

INTRODUCTION

The Wareham Public Schools has a tradition of care and respect for the individual student. Each student is encouraged to grow intellectually, emotionally, physically, and socially. The Wareham Public Schools will provide challenging, innovative, global understanding and engaging educational experiences providing a competitive advantage for our students, our schools, and our community creating a better world. This Elementary Handbook of Policies and Procedures for Students, Staff, and Parents/Guardians is intended for all parties so that each will know their responsibilities to the school community. All members of the school community may expect to feel safe and may expect that their person, property and opinions will be respected. Each member of the school community is expected to contribute to creating an atmosphere of trust. School should be a setting in which respect for rules and common decency are accepted by all as the necessary structure for both learning and community, and where those in authority try always to strike a balance between individual rights and the general good.

Intended as a guideline for parents/guardians and teachers, as well as for the students in our schools, this handbook is based on recognition of the responsibility that each person has to foster the physical, moral, and intellectual growth of each child. Parents/guardians must be accountable for the care, welfare, and behavior of their children; teachers must be concerned for the intellectual and behavioral standards of the students in their classrooms; students must grow in understanding of their responsibility for themselves.

Every teacher should be able to teach without disruption. Every student should be able to learn without disruption. Therefore, it is the responsibility of the teacher to report all violations of these regulations to the parents/guardians and if warranted, the administration. Every parent/guardian should reinforce the need for appropriate behavior from their child.

A child's experience at school is among the most important of his/her life. We work hard to be sure that school is a challenging, engaging, and a happy place for children to learn and make friends. To help in making these school experiences as productive as possible, we are providing this booklet, to supplement the district handbook, which further explains our district policies and school procedures. Please keep these documents as a reference to use throughout the year.

We ask that parents/guardians will become active participants in school affairs. This is your school. Your help and cooperation contribute towards making school a successful and productive learning experience.

COMMUNICATION BETWEEN HOME AND SCHOOL

The effective education of any child requires constant and regular communication between the home and school over the course of the school year. This communication is a two-way process and requires the effort on both the part of the school as well as from the parent/guardian of a child. We realize that information is vital in ensuring that each child is able to reach his/her potential in the classroom and as a result, it is this line of communication which is necessary to ensure that the child is supported to the best extent possible.

There are a variety of avenues of communication which are in place at the elementary schools: Parent/Teacher Conferences, School Council, Parent Teacher Association (PTA), Student Support Council (SSC), phone calls, email, the district website www.warehamps.org, and a link to each school's website.

PowerSchool

At the elementary level, each school uses the online student information system known as PowerSchool. PowerSchool contact information is used for our all-call system. It is important to keep your contact information up-to-date throughout the year.

Parent Teacher Conferences

All teachers will have time available each week to meet with parents/guardians to discuss a child's progress. A meeting may be requested by a parent/guardian by contacting the school office. In addition, teachers are encouraged to communicate with parents/guardians on a regular basis. Parent/guardians can and should feel free to communicate with teachers on the phone, through emails, or with written notes.

School Council

The School Council is a committee which represents parents, members of the community and staff. Each public school in Massachusetts is required to have in place such a body as established by the Education Reform Act of 1993. The School Council is composed of the principal, parent/guardians, teachers, staff, and community representatives. The function of the School Council is to serve as an advisory board to the principal in the following areas:

- To adopt goals that are consistent with local education policies and statewide student performance standards
- To identify the educational needs of students
- To review the annual school building budget
- To formulate a school improvement plan

The council meets every month beginning in October and all meetings are open to the public.

Parent/Teacher Association (PTA)

The Wareham Elementary PTA is a collaborative group of parent and community members that meets monthly to plan school activities, develop ways to support our students through such endeavors as fundraising activities, and encourage parent participation. Its success is by way of the wide-spread involvement of parents who have children in our school. Information regarding ongoing PTA activities and volunteer opportunities will be sent home throughout the school year. PTA meetings are scheduled each month. Families can join the Wareham Elementary PTA Facebook page for updated information.

Student Support Council (SSC)

Student Support Council (SSC) is a district-wide regular education initiative included at every school. The SSC is designed to allow teachers to receive support from professional peers when they have questions about a student's progress. Each school will operate its own SSC with members including an Assistant Principal, a regular education classroom teacher, a special education teacher, Reading Interventionist, and other building personnel determined by the Coordinator. Parents/Guardians may be invited to join SSC meetings to participate in the process. Any questions regarding the SSC should be directed to your child's teacher or the Assistant Principal assigned to coordinate SSC meetings.

Elementary Schools' Website

The Elementary Schools' Website contains needed information about the school, staffing, and a calendar of activities. The website can be accessed by going to www.warehamps.org and clicking on the Minot Forest or John W. Decas school link.

Newsletters

Each month, the elementary principals distribute a monthly newsletter with important information. In addition, teachers send home weekly/monthly newsletters or use social media as a tool to communicate with families. Principal newsletters will be posted to each school's website.

**WAREHAM PUBLIC SCHOOLS
EARLY CHILDHOOD PROGRAMS
(Pre-Kindergarten to Kindergarten)
PHILOSOPHY**

The Wareham Public Schools' early childhood philosophy is to help every child develop to his or her maximum potential in state mandated curriculum using developmentally appropriate methods, taking into consideration their social, emotional, physical and cognitive needs.

The administration and staff strive to provide every child with positive, supportive opportunities to develop knowledge, basic skills, and enthusiasm for becoming lifelong learners. We are committed to helping every child develop the self esteem and academic skills necessary to continue individual and collective growth in order to succeed in our increasingly global society.

John W. Decas and Minot Forest Vision Statement

Wareham Public Schools will provide challenging, innovative, global understanding and engaging educational experiences providing a competitive advantage for our students, our schools, and our community creating a better world.

ADMISSIONS POLICY

This policy is established in accordance with the General Laws of Massachusetts.

In the Wareham Public Schools, "every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, disability, gender identity, or sexual orientation." (MGL, Chapter 76, Section 5).

"If a child resides temporarily in a town other than the legal residence of his parent or guardian for the special purpose of attending school, the child may attend school with the authorization of the school committee of said town, and the said town may recover tuition from the parent or guardian, unless under section twelve of chapter seventy –six, such tuition is payable by a town. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the regular rate established by the school committee for non-resident pupils, but in no case exceeding the average expense per pupil in such school for said period. The school committee of the town in which a child is temporarily residing for the special purpose of their attending school may waive all or part of the tuition charge for such child." (MGL, Chapter 76, Section 6).

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have the right to freedom of expression, petition and assembly through speech, symbols, and the dissemination of written viewpoints as well as the right to assemble peaceably on school property, provided that no disruption or disorder is caused within the school or its programs. Any expression made by the student will not be deemed to be the expression of school policy or school officials. All postings and flyers whether print or electronic, must be approved by central office administration. All students are responsible for acting in a cooperative and respectful manner as members of the school community.

THE RIGHT TO AN EQUAL EDUCATION

Discrimination

State and Federal laws prohibit discrimination in education. Wareham Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, disability, gender identity, or sexual orientation with regard to admission, access to programs or activities or employment opportunities.

In the Wareham Public Schools:

No student shall be excluded from participation in, denied the benefit of, or subjected to discrimination in any academic, extracurricular, research, vocational, or other school-sponsored activity because of such student's race, color, sex, religion, national origin, disability, gender identity, or sexual orientation.

EDUCATIONAL SERVICES FOR STUDENTS IDENTIFIED AS HOMELESS OR UNACCOMPANIED YOUTH

Amended, December 19, 2012

Section 725 (2) of the McKinney-Vento Homeless Assistance Act, which applies to the Wareham Public Schools, defines:

- Homelessness as individuals who lack a fixed, regular and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately operated shelter for temporary accommodations;
- Unaccompanied youth as youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency;

This definition includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement;

- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations;
- Migratory children living in conditions described in the previous examples.

The McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll a homeless or unaccompanied student, even if they do not have the documents usually required for enrollment, such as school records, record of immunizations, medical records or proof of residency. Homeless and unaccompanied youth covered by the Act are also entitled to other services or program benefits in the general categories of enrollment in school of origin, transportation, access to comparable services, access to preschool programming, access to the reduced/free lunch program and Title I services.

The Wareham Public Schools will implement all statutes and regulations and assist students and families designated as homeless.

The Wareham Public Schools will designate a Homeless Education Liaison who will coordinate activities between the family and school officials.

Homeless

If you live in a shelter, motel, vehicle, campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or with friends or relatives because you cannot find or afford housing, then your child has certain rights and protections under the McKinney-Vento Homeless Education Assistance Act.

Your child has a right to: access the same free and appropriate public education as provided to all other children; remain in the school he/she attended before becoming homeless; receive transportation to the last school attended, if requested; enroll in a school without providing proof of residency, if such proof would delay enrollment; enroll without proof of immunizations, if such proof would delay enrollment; receive the same special programs and services, if needed, as provided to all other children. If you require assistance, please contact the Homeless Liaison through the Superintendent's Office, 508-291-3500.

