

WRENTHAM PUBLIC SCHOOLS

PARENT AND STUDENT HANDBOOK

2016 - 2017



Vision Statement

The vision of the Wrentham Public Schools, in partnership with families and the community, is to educate the whole child, ensuring academic success, while developing the individual talents and skills of all its students. Our students will become reflective, life long learners, who are respectful and responsible contributors to a global society.

Mission Statement

The mission of the Wrentham Public Schools, in partnership with families and the community, is to establish a safe, supportive, and structured environment in which our students can achieve individual success. To assist our students in becoming reflective, life long learners, the Wrentham Public Schools will provide multi-faceted learning experiences through highly effective, consistent teaching practices and curriculum. Opportunities will be provided for students to make connections between their actions and the world around them.

Core Values

Respect * Communication * Collaboration *
Responsibility * Continuous Growth and Learning

Wrentham Public Schools

Parent and Student Handbook

If you require any portion of this handbook translated into your native language, or require an interpreter at school-based meetings, please contact the Wrentham Public Schools Superintendent at 508-384-5430.

Spanish:

Si usted necesita de cualquier parte de este manual traducido en su idioma nativo o si necesita de un intérprete en las reuniones que tomarán lugar en la escuela, por favor entre en contacto con el superintendente @ 508-384-5430.

Portuguese:

Se você precisar de qualquer parte deste manual traduzida em sua língua nativa, ou se necessitar de um intérprete nas reuniões que terão lugar na escola, por favor entre em contato com o superintendente @ 508-384-5430.

Thai:

ผู้อำนวยการโรงเรียน
นางสาวกัญญา วัฒนไพบูลย์
หรือประสานงาน
ผู้อำนวยการโรงเรียน
ผอ. กวณพัฒน์ 508-384-5439

ทางโรงเรียน
กรุณาติดต่อ
เจ้าหน้าที่

Arabic:

ننزل روتكده بكتكم لصتا ،تسردملا تاعامتجا ل للاخ كدعاسل مجرتم ىلإ تجاتح اذإ وأ ،كتغل ىلإ مجرت ليلدلا اذه عزخ ي اىلإ تجاتح اذ
مقرلا ىل ع نوريمك
9345483805
508-384-5430

Nondiscrimination Statement

Wrentham Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, or any other category protected by federal or state law.

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District Information

The Wrentham Public Schools consists of four buildings in a campus setting. Students are escorted by adults when they walk between the schools.

Delaney School

Pre-K-Grade 3
Student Services Office
Food Service Office

Janelli Annex

Superintendent's Office
Curriculum Office
Business Office

Vogel School

Technology Office
BICO Classrooms

Roderick School

Grades 4, 5, & 6

School Committee Members

Dr. Tracey Murphy, Chair
Mr. Eric Greenberg, Vice Chair
Mrs. Danielle Schmitz, Secretary
Mr. Edward Goddard, Esq.
Mrs. Erin DeStefano

From the [Massachusetts Department of Elementary and Secondary Education](#) website: "The School Committee establishes educational goals and policies for the schools in the district, consistent with the requirements of law and the statewide goals and standards established by the Board of Education. The School Committee has oversight of and responsibility for the school system, sets the direction in which the system must go, and establishes criteria to determine if its goals and policies are being met."

The Wrentham School Committee meets in the Roderick School library at least once per month during the school year. The meetings start at 7:00 p.m. and are open to the public. Meeting dates are listed on the Wrentham Public Schools website: <http://www.wrentham.k12.ma.us/>

Superintendent's Office

Phone: 508-384-5430 Fax: 508-384-5444
Dr. Allan Cameron, Superintendent - camerona@wrenthamschools.org
Mrs. Laurie Dumas, Administrative Assistant - dumasl@wrenthamschools.org

Curriculum Office

Ms. Kristin Dystra, Director of Curriculum, Instruction, and Assessment - dykstrak@wrenthamschools.org
Mrs. Laurie Dumas, Administrative Assistant - dumasl@wrenthamschools.org

