervention	0	F	Below 67
Novice	1	D	67 – 74
Apprentice	2	C	75-83
Practitioner	3	B	84-91
Master	4	A	92-100

On our report cards, a faculty member may mark “MW.” This means that work in a particular course of study was modified due to a child’s level of academic achievement as it relates to the curriculum framework or based on modifications in the Individual Education Program.

School Expectations:

- o Be respectful in everything you do and say.
- o Be responsible.
- o Cooperate with each other.

Learner Responsibilities:

- o Keep track of your school supplies, books, and assignments.
- o Start your work on time and allow time to finish.
- o Ask for help when you need it.
- o Do your own work.
- o Turn your work in on time.
- o Accept responsibility for your work and grades.
- o Be organized.

Field Trips:

Learners take occasional field trips by bus for recreational and learning purposes. Permission slips for such field trips will be distributed as needed and must be signed and returned in order for a learner to attend the field trip. A permission slip for walking field trips is enclosed in the Learner Information Packet. This will provide permission for all walking field trips for the school year.

Learners who have displayed negative or unsafe behavior may be excluded from participating in a field trip. If for any reasons a child’s behavior precludes his/her participation in a field trip, the child is expected to attend school and to complete regular class assignments that his/her teacher will provide.

Medical Policies:

Medical Concerns

All medical history and any medical concerns should be reported to the School Nurse. The information will be shared with staff as needed at the School Nurse’s discretion. If your child is having any medical issues or there is a change in their medical status, please contact the School Nurse immediately.

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Medications

It is critical that the School Nurse be informed about ALL medications that your child is taking, not just medications given at school. Please be sure to fill out the medication form in the intake packet and please contact the School Nurse with ANY and ALL changes in medications. All medications to be administered in school must be in a current pharmacy labeled prescription bottle. Required information includes the name of the medication, dosage, route, and time to be administered. No medications will be accepted in bubble packs, plastic bags or plastic containers. Parents/guardians will be notified of all unused, discontinued, or outdated medications and asked to retrieve such medication from the school. All medications not picked up by the parent/guardian will be discarded.

Illness

Parents/guardians should keep their child home from school if they have had a fever above 100.0 degrees or vomited in the last 24 hours; or have a severe cold with temperature, runny nose, or severe cough. Learners should not return to school until they are symptom free for 24 hours. Should a learner become ill in school, the School Nurse shall determine if the learner is able to remain in school for the day. When a learner is deemed too ill to remain in school, the parents/guardians or those delegated by the parents/guardians will be notified and instructed to pick up the learner.

Head Lice (Pediculosis)

If a learner is believed to have Head Lice, that learner and others identified by the School Nurse will be examined in a private space. If the School Nurse determines that the learner has Head Lice, that learner's parent/guardian will be immediately contacted and asked to have the learner picked up from school. The learner will remain in the School Nurse's office until the parent/guardian arrives. A learner with Head Lice must remain at home until all evidence of Head Lice and Nits are absent. The learner must be examined by the School Nurse before his/her return to school. An appointment will be made by the School Nurse for the parent/guardian to bring their learner in to be cleared for reentry.

Wellness & Allergies

In promoting healthy eating, low-fat and low-sugar snacks are encouraged. Learners are also encouraged to bring healthy beverages to school that are caffeine-free and have some nutritional value. Bottled water is always welcome. Caffeinated drinks (i.e. - PRIME, coffee, soda, etc) are not permitted. Given concerns about allergies and dietary restrictions, learners are not permitted to share food or drinks with one another. In regards to being mindful of learners' allergies, the Northshore Academy Lower School is an allergy-awareness school.

Physical Examination Policy

Per our school policy, a copy of a current physical exam must be on file within 30 days of your child starting our program. Also, learners are required to have a physical exam annually and documentation of such on file in their School Health Record. When your child has their annual physical exam, please submit a copy of the documentation to the School Nurse.