ADMISSIONS PROCEDURES - GRADES – PRE-K - 4

A transfer card noting immunization must be presented. The registering person shall determine whether immunizations are up-to-date. Students meeting state immunization requirements will be enrolled. The entry date shall be the first day that the student is physically present in school.

Students previously enrolled out-of-state, or in private schools, that do not issue a transfer card shall present the following information:

Immunization Records

Original Birth Certificate (copy will be made at the school)

Name and address of previous school

Academic Record (i.e. Report Card, Permanent Record, Temporary Record)

Students who have received special education services must present a current, signed Individualized Educational Program. Special education services will not begin until receipt of the accepted IEP.

RESIDENCY REGULATIONS

Before any student is assigned or invited to attend school in the Wareham School District, the students' custodial * parent or legal guardian** must prove legal residence in the town of Wareham. Families whose primary residence is outside of Wareham are not eligible to attend Wareham Public Schools unless they are exempt from meeting such residency requirements pursuant to Wareham School Committee Policy.

ALL APPLICANTS MUST SUBMIT A VALID MASSACHUSETTS PHOTO IDENTIFICATION CARD AND AT LEAST ONE OF THE FOLLOWING:

- Copy of deed **and** record of most recent mortgage statement (financial information may be omitted)
- Copy of lease **and** record of most recent rent statement
- Legal affidavit from landlord/owner affirming tenancy **and** copy of lease/deed **and** record of most recent rent payment/mortgage statement
- Section 8 agreement
- Caregiver Authorization Affidavit

Documents must be pre-printed with the name and address of the student's custodial * parent or guardian ** and must be presented at the school at the time of registration. These documents will also be required for any change of address and must show your street address, not just a post office box. Proof of residency may be verified throughout the year on an "as needed" basis.

* Divorced or separated parents must present a copy of an Order of the Probate Court designating physical custody of the student

** Legal guardianship requires a copy of an Order of the Probate Court.

NON-RESIDENT ADMISSIONS - GRADES-PRE-K - 4

Any student intending to enroll in the Wareham Public Schools, whose parents/guardians do not reside within the community, shall request, in writing, admission through the School Choice Program. Written request, including the School Choice Application form, found on the district's website, should be sent to the Principal of the School Choice School.

WITHDRAWAL PROCEDURE - PRE-K - 4

1. Students will return all books and materials. Any fees or unpaid balances must be paid in full.
2. Parents/guardians of students transferring will be issued:
 - Transfer Card, including Immunization Record
 - Grades To-Date of Leaving
 - Current IEP, if applicable
3. All academic and health records will be forwarded to the new school according to Student Record Regulations.

SCHOOL ATTENDANCE

School attendance is compulsory in Massachusetts for all persons between the ages of 6 and 16. Education is a student's right and obligation. It is the shared responsibility of the student, his/her family, and the school to maintain a good attendance record. Schools need to maintain 95% attendance rate. Failure to attend school without a valid excuse may warrant school personnel seeking help for the student and student's family through court action.

Planned Absences

School vacations and state mandated testing are planned well in advance at appropriate intervals during the school year and parents/guardians should make family plans accordingly. It should be realized that teachers couldn't realistically provide work in advance of planned absences that will adequately make up for missed instruction. Therefore, teachers shall not be required to provide work for any student prior to a planned absence. Parents/guardians, who allow their children to be out of school for vacations are assuming responsibility for their children's educational program. When a student returns to school, he/she shall complete work not available to him/her during his/her absence. The time limit for completion is the length of the absence, plus one day.

Absences and/or dismissals that will be recorded as an excused absence with documentation include:

1. Documented medical sickness with medical provider's explanatory signed note
2. Religious holidays
3. Death in the family
4. Court appearances

THE MASSACHUSETTS GENERAL LAWS (CHAPTER 76, SECTION 2) SPECIFY THAT A STUDENT UNDER SIXTEEN YEARS OF AGE MAY NOT BE ABSENT MORE THAN SEVEN (7) UNEXCUSED DAY SESSIONS IN ANY SIX (6) MONTH PERIOD. PARENTS/GUARDIANS ARE REQUIRED UNDER THE LAW TO ENSURE REGULAR SCHOOL ATTENDANCE OF THEIR CHILDREN AND ARE SUBJECT TO A FINE FOR FAILURE TO COMPLY WITH THE LAW. UNDER THE NCLB ACT, ALL ABSENCES, BOTH EXCUSED AND UNEXCUSED ARE COUNTED IN THE ALLOWABLE MAXIMUM OF 5% OR 9 SCHOOL DAYS.

**Chapter 76, Section 5
Place of Attendance; Discrimination**

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee.

Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. 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. *Amended by St. 1971, c.622, c.1; St. 1973, c925, s9A; St. 1993, c282; St 2004, c.352, s.33.*

ABSENCE FROM SCHOOL

If, for any reason, a student is absent from school, the parent/guardian shall contact the school office. Upon return to school, the student shall bring a doctor's note to the school office as proof of an excused absence. A parent note must be submitted for any other unexcused absence. An absence is unexcused if it does not meet the 4 criteria listed above. In accordance with 603 CMR 28.03(3)(c), the Wareham Public Schools provides an instructional program for any student who, in the judgment of the student's physician, will have to remain at home or in a hospital for a period of not less than fourteen days. As soon as it is known that the student will be absent from school, the Home or Hospital Instruction program may be authorized.

Home Instruction may also be provided when a special education student has a valid signed Individualized Educational Plan indicating a Home Instruction Program. In special circumstances, a Principal may recommend to the Administrator of Special Education that a specific Home Instruction program be provided.

A Home or Hospital Program is an extension of the school program in which the student is enrolled. The content of the program is the same as that of the class that the student is enrolled in. The instructor coordinates the program with the teacher of the program that the child would be attending. The instructor assists the student in maintaining effective progress in school subjects, and the classroom teacher assigns the actual grades.

EXCESSIVE ABSENCES

Students who are absent (10%) or more of school days during any given time period without appropriate medical documentation may result in any of the following actions: retention, referral to the Supervisor of Attendance for investigation and/or legal action, or referral to the Department of Children and Families.

1. Regular attendance is a vital aspect of an education. Absences for reasons other than illness or family emergency should be avoided. Parents/guardians are expected to schedule appointments with physicians, dentists, or for any special lessons after normal school hours or during school vacations. If your child is ill and will be absent, please call your child's school by 8:35 AM to report his/her absence and the reason.

2. A written note explaining the absence is required within two (2) days of each absence.

3. Requests for homework should be called into your child's school before classes start in the morning, and picked up after classes end in the afternoon.

4. Parents/guardians will be notified if a student has missed 7 or more unexcused school days in a six month period.

TARDINESS

A student who is tardy shall report to the office upon arrival at school. If a child is tardy, a written note from the student's parent or guardian stating the reason shall be required. Students who are tardy may be required to make up the work missed during recess time.

Tardy times:

Decas	8:35 A.M.
Minot	8:35 A.M.
Preschool	8:35 A.M.
	12:20 P.M.

DISMISSALS

The school shall assume that each parent has legal custody of a child unless the school principal is otherwise notified in writing by a parent or by a guardian having legal custody. The parent claiming custody will be obligated to provide legal evidence to the school principal in case of a dispute.

- If a child is to be dismissed, the parent shall notify the school in writing, detailing the time and reason for dismissal. All dismissal notes shall be turned in to the office at the beginning of the school day. **NO STUDENT SHALL BE DISMISSED WITHOUT PRIOR WRITTEN PERMISSION FROM THE PARENT.** In all cases, children will be dismissed through the school office. **NO TELEPHONE DISMISSALS WILL BE ACCEPTED.** Emergency situations will be referred to the principal.

IN-SCHOOL ILLNESS

Dismissals for illness shall be issued by the Health Office and can be made only to the parent /guardian or other persons authorized on the Emergency Form in the Health Office. It is, therefore, extremely important to keep data updated throughout the year.

PERFECT ATTENDANCE

A student shall be considered to have perfect attendance if she/he has not missed any days in a school year other than for school related activities and has no more than one tardy or one dismissal.

TRUANCY

The following will be classified as truancy:

1. Students absent without the consent of parents/guardians.
2. Students who leave the school grounds without proper authorization.

CHILD ABUSE/NEGLECT REPORTING

REQUIREMENTS:

Following is the law on reporting child abuse/neglect and the procedures for reporting the same in the Wareham Public Schools:

Section 51A. Injured children, reports, immunity, privileged communications, penalties, notice of determination.

Any physician, medical intern, hospital personnel engaged in examination, care or treatment of persons, medical examiner, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, probation officer, social worker, foster parents or policemen who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon him, including sexual abuse...shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, or that person's designated agent, whereupon such person is in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars.

Said report shall contain the names and addresses of the child and his parents/guardians or other persons responsible for his care, if known; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect, the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the department.