Business Office

Mrs. Beth Gilbert, Business Manager - gilbertb@wrenthamschools.org
Mrs. Nancy Nickerson, Assistant Business Manager - nickersonn@wrenthamschools.org

Delaney School Office

Phone: 508-384-5430 Fax: 508-384-5445
Mrs. Colleen Wagstaff, Principal - wagstaffc@wrenthamschools.org
Ms. Kathleen Maloney, Lead Teacher for Student Support, maloneyk@wrenthamschools.org
Mrs. Toni Rando, Administrative Assistant - randot@wrenthamschools.org
Mrs. Jill Goddard, Administrative Assistant - goddardj@wrenthamschools.org
Mrs. Kerry Richardson, School Nurse - richardsonk@wrenthamschools.org
Mrs. Julie Cashman, School Nurse - cashmanj@wrenthamschools.org

Roderick School Office

Phone: 508-384-5430 Fax: 508-384-5446

Dr. Vanessa Beauchaine, Principal - beauchainev@wrenthamschools.org

Ms. Kathleen Maloney, Lead Teacher for Student Support, maloneyk@wrenthamschools.org

Mrs. Linda Chambers, Administrative Assistant - chambersl@wrenthamschools.org

Ms. Carly-Rae Haughey, School Nurse – haugheyc@wrenthamschools.org

Student Services

Phone: 508-384-5430 Fax: 508-384-9632

Mrs. Karen McNamara, Director of Student Services - mcnamarak@wrenthamschools.org

Ms. Casey Geary, Team Chair - gearyc@wrenthamschools.org

Mrs. Deb Webster, Administrative Assistant - websterd@wrenthamschools.org

Technology

Phone: 508-384-5430 Fax: 508-384-5445

Mr. Sean Ahern, Director of Technology - aherns@wrenthamschools.org

Mr. Scott Massey - Network/Technician - masseys@wrenthamschools.org

Ms. Christina Gilbert – Website/Technician - gilbertc@wrenthamschools.org

Mr. Timothy Bickford - IT/Technician - bickfordt@wrenthamschools.org

Food Services

Mrs. Judy White, Director of Food Services - whitej@wrenthamschools.org

Attendance Regulations

All students are expected to be in attendance each day unless they are ill, a family emergency arises, or for a religious observance. Blackboard Connect will monitor your student's attendance. When a student is absent from school for three consecutive days and the teacher has not been notified as to the reason for the absence, the school nurse will contact the student's home. Students returning to school after a communicable disease and/or five consecutive days absent must also have a doctor's note and report to the school nurse before returning to the classroom. Parents of students who are continually absent (six or more days per term) will be contacted in writing by the principal.

Entrance Age

The Commonwealth of Massachusetts requires that any person of elementary school age attend school each day that it is in session. Wrentham Public Schools has established age requirements based on the Massachusetts General Laws and sound educational practice.

Kindergarten

All students who will be five years of age by August 31st of the same school year are eligible to enter kindergarten.

First Grade

All students who will be six years of age by August 31st of the same school year are eligible to enter first grade. Exceptions shall be made by the superintendent for new students who have successfully completed kindergarten in another public school district or an accredited kindergarten program.

Health Requirements

Physical Examination Requirements in Kindergarten and Grade 4

All students entering kindergarten and fourth grade are required to have a physical examination. This should be completed by your family physician. Written verification of the physical examination is required to be part of

every student's Health Record.

Immunization

In accordance with Massachusetts State Law, Chapter 76, and Section 15: "All school students must be successfully vaccinated against and immunized against diphtheria, pertussis, tetanus, measles, mumps, rubella, varicella, and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department, unless there are medical or religious contraindications." Therefore, no student may enter the Wrentham Public Schools until the school nurse has all of the necessary immunization certifications. Dates are required, including both month and year of the immunizations, plus the physician's signature. State law also requires that every student entering kindergarten must present evidence of being screened for lead poisoning.