WAREHAM PUBLIC SCHOOLS PROCEDURES:

1. When a teacher suspects child abuse/neglect, he/she shall notify the Principal or Assistant Principal.
2. The guidance counselor and/or school psychologist shall be notified of the concern.
3. The Principal, Assistant Principal or designee shall meet with the reporter to discuss the reasons for the suspicion. Information given to the Principal shall include:
 - a. Name of child

- b. Nature and extent of current injuries, abuse, or neglect
 - c. The circumstances under which the reporter first became aware of the child's injuries, abuse, or neglect
 - d. Action taken, if any to treat, shelter, or otherwise assist the child
 - e. Any other pertinent information
4. The Guidance Counselor or Principal/Assistant Principal may interview the child. The Principal/Assistant Principal or Guidance Counselor may choose to have the child examined by the school nurse in the presence of a corroborator.
 5. The reporter and counselor will consult with the Principal/Assistant Principal for determination whether a report (Form 51A) should be filed with the Department of Children and Families.
 6. If a report is to be filed, the Principal/Assistant Principal or designee may, at his/her discretion, notify the parent or guardian.
 7. The Principal/Assistant Principal, or designee, shall make the report by phone to the Department of Children and Families and complete a written report within 48 hours.
 8. The Principal/Assistant Principal or designee shall determine whether other staff should be involved in or notified of the report (e.g. school nurse)
 9. If, because of the Department of Children and Families investigation, a social worker is assigned to the family for further services, the guidance counselor (or school psychologist) shall serve as the liaison person for the school.
 10. In the event that the Department of Children and Families does not report the results of the investigation to the school within a week, the Principal or his/her designee shall call the caseworker for information.

Cases of reported abuse or neglect are to remain CONFIDENTIAL. Discussion of these cases shall be limited to meetings with appropriate school staff who have need to know or other authorized personnel.

NOTICES

Notices are sent home frequently. Please read, and when necessary, save them. **If you have a change of address or phone number during the school year, please notify the school in writing.** On occasion, we receive requests from parent groups, field trip organizers, and others for student information.

CANCELLATION OF SCHOOL

Every effort will be made to contact parents/guardians via the telephone communication system regarding the cancellation of school. Please update the school office throughout the year with any changes to personal contact information.

DELAYED SCHOOL OPENING

When weather conditions dictate, we may delay school opening by one or two hours. Delayed school openings will be announced on the stations listed below. Half-day session morning preschool will be cancelled.

Please **DO NOT** telephone the Wareham Police or Fire Department. Jammed lines could prevent an emergency call from reaching either department.

A decision is not reached until roads are checked out early in the morning of the day in question. You are, therefore, reminded that we will continue to have **NO SCHOOL ANNOUNCEMENTS** made on:

WFXT FOX 25
WBZ TV 4
WCVB TV 5
WHDH TV 7

In addition, every effort will be made to contact every household directly by telephone via the telephone communication system.

Parents/guardians are reminded to keep children home if schools are to be in session but conditions are hazardous in your immediate residential area. Parents/guardians should, in such cases, send a signed note to the school when the child next attends school.

PARENTS/GUARDIANS ARE ALERTED TO THE FACT THAT OCCASIONALLY BECAUSE OF SEVERE WEATHER OR OTHER EMERGENCY CONDITIONS, SCHOOL MAY BE DISMISSED DURING THE SCHOOL DAY AT ANY TIME. THE PHONE COMMUNICATION SYSTEM WILL BE USED TO NOTIFY PARENTS/GUARDIANS. WE EXPECT THAT PARENTS/GUARDIANS MAKE PLANS WITH FRIENDS OR RELATIVES TO CARE FOR THEIR CHILDREN IN ANTICIPATION OF SUCH EMERGENCY DISMISSALS.

EMERGENCY DISMISSALS

In the event that school is canceled due to inclement weather, dangerous driving conditions, or other emergencies, all other activities scheduled for that day or evening would be canceled with the exception of Adult Evening School. Cancellation of Adult Evening School will be announced separately.

CLOSING A SCHOOL BUILDING

In the event it becomes necessary to close one school building because of a health or safety emergency, the school department would notify the media of the situation and the plans for the respective students. Students from the Decas and Minot Forest Schools would be transported for the remainder of the day to Wareham High School, as long as the emergency didn't affect more

than one building at a time. If an emergency occurred early in the morning, the afternoon preschool families would be contacted by phone and afternoon preschool sessions would be cancelled.

SPECIAL SUBJECTS

Students in grades K - 4 receive instruction in special subjects such as Art, Music, Physical Education, etc. For safety reasons, students are required to wear sneakers and comfortable clothing for Physical Education classes.

SUPERVISED OUTDOOR PLAY

All students have supervised outdoor play daily unless it rains, the temperature drops to freezing, or the ground is very icy or muddy. Unless outdoor play is canceled, every student is expected to spend this short period in the fresh air. Students should come to school appropriately dressed (boots, coat, hat, and gloves) for this activity. Students who are not well enough to benefit from a period of fresh air generally are not well enough to complete their work successfully in school.

FIELD TRIPS

Attendance on school-sponsored trips, not part of required class activities, is not a student's right, but is a privilege. No student may attend such a trip if, in the determination of the principal or his/her designee as part of the disciplinary action, the student's pattern of behavior has been so inappropriate as to be deemed disruptive to the planned trip.

Parent chaperones are subject to CORI review. Also, parent chaperones **may not** bring younger children on the field trip.

All school aged children must be transported by school bus to and from the field trip.

CARE OF BOOKS AND EQUIPMENT

All students and staff members shall be responsible for returning, in a timely manner, all classroom and library books, technology, athletic equipment, cameras, musical instruments, and other school equipment and property entrusted or loaned to him/her. Students who fail to return such materials upon request shall be subjected to detention and/or the deprivation of participation in extracurricular activities. All students and staff members shall be responsible for returning such materials in the same condition in which they were entrusted or loaned; and the student's parent/guardian and/or staff members shall bear the cost of repairing or replacing the damaged or lost materials.

CELLULAR PHONES AND PORTABLE ELECTRONIC DEVICES

Mobile or handheld devices are inclusive of any electronic or wireless communication devices. Such equipment may be used for instructional purposes connected to specific curriculum activities.

Electronic equipment can also infringe on student safety and be a distraction to Wareham Public School's learning environment. If a student brings such a device to school and uses it inappropriately and/or at inappropriate times, administrators and professional staff may take any of these devices from students, request that parents/guardians claim the devices at school, and take appropriate disciplinary action. Wareham Public Schools takes no responsibility for such equipment.

ELECTRONIC ARCHIVES

The Federal Rules of Civil Procedure require archiving of all email to, from, and within the Wareham Public Schools community. Therefore, all Wareham Public School email communications to, from, and within the school community are archived as required by Law.

STUDENT RECORDS

State regulations governing student records are briefly summarized below. These regulations are available at the school for review.

A student's record consists of his/her school transcript and temporary record. The temporary record includes all information that is organized on the basis of the student's name, is relevant to the educational needs of the student and is kept by the school. A student's parent/guardian has the right to inspect all portions of the student's record upon request to the school principal. The record must be made available to the parent/guardian or eligible student not later than two consecutive workdays after the request is made in writing, unless the parent/guardian consents to a delay.

The parent/guardian may request copies of any part of the record. By state regulations, the school has 10 days to provide the copies. A fee may be charged for the cost of copying.

NON-CUSTODIAL PARENT INFORMATION

Massachusetts General Laws, Chapter 71, Section 34H, is a law regarding student records access for non-custodial parents. In order for you to receive information via mail regarding progress reports, report cards, or other information, you must fill out a non-custodial parent form at the start of every academic year. This procedure may take up to twenty-one days to be completed.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.
- Parents/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Information retrieved from <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>, on 7-19-12

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents/guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized, privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Wareham has developed and adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangement to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wareham will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Wareham will also directly notify parents/guardians and eligible students, (such as) through either U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED

Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

SEARCH AND SEIZURE

Wareham School Committee Policy, Amended, November 7, 2012

School Administrators maintain the right to seize items in a student's possession and to search school property (lockers, desks, etc.) assigned to a student and any vehicle parked on school property under the following guidelines:

1. There is reasonable cause to believe that the items in possession are illegal and/or in violation of school rules, and/or constitute a hazard to health and safety of the students or others.
2. Wareham Public Schools maintains the right to search a student's possessions at any time for inspection purposes. This may be done, if possible, in the presence of the student and shall be done under the direction of the School Administrator and whenever possible, in the presence of a second administrator or designee.

3. In cases of searches that include a dog team, the officer and dog team will be accompanied by a School Administrator. The contact between dogs and students will be strictly avoided.
4. All searches will be conducted with respect to all safety considerations and with the least disruption, intrusion and intimidation possible.
5. In the event that students are found in possession of an illegal item, the parent or guardian will be notified immediately.

Students who, in the opinion of the School Administrator, may be in possession of, or under the influence of, any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions. Examples of items subject to this regulation include, but are not limited to, drugs, alcohol, weapons, pornography, stolen goods, fireworks and explosives.

In keeping with all applicable Federal and Massachusetts State Laws, the law requires that minors cannot be questioned by police without being read their Miranda Rights and without a parent/guardian present.

It is not the intention of the School District to violate individual liberties; however, the obligation of the school is to provide a safe environment conducive to learning for all students.