Arrival and Dismissal

Classes begin at 8:20 a.m. Those students who ride with parents or walk should arrive at school **no earlier** than 8:10 a.m. At this time students should go directly to their classroom. After 8:20 a.m. parents are required to check their student in at the appropriate office. Students are dismissed at 2:45 p.m.

- **Delaney School Drop Off:** Please drop students in grades K-3 in front of either entrance to the Delaney School. You may not leave your vehicle unattended in the fire lane.
- **Roderick School Drop Off:** Please drop students in grades 4-6 at the Randal Rd. entrance, across from the Fiske Library. Please do not enter or park in the bus loop between the schools due to bus traffic.
- Please note, parents must send a note with the student at the beginning of the day if he/she is to be dismissed before the end of the school day.

Tardiness

Whenever a student arrives late to school he/she must report to the Delaney, Janelli Annex, or Roderick Office and be signed in by a parent. Students who arrive at school after 8:20 a.m. will be marked tardy. We encourage all students to be punctual as arriving late to school is disruptive to a student and the student's classroom. Chronic tardiness (six or more in a term) will be addressed in writing by the principal.

Early Dismissal

Parents must come into the office for a student who is to be dismissed. If a student is to be dismissed during the school day, a note is required. Every attempt should be made to schedule doctor and dental appointments around school hours, so as to not interfere with the learning process. The person picking up the student for early dismissal is expected to meet the student at the Delaney, Janelli Annex, or Roderick office and sign the student out of school before leaving the building.

Early Release Days

On early release days, school is dismissed at 12:00 p.m. No lunch will be served on these days. Parent/Teacher Conferences occur on two early release days following the first trimester and two early release days following the second trimester. The Wednesday prior to Thanksgiving is also an early release day. Please refer to the school calendar for the exact dates. Morning kindergarten will be dismissed at the regular time on early release days.

Vacations

There are three scheduled weeks of vacations during each school year. These vacations take place during December, February, and April. Please refer to the school calendar for the exact dates. We ask parents to make every effort to plan family vacations according to the school schedule. Vacations taken during school time will be counted as unexcused absences. Parents should notify the school in writing prior to any vacation. Students are responsible for any make-up work. This work is to be completed upon the student's return during an agreed

amount of time set by the classroom teacher. Most of the assignments given to students are a direct extension of classroom instruction; therefore teachers will not be required to assign work in advance.

School Cancellations and Delays

The school district will use a telephone and email service called Blackboard Connect to notify parents of school cancellations and/or delays. Local radio and television stations will also be notified.

Withdrawal of Students

If you are moving and are withdrawing your student from school, please come to the main office a few days prior to the withdrawal date in order to complete the necessary paperwork. (i.e. the official transfer slip and request for school records form.)

Home Education Application

Parents who wish to withdraw their students to teach them at home must complete the application procedure outlined in Wrentham School Committee Policy Guide and available on the [School Committee page](#) of the Wrentham Public Schools website. Please contact the Director of Curriculum, Instruction, and Assessment if you have any questions about the process.

Health Services

Each school has at least one full-time registered nurse available to students. Parents are encouraged to contact the school nurses to inform them of medical conditions, particularly if medication must be administered at school. The school nurse may be reached by calling the school office.

Screenings

The following screening tests are mandated by state law. The school will notify a student's parents or guardians if there are concerns as a result of the screening.

1. Vision
2. Hearing
3. Postural Screening of all 5th and 6th grade students
4. Body Mass Index (BMI) Screening of all 1st and 4th grade students

Life Threatening Allergy (LTA)

Parents of students with an LTA must contact the school nurse to implement the procedures outlined in our Life Threatening Allergy Policy. See section JR of the School Committee Policy [here](#).

Illness

Students who are ill should not attend school, especially if they have a fever or any other symptoms which might indicate that they might be ill. If your student becomes ill during the day, parents/guardians will be notified. School personnel will care for your child until a parent or guardian can arrive at the school. Students returning to school following an illness should be completely recovered and able to participate in the school program, including physical education and recess. Upon a student's return to school, parents must send in a note explaining the nature and duration of the illness.

Head Lice

Occasionally, one of the problems that students have is head lice (pediculosis). Head lice are easily transmitted from one person to another.

- When a student is suspected of having head lice, the school nurse will examine the student. If the results are positive, the parents will be notified by the nurse.
- All of the students in that class will then be examined. The nurse will also examine any siblings

attending Wrentham Public Schools.

- A student will not be readmitted until he/she has been examined by the nurse and is free of nits.
- A notice will be sent home with all students in the classroom.

Medication

Medicating students in pre-kindergarten through grade six is the responsibility of the students' parents and their physicians.

Medication cannot be administered to students without a **Medication Administration Form** signed by a parent or guardian and, in the case of prescription medications, by the licensed prescriber. The medication must be sent to the school nurse with the appropriate form and the medication must be in an original, clearly marked container. Medication Administration Forms are available in the Nurse's Office and on our website. All medication must be transported to school by a parent or guardian or their adult designee.

1. All parents who require that their students be medicated during school hours are to contact the nurse by telephone or in writing. The nurse will give the parent the proper forms to be filled out and signed. If a drug is a prescribed medication, both the physician and the parent must sign the school forms. Under no circumstances should any medication be brought to school without first contacting the school nurse, who will then make a medication delivery plan with the parent.
2. All medicines must be delivered to the nurse by the parent, and medication will be placed in a secured area. **Absolutely no medication is to be brought to the school by the student.**

The medicine is to be in a prescription bottle from the pharmacy, bearing the following information:

Name of Student

Name of Drug

Dose of Drug and instructions on administration

Name of Physician

Date

In the case of students who have known adverse reactions to insect bites, and the parents have provided the school with the medication (Epi-pen or ANA kit), the nurse will instruct the teacher and principal in the proper administration if the nurse is not in the building when needed. Medication on field trips is the responsibility of the parents. Teachers are not responsible for administering daily medication to students while out of school on a field trip.

Wellness Policy and Procedures

The Wrentham Public Schools recognizes the important relationship between wellness, academic success, and lifelong health. The intent of this policy is to outline the school's commitment in support of wellness in the areas of nutrition, physical activity and other school based activities that promote health and wellness.

Wrentham Public Schools developed a Wellness Policy in accord with section 204 of Public Law – June 30, 2004: Child Nutrition and WIC Reauthorization Act of 2004. Please visit the [School Committee section](#) of the Wrentham Public Schools website to read the policy. The Wellness Policy is reviewed annually by a committee of parents, teachers, administrators, and School Committee members.

To comply with the expectations outlined in Massachusetts General Law c 111 223 "An Act Relative to School Nutrition", foster student safety, and promote equitable student experiences in all classes, **no food is allowed in classrooms other than students' individual snacks and lunches.** Teachers and parents are encouraged to choose non-food items for celebrations.

Exceptions to the above may be made at the discretion of the building principal for special events. Teachers must submit a *WPS Wellness Policy Food Event Request Form* to the principal at least two weeks prior to the event for approval by the principal and school nurse. Food items must be safe for students with food allergies and comply with the expectations outlined in Massachusetts General Law c 111 223 “An Act Relative to School Nutrition:

- Water, low-fat milk, and 8 ounces of 100% juice
- Fresh fruit and vegetables
- Snacks made of at least 51% whole grain, 200 calories or fewer per serving, and pre-packaged
- No artificial sweeteners or trans fats

Accommodations will be made so that all students can participate in classroom events that involve food.

Parents are encouraged to contact the school nurse or principal if they have any questions or feedback about the Wellness Policy. The Wellness Committee meets throughout the school year to update the Wellness Policy. Please let your nurse or principal know what works well and what we can improve.

Security and Safety

The safety of all students is of the utmost importance to the administration, faculty, and staff of the Wrentham Public Schools. Please note that all doors are locked during school hours and remain locked until after dismissal. The only doors at each school that provide access for visitors and volunteers during the school day are the exterior doors closest to each office. A doorbell will alert our office staff to your presence.