STUDENT CODE OF CONDUCT

Students in Grades Pre-K through 12

All members of the school community have the responsibility to conduct themselves with respect for individuals, their rights, and their property in school and during all school-sponsored activities, both on and off campus, including those times when they are riding school buses or other school-provided vehicles. Therefore, the behavior of students shall be regulated during all of the aforementioned activities. It is specifically noted that, for the purposes of these rules and regulations, buses and other school transportation vehicles are considered school property and bus drivers are considered school personnel. Students are expected to behave in accordance with the rules and regulations and to remove themselves from situations that involve illegal activity, and possession or use of illegal drugs, alcohol, or weapons, or the violations of these rules and regulations. Every effort will be made by school officials to help students solve problems or behavior without interruption of the daily program of studies. However, certain types of behavior are unacceptable and may, and in some instances shall, result in disciplinary action.

Certain breaches of conduct are so serious that the Principal may long term suspend or expel a student under the provisions of M.G.L. c. 71, §37H and 37H ½. These include:

- Possession of a dangerous weapon while on school grounds or at a school-sponsored event
- Possession of a controlled substance while on school grounds or at a school-sponsored event
- An assault on a School Administrator, teacher, teacher's aide, or other staff person.
- A felony charge or conviction

Other violations of the code of conduct will subject a student to disciplinary action up to and including detention, or suspension under the provisions of M.G.L. chapter 71, §37H ¾.

In addition to the disciplinary action, violation of the Student Code of Conduct may result in police notification pursuant to state statute.

Discrimination, Harassment, and/or Bullying

The penalties for discrimination, harassment, and/or bullying of member(s) of our school community will reflect the severity of the offense. Penalties may include, but will not be limited to any one or combination of the following: verbal admonition, written reprimand, suspension or expulsion from school, and/or counseling. Please refer to School Committee Policy on Harassment and Wareham's Bullying Prevention and Intervention Plan.

Dangerous Weapons

Dangerous weapons include but are not limited to: guns, knives, toy guns, replica guns, paintball guns, water pistols, toy knives, sling-shots, pea shooters, fire crackers, M-80's, stink bombs, snap caps, chains, brass knuckles, etc.

PHILOSOPHY OF DISCIPLINE IN THE ELEMENTARY SCHOOLS

The Wareham Public Schools provide educational settings wherein all students are given the opportunity to achieve success. Students are expected to be diligent in carrying out their school responsibilities through appropriate conduct and effort. Those students who persist in misbehaving, either inside or outside the classroom, will be subject to disciplinary action. It is the goal of the Wareham Public Schools to deal with students' misbehavior in a consistent and fair manner. The maintenance of a proper educational climate and the concern for each student's safety and welfare are the determinants of each disciplinary action. Peaceful classroom techniques and conflict resolution strategies are taught to students and practiced within the classrooms.

STUDENT DISCIPLINE

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using expulsion until other remedies and consequences have been employed. Discipline and consequences given to a student are part of a student's record and are bound by confidentiality. Therefore, we are not allowed to discuss consequences given to another student. All procedures will be followed during the investigation.

Suspension

A suspension is a short term or long term removal from regular classroom activities. Short-term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long- term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year.

A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

The Principal or his/her designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

In-school Suspension

At the discretion of the principal, in-school suspension may also be imposed for violation of the student code of conduct. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. In-school suspension for less than 10 days shall not be considered a short-term suspension. An in-school suspension of more than 10 days shall be deemed a long-term suspension.

For an in-school suspension, the principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension. The suspended student may not be permitted to return to class until a parental conference has been held. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

Student Due Process Rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS
(M.G.L. c. 71, §37H ¾)

Notice and Principal's Meeting:

For any suspension under this section, the principal or a designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. The principal shall determine the extent of the rights to be afforded to the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. This information is confidential and cannot be shared with other families.

a. Short-Term Suspension

The principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 4, the principal shall send a copy of the written determination to the superintendent and explain the

reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

b. Long Term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances that the principal should consider in determining consequences for the student.

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

If the student is in a public preschool program or in grades K through 4, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days; beginning on the first day the student is removed from the building.

Emergency Removal

The principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or

disruption. The principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

The principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Superintendent's Hearing:

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal at his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the principal's hearing for long-terms suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities [Includes students currently on 504 Accommodation Plans or Individual Educational Programs.]

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.
3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Procedural requirements applied to students not yet determined to be eligible for special education.

A. If prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

1. The parent/guardian had expressed concern in writing: or
2. The parent/guardian had requested an evaluation: or
3. School district staff had expressed concern that the student had a disability.

B. If the district had no reason to consider the student disabled, and the parent/guardian requests an evaluation subsequent to the disciplinary action, the district must have procedures to conduct an evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

C. The school district has developed procedures consistent with the federal requirements to expedite evaluations.

TRANSPORTATION

Parent cooperation with the school staff in the development of good habits on the part of our students when boarding, riding, and leaving buses will help to maintain a high level of bus service. Students whose conduct on the buses or at the bus stops jeopardizes the welfare and safety of others may be denied the privilege of riding the school bus. School authorities govern the conduct of students on school buses and at bus stops.

The following rules have been established for the safe and orderly transportation of pupils:

1. Students should arrive at the bus stop at least five minutes before the bus arrives. They should wait in a safe place, clear of traffic and away from the bus stops. "Horseplay" is not permitted at the stop, on the bus, or when leaving the bus. Any fighting or threatening behavior at the bus stop will be handled according to school discipline policy.
2. Students should be sure that the bus has come to a complete stop before approaching and attempting to board.
3. When entering the bus, students, per direction of the driver, are to go directly to an available or assigned seat. Students are to remain seated, keeping aisles and exits clear.

4. Emergency doors are not to be used unless an emergency exists, and then only by driver direction.
5. Students are to observe classroom conduct and obey the driver promptly and respectfully.
6. Students' profane language, eating, smoking, and drinking of any type is prohibited on the bus.
7. Students may carry only objects that can be held on their laps.
8. Hazardous materials, objects, large band instruments and animals are not permitted on the bus.
9. Leaving or boarding the bus at locations other than the assigned home stop or assigned school is prohibited unless approval has been received from the Principal, his/her designee, or the Transportation Manager.
10. Putting head, arms, or objects out the bus window is prohibited.
11. All buses to games or field trips are scheduled by the school and each bus is under the direction of a school-assigned chaperone. When on a field trip, students must be transported to and from the location by bus and not by parent transport.
12. Hitching rides via rear bumper or holding on to any part of the bus is prohibited.

Any behavior or disciplinary action not defined in this listing will be addressed consistently with the philosophy stated above and will be left to the judgment of the appropriate school administrator. All students who ride a bus are subject to school and bus regulations. Upon referral by the bus driver, the administration will handle violations of these rules in the following manner:

BUS VARIANCE FOR ALTERNATE LOCATION

If a parent wishes their child to be picked up at an address that is not their home address, such as a daycare, then a bus transportation variance form must be filled out and submitted to the main office. Variances are for the full five days of the week. Variance requests are not guaranteed and will depend on available seats on the bus requested.

BUS CONDUCT REPORTS - ELEMENTARY

MINOR INFRACTIONS

1st Misconduct – Principal or designee conferences with the child and a misconduct slip goes home to be returned, signed by the parent.

2nd Misconduct - A second misconduct slip goes home to be signed and returned, and the parent is contacted. The student is warned that suspension from the bus will occur upon future infractions.

3rd Misconduct - A third misconduct slip is issued and the child is suspended from riding the bus for up to three (3) days. A parent conference is required.

4th Misconduct – A misconduct slip goes home and the child is suspended for three (3) to five (5) days. A parent conference is required.

5th Misconduct - Bus riding privileges may be removed for five (5) to (10) days. Another parent conference is required.

After 5th Misconduct - Bus riding privileges may be removed for ten (10) to twenty (20) days.

SUSPENSION OF BUS PRIVILEGES

A student's bus privileges may be suspended if the "Student Code of Conduct" violation occurs on a school bus or while waiting to board, boarding or exiting said school bus. Such suspensions shall be handled in the following manner:

1. School Bus Drivers are responsible for reporting discipline issues after they have taken progressive actions to correct behavior on the bus.
2. For a 1 to 10 day suspension, school bus privileges may be suspended following oral notice from the school's principal or designee to the student and his/her parent/guardian, stating specific violation which occurred, and that school bus privileges are being suspended for a specific number of days.
3. For a suspension in excess of 10 days, school bus privileges may be suspended for a defined period of time as determined by the school's principal or designee following a written notice from the principal to the student and his/her parent/guardian stating that a specific violation has occurred, and that school bus privileges are being suspended for a specific number of days.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an Act Relative to Bullying in Schools (M.G.L c. 71, § 37O). This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents.

These requirements are included in the school's or district's Bullying Prevention and Intervention Plan ("the Plan"). The Plan includes the requirements of the new law, and also information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. The plan can be downloaded at <http://www.warehamps.org/district/departments/studentervices/bullying.html>.

Definitions

Aggressor is a student or a member of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students or a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the educational process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. If the principal is the alleged aggressor, reports can be made to the superintendent or designee. If the superintendent is the alleged aggressor, reports can be made to the school committee or designee.

Discipline

The penalties for bullying, cyberbullying and retaliation fall under "Group E of the Student Conduct Code for Wareham Public Schools and will reflect the severity of the offense. Penalties may include, but are not limited to any one or combination of the following: verbal admonition, written reprimand, suspension or expulsion from school, and/or counseling.

POLICY PROHIBITING THE ACT OF HAZING

Wareham School Committee Policy, Amended, June 27, 2012

Hazing, as defined in Chapter 536 of the Acts of 1985, amended by the Acts of 1987, Ch. 665, and currently defined under Mass. General Laws, Ch. 269, Section 17, is prohibited by all organizations, employees, and students under the jurisdiction of the Wareham School Committee. Hazing will be considered a major offense under the school discipline policy as adopted by the Wareham School Committee and filed with the State Department of Education.

All employees of the Wareham Public Schools are directed to refrain from, and not to support in any way, the activity of hazing. Any employee violating this directive of the School Committee will be found to be insubordinate. Such insubordination would subject the employee to discipline by the Superintendent and could result also in dismissal.

Further, as defined in Mass. General Laws, Ch. 269, Section 18, employees who know that another person is the victim of hazing are, to the extent that they can do so without danger or peril to themselves or others, required to report the crime of hazing to an appropriate law enforcement official as soon as reasonably practical.

Distribution of the hazing policy will be in accordance to MGL Chapter 269, Section 19.

Section 17

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18

Whoever knows that another person is a victim of hazing as defined in section seventeen and is at the scene of such crime, shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such a crime.

Section 19

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided however, that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams and organizations.

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report.

HARASSMENT POLICY
Ref; M.G.L. Ch 199 Acts of 2011

Wareham School Committee Policy, amended October 17, 2012

I. GENERAL STATEMENT

The Wareham Public School System is committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, gender identity, or disability. The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

It is a violation of this policy for any teacher, student, visitor to the school, administrator, or other school personnel to harass, in any way on school grounds or during school activities, any person associated with the system. This policy precludes any sexual relationship between an employee of Wareham Public Schools and any current pupil. The system will address all complaints of harassment. A violation of this policy will result in appropriate action(s) by the Wareham Public School System. Discipline of employees will be in accordance with the respective collective bargaining agreements.

It is the responsibility of all members of the school community to treat each other respectfully. In addition, all members are expected to become familiar with this harassment policy and to report incidents of harassment to school authorities.

II. DEFINITION

Harassment is defined as conduct that:

1. Unreasonably interferes with an individual's work or educational performance or
2. Creates an intimidating, hostile, or offensive work or educational environment.

While this policy on harassment goes beyond the issues of gender and sexual harassment to include race, religion, national origin, ethnic background, color, age, or disability, there are specific laws and regulations relating to gender and sexual harassment that are of prime importance and these are reviewed briefly below.

Federal and State Law on Harassment:

Sexual harassment in public schools is sex discrimination, and therefore is prohibited by federal and state laws. Title IX of the Federal Education Amendments of 1972 (20 U.S.C. 1681) states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Actions which constitute different treatment based on sex, such as denial of the opportunity to participate in courses, activities, and sports or different treatment in grading or discipline, are prohibited under Title IX.

The federal law protecting school employees from discrimination based on gender is Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) has

developed guidelines that define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made, either explicitly or implicitly, a requirement of employment
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment."

Although the EEOC guidelines were written for employment situations, they have generally been adopted for the educational environment as well, and provide the basis for defining sexual harassment as it involves students.

Massachusetts law on fair educational practices (Chapter 151C of the Mass. General Laws) defines sexual harassment as follows: any sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly, a term or condition of the provision of the benefits, privileges or placement services, or as a basis for the evaluation of academic achievement or
2. Such advances, request or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

III. EXAMPLES OF SEXUAL HARASSMENT

- Telling sexual jokes or stories
- Making sexual comments about a person's clothing, anatomy, or appearance
- Repeatedly asking out a person who is not interested
- Telling lies, spreading rumors, or gossiping about any person's sex life
- Whistling, catcalls, making kissing sounds, smacking lips
- Name calling, teasing, or other derogatory or dehumanizing sexual remarks
- Following a person or blocking a person's path
- Drawing or displaying sexually explicit or suggestive posters, cartoons, pictures, calendars, designs on clothing, or other similar materials
- Making sexual gestures with hands or body movements
- Giving unwanted gifts of a personal or suggestive nature
- Unwanted touching of people, their hair, or their clothing
- Unwanted hugging, kissing, pinching, patting, or stroking
- Inappropriate displays of affection, assault, attempted rape, or rape

IV. COMPLAINT PROCEDURES

Any student, staff member, or visitor to our community who believes that she/he has been the victim of harassment (as defined above) by a teacher, pupil, visitor, administrator or other personnel of the Wareham Public Schools should report the incident within one month

of the occurrence, or as soon as possible. Those who have knowledge of any harassment must report an incident immediately. Depending on the circumstances and seriousness of the incident, interventions can range from informal to formal. Informal interventions include immediately and effectively addressing the situation, for example, by encouraging people to identify the difficulty, talk it out, and agree on how to deal with it. If such a mediation does not work or if the situation warrants further action, a formal harassment complaint can be made.

A harassment complaint may be made to the principal, equity coordinator, teacher, counselor or any other school personnel with whom the complainant feels comfortable. If the report is to someone other than the principal it becomes the responsibility of that person to report the complaint to the principal in writing using the forms that are available in every principal's office or in the Office of the Superintendent of Schools.

So that all members of the school community will be made secure in bringing forth complaints, a volunteer member of the faculty from each building will be designated as an equity coordinator. Ideally, the equity coordinator will not be of the same gender as the principal. If the complaint involves the principal/supervisor, then the complainant may file the complaint with the Superintendent of Schools (508-291-3500) or the Title IX/Chapter 622 Coordinator: (508) 291-3500.

Upon receiving a complaint, the equity coordinator, or other member of the school community shall immediately notify the building principal who shall serve as the complaint hearing officer. The building principal or designee will **immediately** address the concern. Within twelve (12) working days, the principal shall forward all complaints to the Superintendent Schools and the Title IX/Chapter 622 Coordinator/Administrator of Special Education: (508) 291-3500.

The hearing officer shall respect, as much as possible, the privacy of the complainant, the person against whom the complaint is filed, and all witnesses. **ALTHOUGH EFFORTS WILL BE TAKEN TO PROTECT CONFIDENTIALITY, THIS IS NOT ALWAYS POSSIBLE IN HARASSMENT INVESTIGATIONS.**

In the event that students are involved in serious allegations as victim, perpetrator, or witnesses, the principal/designee will notify the parents/guardians of the allegations in a timely manner using appropriate discretion in the notification.

All complaints will be taken seriously. While the rights of all individuals will be protected, a program for monitoring an alleged situation of harassment will be developed immediately to prevent the possibility of any recurrence of the behavior. **Retaliation against a complainant will not be tolerated.** Appropriate disciplinary action will be taken against any party involved in the retaliation.

The penalty for harassment of member(s) of our school community will reflect the severity of the offense. Penalties may include, but will not be limited to any one or combination of the following: verbal admonition, written reprimand, suspension or expulsion from school, and/or counseling. Employees may be suspended without pay and/or terminated in accordance with procedures specified in the respective bargaining agreements.

V. INVESTIGATIVE PROCEDURES

The principal or designee shall consider every report of harassment seriously and shall investigate all reports immediately. The Title IX/622 Coordinator and other staff (e.g. school psychologist) shall assist the school hearing officer, as needed, in the investigative procedures and the identification and delivery of all necessary services to concerned individuals.

The person issuing the complaint as well as the individual against whom the complaint is filed shall be separately interviewed, with the goal of resolving the complaint at this level. If resolved, parties will be notified and documentation describing the incident and subsequent resolution shall be kept by the principal for one academic year. If the complaint is not successfully resolved, the principal shall continue with the investigation by interviewing other knowledgeable parties. Documentation supporting or discounting the allegation shall become part of the investigation process.

The principal shall complete the investigation and report within twelve (12) working days after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. During the hearing process, the cross examination of witnesses may be restricted at the discretion of the hearing officer. **If the allegations are substantiated, the principal or, in a case against an employee, the Superintendent (or his/her designee) must take immediate corrective and/or disciplinary action to resolve the situation.** Such action may include, but is not limited to, requiring an apology, direction to stop the offensive behavior, counseling or education, warning, suspension, exclusion, transfer, expulsion, or discharge. Follow up will be conducted to insure that neither continued harassment nor retaliation occurs. Follow-up procedures shall be documented.

As soon as the report is completed, it shall be filed with the Superintendent of Schools and the Title IX/622 Coordinator. Written findings will be provided to the concerned parties upon request and shall not deny the individual's right to pursue other avenues of recourse. All records of harassment shall be forwarded to the Superintendent and Title IX/622 Coordinator and shall be kept in a separate file, and only the Superintendent and the Title IX/622 Coordinator shall have access to these files.