Outside of the regular school day, a school building may be open to accommodate the use of school facilities for previously approved school sponsored or community sponsored events. Only those people participating in the approved programs may enter the building. Participants may use only the approved area, the direct route to that area, and the nearest restrooms. Adult supervisors of activities are responsible for maintaining proper procedures for the safety and security of participants and for the proper use of school facilities.

Access to school buildings and grounds outside of regular operating hours will be limited to personnel whose work requires it.

School Visitors

Visitors and parent/community volunteers in our schools enhance the learning process; however, they also increase the number of people who enter the school buildings. In order to provide for the safety of students and staff members, these procedures are to be followed by all visitors, including regularly scheduled volunteers.

Please note that visitors will not be allowed to go to a classroom unless arrangements have been made with the teacher ahead of time. This allows for a non-disruptive classroom environment.

All visitors (including parents) to our schools **MUST** report to the office of the school building being visited before proceeding to any other section of the building. Visitors are expected to go directly to the designated location and leave directly at the conclusion of the scheduled visit. Visitors are not allowed to visit areas of the school without prior approval to ensure the safety of the students and staff members. All visitors will be required to sign in and wear a “visitor’s badge” which must be visible to all. Visitors must sign out when leaving the building. Visitors must keep student information and observations confidential at all times.

Visitors entering the school at dismissal time will enter and exit through the designated doors at the **Delaney cafeteria**, and will be required to show a valid driver's license to staff which will be matched to the daily dismissal list generated by parent permission.

School Volunteers

All people wishing to volunteer in classrooms and other learning spaces must complete and adhere to the *Volunteer Expectations*, which may be obtained in any of the school offices. We encourage parents to contact their students' teachers or the building principal with questions. Volunteers must keep student information and observations confidential at all times.

C.O.R.I. and Fingerprint Requirements

All school volunteers are required to complete a Criminal Offense Record Information (C.O.R.I.) check. The superintendent can authorize additional C.O.R.I. checks as deemed necessary. The C.O.R.I. process must be completed prior to a volunteer providing service. Volunteers who will be alone with students (for example, the Camp Bournedale trip in grade 6), are also required to fulfil the fingerprint requirements. Please call the Business Office or contact Business Manager Beth Gilbert at gilbertb@wrenthamschools.org if you have questions about C.O.R.I or fingerprint requirements.

Parent/School Partnership

Frequent communication between the students' parents and teachers is an essential component of an effective education program. Parents are encouraged to contact teachers when they have questions, concerns, or compliments. Parents should contact the principal if communication with the student's teacher does not resolve an issue. The teachers' and principals' email addresses are located on the district webpage: www.wrentham.k12.ma.us.

Class Assignments

Many factors and perspectives are considered when a student is placed in a particular class. We encourage parents to share information with principals about class assignments. The principals will consider parent feedback prior to making class placement decisions. While parents may provide information regarding their student's learning style during the placement process, they may not request a specific teacher.

Emergency Information

Each September, parents are required to update emergency information for each student via the Aspen Parent Portal. Please contact the school office if you need a hard copy of the form. We ask parents to notify the school as soon as possible when changing addresses, telephone numbers, or e-mail addresses during the school year.

Open House

Open House is held in each school by the end of September. School principals will inform parents of the specific dates and times. At Open House, teachers give an overview of the curriculum, explain classroom rules and procedures, and answer general questions as they pertain to their classroom. This is not intended to be used for individual conferences. Open House is designed for parents and is not appropriate for students.

Report Cards and Parent/Teacher Conferences

WPS provides parents of students in kindergarten through grade 6 with feedback on student progress throughout the school year via report cards and Parent/Teacher conferences. WPS is conducting a review of our current report cards. The purpose of the review is to ensure that the report cards align with the Massachusetts Curriculum Frameworks, communicate relevant information clearly to parents, and demonstrate student growth. Changes to the report cards will occur over the next few school years. Students' parents will have opportunities to provide feedback on the changes. The dates of the report cards and parent/teacher conferences are available on the district calendar, which can be found on the district webpage: www.wrentham.k12.ma.us.