Concerned parties will have the right of appeal to the Superintendent of Schools within ten (10) working days of receipt of the concluding report.

Alleged abuse by a parent, guardian, school staff, or other caretaker will be reported to the Department of Children and Families according to school policy and procedure. If allegations warrant, the sexual abuse unit of the local law enforcement agency shall be notified.

VI. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe that you have been subject to sexual harassment, you may file a complaint with either of the government agencies set forth below. Using the complaint process of the Wareham Public Schools does not prohibit the filing of a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days and MCAD - 6 months).

U.S. Equal Employment Opportunity Commission John F. Kennedy Federal Building 475 Government Center Boston, MA 02203 617-565-3200	Massachusetts Commission Against Discrimination - Boston Office The John McCormack Building One Ashburton Place - Room 601 Boston, MA 02108 617-994-6000
--	---

VII. DISSEMINATION OF POLICY INFORMATION

This policy shall be included in all handbooks (faculty and student) and shall be made available in all main offices. Faculty members, parents/guardians, and students will be informed of this harassment policy.

Faculty members will be provided with training helpful in the identification and prevention of harassment. Parents/guardians will be requested to acknowledge the harassment policy through a signature process. The students (K-12) will receive age appropriate harassment training.

SUMMARY OF HARASSMENT REPORTING/INVESTIGATION PROCESS

1	Victims of harassment should report allegations within one month or as soon as possible.
2	Witnesses of harassment are expected to report immediately the occurrence of harassment.
3	Informal interventions such as mediation or discussion may be used to resolve the matter.
4	A Harassment Report must be filed with the principal indicating an informal resolution or the need for investigation and a hearing if informal resolution is not successful.
5	In the event of serious allegations the principal will notify parents/guardians of all involved students in a timely fashion.
6	Investigation will include separate interviews with the alleged victim and perpetrator. Other knowledgeable parties may be interviewed.
7	Within 12 working days of the initial reporting the principal must conclude the investigation and provide reports to the Superintendent and Title IX/622 Coordinator. Written findings will be given to concerned parties upon request.
8	Concerned parties have the right to appeal to the Superintendent within 10 working days. The discipline of personnel will conform to bargaining agreements.

INTERNET SAFETY

Adopted, January 25, 2012

Introduction

It is the policy of Wareham Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Wareham Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Wareham Public Schools staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Coordinator of Technology or designated representatives.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. **SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

RETENTION POLICY

Amended: April 10, 2013

A. ELEMENTARY (K-4)

When a teacher/counselor or parent identifies a student as having serious academic problems, the following will occur:

Intermediary Intervention

- Review the student’s progress and confer with parent(s)
- Refer student to S.S.T. (Student Support Team) for consultation
- Consult with support staff
- Implement recommendations

Procedures for Retention Consideration

1. Review all academic/developmental information as well as attendance records
2. Parent, Teacher, and Administrative conference(s) held
3. Principal’s final decision determined and communicated

All members of the education community, including teachers, counselors, parents/guardians, administrators, and the student will work together to ensure that the student is appropriately placed and experiencing growth in academic, emotional, social, physical, and intellectual areas. In determining what is best for the whole child, parent involvement is crucial.

In following the Retention Policy, the Principal and Support Team will determine the recommended course of action planned for the next school year. This plan will include program modifications for the academic year the student is repeating, and whether or not the student will repeat the grade with the same teacher(s). Retention decisions will be made on a case-by-case basis. The Principal will make the final decision as to whether or not a student is retained.

SECURITY: VISITORS TO SCHOOL BUILDINGS

In order to properly provide for the safety of students and employees, the following procedures are to be followed in all school buildings.

1. All doors shall remain locked during school hours. Security equipment is installed in all buildings. All visitors will be asked to state their name and the nature of their business prior to gaining entrance to the school.
2. All visitors in the school must report immediately to the main office and sign in indicating the purpose for being in the building. The visitors will need to provide a MA state license or MA identification card. These cards will be scanned and a pass will be printed that must be visibly displayed while conducting the visit. There will be clear, visible signs indicating the responsibility of visitors at the entrances. The pass must be turned in upon leaving the building and the visitor must sign out.
3. The principal (or designee) may deny access to any individual not directly employed in the operation of the school who does not have a valid reason for being on school property or who disrupts the order of the school.
4. All visitors must follow fire drill and lockdown procedures. Follow teacher directions in the event of any of these drills. Visitors must exit the building during a fire drill, including being in the hallway, and must report to the nearest classroom or office area during a lockdown.

ANIMALS IN THE CLASSROOM: RECOMMENDATIONS FOR SCHOOLS

No animal shall be brought to school without prior permission of the building principal. The Wareham School District is committed to providing a high quality educational program to all students in a safe and healthy environment. School principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the principal to protect the health and well-being of students.

Student Health

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have

his/her health impaired and each student shall have full access to available educational opportunities.

Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Wareham School District.

Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs*, cats, wolf-hybrids, ferrets, etc.,) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

***Exception:** Guide, Hearing and Other Service Dogs or Law Enforcement Dogs - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools. SOURCE: MASC February 2011 REF: Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" Reviewed by SCPRSC: April 12, 2011 ADOPTED: June 8, 2011 Reviewed by SCPRSC: February 22, 2016 (no change) SC voted March 23, 2016 (no change)

SCHOOL SUPPLIES

All students are given paper, pencils, and crayons at regular intervals throughout the school year. These items are issued for in-school use only. While it is not necessary to do so, many students choose to bring in their school supplies. Children are responsible for the care and return of all school books and materials used at home. Parents/guardians will be charged for replacement of lost classroom books. It is recommended that children have a specific place at home for keeping their school materials and doing their homework.

CELEBRATIONS / SNACKS IN SCHOOL

The schools cannot accept special deliveries of items to students because it causes a disruption in instruction and office management. Please save these aspects of your child's birthday or personal celebration (including invitation distribution) for outside of school hours and for your home.

Parents/guardians must request permission from the classroom teacher ahead of time so he/she can determine if there are any food allergies or restrictions with the students before any special event snacks can be sent in. If given permission from the classroom teacher, snacks should be in "finger food" style that does not require items to be cut, need utensils or plates, or other supplies, to make it easy to eat during our "working snack." We ask parents/guardians to support our district Wellness Program by providing healthy snacks.

CLASSROOM DIRECTORY

Parents/guardians will be given the opportunity to voluntarily share personal contact information with other classroom families at the beginning of the school year. This information will be compiled and sent home to those who sign up. This contact information can be used for birthday invitations, setting up play dates, etc. A form will be sent home and will need to be returned to the classroom teacher.

GUIDANCE SERVICES

Guidance staff are available to meet with children on a short term basis as needed to address school related issues. Guidance staff work with students on a variety of developmental issues including learning and using appropriate social behaviors, and developing self-awareness and self-confidence. Guidance staff are also available to work with parents/guardians and teachers regarding school issues. Many times the counselor serves as a liaison/referral source to appropriate community agencies. We want to help your child have a happy, successful learning experience here at school.

DESKS, CLOSETS, AND LOCKERS

Desks and closets/lockers are school department property and are assigned to each student for the safekeeping of personal and school items. The school administration reserves the right to enter them at will.

MEDICAL INFORMATION

Registration/Emergency Contact Form

Emergency contact forms are sent home with every student at the beginning of the school year. We require the student's present home/ mailing address, telephone number, parents'/guardians' business phone numbers, and the names of three relatives or neighbors who can be called in the event of an emergency should the school be unable to locate parents/guardians. (Permission of these individuals should be obtained prior to the use of their names.) ***It is vital that this information be kept up to date and accurate.*** Parents/Guardians should notify the school office in writing of any changes in this information, (e.g., change of address, home or cell phone number, work number, or change in emergency contact person). This information is confidential and will be used only by authorized school personnel.

Vision/Hearing/Body Mass Index Screening and First Aid

The school nurse administers vision/hearing/body mass index screenings to K-4 students annually and makes referrals in cases of deficiency. The school nurse maintains health records and administers first aid to injured or ill children. In case of an accident or illness, after first aid is administered, the parent is notified and further care is given, if necessary.

Illness at School

For your child's welfare and for the protection of others it is important to keep your child home if he or she has:

- A fever over 100 degrees during the past 24 hours;
- A cold in the active stages;
- A sore throat and/or swollen neck glands;
- An undiagnosed rash or skin eruptions;
- Vomiting or diarrhea within the past 24 hours;
- Head lice that has not been treated and/or visible nits (eggs).

School personnel assume responsibility for determining whether your child should be sent home because of an illness commencing during school hours. Since accidents and illness can happen, the school secretary or nurse must have at least three local emergency numbers to contact individuals in case you cannot be reached at home or work. These numbers must be kept on file in the office and must be kept up to date at all times.

Signed Health Form

Students may receive medical treatment from a school nurse only if the Student Health Form, which has been signed by parent or guardian, is on file. If a signed health form is not on file, the school nurse will call the student's parent or guardian to receive verbal permission for treatment.

Medical Record and Physical Examinations

A medical record is kept for your child from pre-kindergarten through grade twelve. The Commonwealth of Massachusetts requires a periodic physical examination of every school-aged child. These examinations should be made by your private physician. You will be required to have your physician submit a medical form to the school.

By state law, every child attending public school must be immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, varicella and hepatitis B or otherwise risk exclusion from school. Documentation of these immunizations must be presented upon entry to school. No child will be allowed to start school until this documentation is received. For those students who are exempt from immunizations due to medical or religious reasons, documentation is also required before entry to school. Children entering kindergarten must have documentation of being tested for lead poisoning at least once in their lifetime.

Head Lice

Pediculosis (head lice) is a common problem among school children. If you find that your child has lice, please notify the school so that preventive measures can be taken. If you are unfamiliar with the problem, please call the school nurse for instructions on how to identify and treat lice. Children who have been identified as having head lice are excluded from school until they are treated. All lice and nits (eggs) must be removed before reentry to school. The school nurse will need to examine your child before returning to school.

PERSONAL ITEMS

Personal items such as toys, trading cards, collectibles, and all electronic devices are prohibited in school. Students in possession of any of these items may be subject to disciplinary action.

APPEARANCE/PROPER DRESS

Clothing does have an impact on behavior and seriousness of purpose with regard to schoolwork.

1. In the interest of maintaining the required school climate essential to meaningful teaching and learning, the Principal may ban dress that is inappropriate due to health, safety, and/or disruption to the educational process. The Principal or Assistant Principal is authorized to send offending students to the nurse's office for a change of clothes or home to change their clothing if such clothing is determined by the Principal or designee to be inappropriate for educational purposes.
2. Standard of Dress for students shall comply with the following guidelines:
 - a. Dress must not interfere with the educational process or the rights of others to secure an appropriate education.
 - b. Dress must not be unsafe or destructive of school property (e.g., flip-flops due to stairs, cleats, or wheels that scratch the floors).
 - c. Bare midriffs, see-through garments, pajamas, bare backs, halter tops, low-cut blouses and pants, tank-tops with less than a one inch strap, cut-offs, micro-mini skirts, hats, head gear, bandanas, handkerchiefs, hoods, sweatbands, and sunglasses are not to be worn in school.
 - d. Clothing or jewelry with obscenities, profanity or pictures of alcohol, drugs, and tobacco shall not be worn.
3. Coats, jackets, and sweatshirts with hoods up are not to be worn in school during the school day. Exceptions to this policy will be made by the administration should heating or weather conditions warrant.
4. It is strongly urged that parents put their child's name on the inside of each item of his/her clothing (i.e. coats, boots, gloves, hats, sweaters, raincoats). Each year we have many lost articles that we cannot identify. Each school maintains a "lost and found" location within the schools. Items that are unclaimed for an extended period of time will be donated to a local charity.

REPORTING STUDENT PROGRESS

The purpose of conferences and written reports is to provide a basis for effective parent and teacher communication. Report cards are distributed three times a year in grades K-4. Teachers will notify parents/guardians of any concerns related to student performance throughout the year.

HOMEWORK REQUIREMENTS

Philosophy

The Wareham Public Schools believe that meaningful homework assignments are necessary and when assigned systematically, provide additional time for learning that contributes toward improving the student's academic achievement. Homework builds on classroom work, encourages the development of self-discipline, develops responsibility, and strengthens the partnership between the parents/guardians and the school. Homework increases opportunities for parental/guardian involvement in the child's learning. It enhances cooperation among the child, parent/guardian and the school and promotes the academic and vocational success of the student.

Definition

Homework is defined as any instruction-related tasks and activities approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

Guidelines

All administrators, teachers, and parents/guardians responsible for the education of Wareham Public School students are expected to construct their efforts in such a way as to promote these homework requirements in every appropriate and conceivable manner.

Homework will be assigned according to the following guidelines:

- Homework shall be based on instructional objectives and assignments made at the appropriate students' instructional level.
- Homework shall be recognized by students, parents/guardians, and teachers as part of the students' requirements.
- Homework assignments should be a purposeful extension of independent practice. The assignment should be initiated in the class to ensure students' proper understanding, and completed outside of the classroom.
- Homework assignments should reinforce a variety of study skills in all subject areas.
- Homework should encourage students to use external resources such as materials in the public library, whenever possible.
- Homework may encourage the use of technology as a learning tool and its applicability will be determined by the classroom teacher.
- Homework assignments shall be monitored, evaluated, and may be considered in determining the subject grade.
- Homework assignments shall be reviewed with students.
- Student/teacher interaction is necessary to promote positive attitudes toward homework and meaningful learning experiences.
- Homework assignments shall encourage and promote positive opportunities for parent/guardian and child interaction.

Purposes

Homework is valid when it is used:

- To reinforce learning through practice, application, integration and/or extension of knowledge and skills.

- To develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- To stimulate imagination, originality, and creativity.
- To enhance home/school communication and provide for increased curriculum understanding.
- To encourage a follow up of worthwhile school activities into permanent leisure interests.
- To involve parents/guardians in the learning process of their children.

INSTRUCTIONAL CONNECTIONS

Practice

Practice assignments are given to provide the student an opportunity to reinforce content which has been presented and practiced in class. For example, the math teacher assigns the student additional problems for homework after the math concept has been both presented and practiced in class.

Preparation

Activating prior knowledge prepares students to connect that knowledge with the new concepts to be taught; providing experiences for the students to connect with unknown concepts and knowledge. For example, the teacher may assign the students to interview their parent/guardian about family traditions prior to an introduction to the concepts of ethnicity and culture.

Extension

Extension assignments challenge students to demonstrate understanding and applications of the knowledge and skills learned. For example, the teacher may assign a choice of projects in which students would be challenged to apply and extend a science concept already taught.

Creativity

Creativity assignments enhance knowledge by stimulating the students to utilize their unique talents through projects, demonstrations, art, drama, or music. The teacher may assign a choice of projects in which students would demonstrate an understanding and interpretation of a story they have read.

Most importantly homework review is a critical component in the homework process to provide:

1. Opportunities for students to check for correctness.
2. Opportunities for teachers to check student understanding, provide feedback to students, and plan individual future learning experiences.
3. Opportunities for parents/guardians to see academic content and review assignments.

Responsibilities for Elementary Schools

Each school will implement homework standards and procedures based upon the following requirements. These standards and procedures will be reviewed and explained to staff, students, and parents/guardians at the beginning of each school year. Consequences may be given to students who do not complete and return homework.

Administration:

- ◆ Implement the homework requirements.
- ◆ Disseminate requirements to teachers, students, and parents/guardians.
- ◆ Supply a homework folder (1 folder per child per year).

Teacher:

- ◆ Implement the homework requirements.
- ◆ Communicate with families in September, individual classroom homework procedures and routines. In addition, long term project assignments and due dates need to be communicated to parents/guardians during the school year.
- ◆ Encourage families to review homework assignments.
- ◆ Provide purposeful homework assignments. Utilize the homework folder system.
- ◆ Assign homework according to age, maturity level, individual needs and interests of the students.
- ◆ Establish standards relative to format, neatness, and procedures.
- ◆ Be sure students understand and know how to complete assignments successfully.
- ◆ Expect students to spend the recommended average time in K-4.
- ◆ Explain to students that homework assignments can affect grades.
- ◆ Grade level teachers will coordinate homework assignments.
- ◆ Consider the availability of resource materials when creating assignments.
- ◆ Review homework with the class and assess students' understanding.

Parents/Guardians:

It is the belief of the Wareham Public Schools that the involvement of parents/guardians is beneficial to a child's academic growth and achievement. It is the responsibility of the parent/guardian to:

- ◆ Read and discuss the homework requirements with your child.
- ◆ Provide necessary assistance and a positive, supportive attitude for completing assigned tasks.
- ◆ Provide a routine time and appropriate environment for study and learning.
- ◆ Review homework with the child consistently.
- ◆ Promptly communicate any questions or concerns regarding homework assignments to your child's teacher.
- ◆ Utilize the homework folder as a vehicle for direct communication with the teacher.
- ◆ Monitor the use and return of the homework folder.

Student:

- ◆ Make sure you understand the homework assignment(s) before leaving school.
- ◆ Use the homework folder to keep and carry homework to and from school. It is an important tool to help you with organizing your assignments and completed work.
- ◆ Arrange with parents/guardians for a place to do your homework.
- ◆ Schedule time for homework that is compatible with family and after school activities.
- ◆ Do your homework with a minimum of parental help.
- ◆ Do homework assignments as carefully and as neatly as in-school work.
- ◆ Complete and return homework on time. Budget your time for long term projects.

HOMEWORK TIME FRAME

Kindergarten

Homework assignments should be designed to promote language and mathematical development and school readiness. The central idea of kindergarten homework is parent-child interaction. It is strongly encouraged that the kindergarten child be read to at home each day.

Grades K-4

Homework assignments should give students an opportunity to prepare, review, practice, and further explore materials taught in class, and should vary in form, e.g., oral and written drill, study, recreational reading, written assignments, and preparation of reports.

Recommended Average Time*

Kindergarten	15-30 minutes per day
Grade 1	15-30 minutes per day
Grades 2-3	30-45 minutes per day
Grades 4	30-60 minutes per day

*Times may vary 15-20 minutes per day depending upon the individual student and their approach to the assignment.

CLASSROOM ASSIGNMENT

The Principal is responsible for the classroom assignment of children at the beginning of the school year and for children transferring into the school during the school year. In making classroom assignments, the Principal will consider the following factors:

The factors that will provide the most efficient and effective classroom program for all children at a given grade level and for the school in general. These include consideration of:

- a. class size
- b. placement of special needs and academically able children
- c. appropriate instructional grouping
- d. social dynamics of the group
- e. appropriate balance of boys and girls
- f. other considerations specific to the effective operation of the school
- g. the educational recommendations of the present classroom teacher

SCHOOL BREAKFAST AND LUNCH PROGRAM (Grades PreK-4)

All schools in Wareham serve a breakfast and hot lunch daily. Cafeteria managers are responsible for the planning of well-balanced school lunches. There is no charge for all students for breakfast and lunch. All preschool-12 students are eligible to receive a free breakfast and a

free lunch. If students opt to bring their own lunch, they may buy milk for \$.50. Snacks are available to purchase at lunch. A copy of the menu is published online. It is the responsibility of the students and their parents/guardians to be aware of their account balances and make sure funds are available for purchasing snacks or milk for lunches brought from home. Payment can be made by cash, money order, or online at www.myschoolbucks.com. **No personal checks can be accepted.** The Wareham Public Schools' cafeterias use a computerized debit system for food purchases. This system helps to prevent fraudulent use of accounts, records student participation, and provides confidentiality.

WALKERS AND EARLY ARRIVALS TO SCHOOL

Students may not arrive prior to the designated supervised time. The school does not provide supervision prior to this time. **Students must remain and be supervised by the adult dropping them off at school prior to the designated start times of each school as listed below.**

SCHOOL SESSIONS

Elementary buses begin arriving at 8:25 AM at Decas and 8:25 for Minot
Instructional Times:

<u>John W. Decas</u>	Grades K-2	8:35 AM - 2:45 PM
<u>Minot Forest:</u>	Grades 3-4	8:35 AM - 2:45 PM
<u>Minot Forest:</u>	Preschool	
	AM Buses begin arriving	8:25 AM
Instruction begins:	AM Pre-K Bus students	8:35 AM – 10:55 AM
	AM Peer models arrive	8:25 AM
Instruction begins:	AM Pre-K Peer models	8:35 AM – 10:55 AM
	PM Buses begin arriving	12:20PM
Instruction begins:	PM Pre-K Bus students	12:25 PM - 2:45 PM
	PM Peer models arrive	12:25 PM
Instruction begins:	PM Pre-K Peer models	12:30 PM - 2:40 PM
	Full-day students arrive by bus	8:25 AM
Instruction begins:	Full-day students	8:35 AM - 2:45 PM

PHOTO AND VIDEO RELEASE
PARENT OR GUARDIAN PERMISSION

At times, teachers may collect student work using various technologies. The collections gathered in this way will be used for student and teacher presentations, cable television, and to show student work in the final published product at exhibitions or in the newspaper. **If you would not like your child to participate in sharing their photo or work for public viewing, please notify the school principal in writing by September 30.**

On occasion, we receive requests from parent groups and others (i.e. student photography company) for student information. Schools are authorized to release the name, address, telephone number and other information concerning students. If you wish to request that information not be released without prior consent, please notify your child's principal in writing.

ADMINISTRATIVE CONTACT LIST FOR 2016/2017 SCHOOL YEAR

SCHOOL COMMITTEE

Mr. Melvin Lazarus, Chair
Ms. Judith Caporiccio, Vice Chair
Mr. Geoffrey Swett

Dr. Clifford Sylvia Secretary
Ms. Mary Morgan

SUPERINTENDENT OF SCHOOLS

Phone number:

Dr. Kimberly Shaver-Hood

508-291-3500

BUSINESS MANAGER

Mr. Michael MacMillan

508-291-3500

DIRECTOR OF CURRICULUM AND INSTRUCTION

Dr. Andrea Schwamb

508-291-3500

ADMINISTRATOR OF SPECIAL EDUCATION

508-291-3500

Mrs. Beverly Shea

TRANSPORTATION/OPERATIONS MANAGER

Mr. Jamie Andrews

508-291-3574

PRESCHOOL & ELEMENTARY ADMINISTRATION

Mrs. Joan Seamans, Principal- Minot Forest School 508-291-3555

Mr. Marc Bell, Asst. Principal- Minot Forest School 508-291-3555

Mrs. Robin Murphy, Asst. Principal- Minot Forest School 508-291-3555

Mrs. Denise Tobin, Asst. Principal- Minot Forest School 508-291-3555

Mrs. Donna Noonan, Principal- John W. Decas Elementary School 508-291-3530

Mrs. Bethany Chandler, Asst. Principal- John W. Decas Elementary School 508-291-3530

Mrs. Jo-Anne Gibbs, Asst. Principal- John W. Decas Elementary School 508-291-3530

Mrs. Wendy Miranda, Asst. Principal- John W. Decas Elementary School 508-291-3530

TABLE OF CONTENTS

INTRODUCTION-----	1
ABSENCE FROM SCHOOL-----	9
ADMINISTRATIVE CONTACT LIST-----	51
ADMISSIONS POLICY-----	4
ADMISSIONS PROCEDURES-----	6
ANIMALS IN THE CLASSROOM-----	40
APPEARANCE/PROPER DRESS-----	44
ATTENDANCE-----	8
BREAKFAST AND LUNCH PROGRAM-----	48
BULLYING PREVENTION AND INTERVENTION-----	29
BUS CONDUCT REPORTS-----	28
BUS VARIANCE FOR ALTERNATE LOCATION-----	28
CANCELLATION OF SCHOOL-----	12
CARE OF BOOKS AND EQUIPMENT-----	14
CELEBRATIONS/SNACKS IN SCHOOL-----	41
CELLULAR PHONES AND PORTABLE ELECTRONIC DEVICES-----	15
CHILD ABUSE/NEGLECT REPORTING-----	11
CLASSROOM ASSIGNMENTS-----	48
CLASSROOM DIRECTORY-----	42
CLOSING A SCHOOL BUILDING-----	13
CODE OF CONDUCT-----	19
COMMUNICATION BETWEEN HOME AND SCHOOL-----	2
DANGEROUS WEAPONS-----	20
DELAYED SCHOOL OPENING-----	13
DESKS, CLOSETS, AND LOCKERS-----	42
DISCIPLINE-----	20
DISCIPLINE PHILOSOPHY IN THE ELEMENTARY SCHOOLS-----	20
DISCRIMINATION, HARASSMENT, AND/OR BULLYING-----	20
DISMISSALS-----	10
DUE PROCESS RIGHTS-----	22
EARLY CHILDHOOD PROGRAMS PHILOSOPHY-----	4
ELECTRONIC ARCHIVES-----	15
EMERGENCY DISMISSALS-----	13
EXCESSIVE ABSENCES-----	9
FERPA- NOTIFICATION OF RIGHTS-----	16
FIELD TRIPS-----	14
GUIDANCE SERVICES-----	42
HARASSMENT POLICY-----	33
HAZING POLICY-----	31
HOMELESS-EDUCATIONAL SERVICES FOR STUDENTS-----	5
HOMEWORK REQUIREMENTS-----	45
HOMEWORK TIME FRAME-----	48
IN-SCHOOL ILLNESS-----	10
INSTRUCTIONAL CONNECTIONS-----	46
INTERNET SAFETY-----	37
MEDICAL INFORMATION-----	42
NON-CUSTODIAL PARENT INFORMATION-----	15
NON-RESIDENT ADMISSIONS-----	7
NOTICES-----	12
PERFECT ATTENDANCE-----	10
PERSONAL ITEMS-----	44
PHOTO AND VIDEO RELEASE-----	50
PLANNED ABSENCES/VACATION-----	8
PPRA-NOTIFICATION OF RIGHTS-----	17

REPORTING STUDENT PROGRESS-----	44
RESIDENCY REGULATIONS-----	7
RETENTION POLICY -----	39
RIGHT TO AN EQUAL EDUCATION -----	5
SCHOOL PROCEDURES-----	11
SCHOOL SESSIONS-----	49
SCHOOL SUPPLIES-----	41
SEARCH AND SEIZURE-----	18
SECURITY: VISITORS TO SCHOOL BUILDINGS-----	40
SPECIAL SUBJECTS-----	14
STUDENT RECORDS-----	15
STUDENTS' RIGHTS AND RESPONSIBILITIES-----	5
SUPERVISED OUTDOOR PLAY-----	14
SUSPENSION OF BUS PRIVILEGES-----	29
TARDINESS-----	10
TRANSPORTATION-----	27
TRUANCY-----	11
WALKERS AND EARLY ARRIVALS TO SCHOOL-----	49
WITHDRAWAL PROCEDURES-----	8