Parent/Teacher Organization

The PTO is a non-profit group that organizes events and raises funds for enrichment programs and materials for the students and schools. Parents are essential to making the PTO fun and effective. If you are interesting in volunteering, please visit the PTO page on the district website: www.wrenthamschools.org.

W.E.S.T.

The Wrentham Elementary Schools Trust (W.E.S.T) is a 501(c) 3 non-profit organization incorporated to supplement the Wrentham Public Schools with additional programs and materials for students pre-kindergarten through grade 6. The organization has a Board of Directors that represents parents, community members, school committee members, and staff of the Wrentham Public Schools. If you want to learn more about W.E.S.T., please visit www.WrenthamWest.org.

Gift Policy

The administrators, faculty, and staff members are familiar with the code of ethics that applies to their professions and adhere to it in their relationships with students, parents/guardians, co-workers, and officials of the school system. The acceptance of personal gifts by school personnel from school suppliers, parents, and/or students can be subject to misinterpretation and a source of embarrassment to the school district and all persons involved. Therefore, no school employee may accept a gift of substantial value from a student, parent, or vendor.

The courts and the MA State Ethics Commission have deemed “substantial value” to be \$50 or more. Additional compensation, waived fees, discounts, gift certificates, entertainment event tickets, golf, gift baskets, and payment of travel expenses are considered gifts. In addition, free or discounted services such as construction or accounting work are considered gifts. A number of smaller gifts from one person or family that value more than \$50 may not be accepted. When families, students or others wish to express personal appreciation to a teacher or other staff member, the school urges them to find modes of expression that do not involve personal gifts. LEGAL, REFS. M.G.L.71:67; 268A:1 et seq.

Student Life

Books, Materials, Supplies

Students are given a school supply list for the upcoming year on the last day of school. There may be an annual fee assessed to parents for supplementary learning materials such as Scholastic News, Weekly Reader, Music Recorder and Book, etc. Parents will be notified in advance of such costs. We encourage parents who cannot afford the additional fees to contact the building principal.

Homework

Homework is an integral part of learning and will be assigned based on Wrentham School Committee policy. Students will be held accountable for all assignments.

School Lunch Program

The school lunch program meets the state wellness guidelines. Students may purchase lunch in the cafeteria or bring a lunch from home. Milk or juice may be purchased separately. During the first week of school, all students will be given an application for free or reduced lunches to take home to their parents. We ask parents/guardians to complete this form and return it to school. The cafeteria offers a point of sale program that allows parents to pre-pay funds in a lunch account. This allows parents to pay ahead by the month or for the year. Details are located on the [Food Services section](#) of the Wrentham Public Schools website.

Field Trips

Parents are required to sign a field trip permission slip in order for their student to go on a trip. Students may be

asked to pay a fee to help defray the costs of the trip. PTO funds are used to offset the cost of buses for most trips. Parents may also be asked to fill out a walking permission slip. We encourage parents who cannot afford the cost of a field trip to contact the building principal.

Grade 6 Camp Bournedale

As part of the school program, grade 6 students participate in a five day Outdoor Education Program, usually during October, at Camp Bournedale in Plymouth, MA. The students experience five days of outdoor education with the hope that they will appreciate their surroundings. They will also participate in a socialization experience with their peers and teachers away from the formality of the classroom. Response to the program in the past has been extremely favorable. Students who do not attend will have regular classes at the Roderick School. The camp determines the cost. Financial assistance is available based on need. We encourage parents who cannot afford the cost of Camp Bournedale to contact the building principal.

School Bus Information

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. **Students are not allowed to ride a bus other than their assigned bus unless a written request is approved by a principal.** Such approval will only be given for day care purposes. Bus routes are established by the bus coordinator. An authorized bus stop is available within a reasonable walking distance to the home of every student. Bus routes are developed to minimize the total time a student spends on the school bus. Authorized bus stops are located at convenient intervals in places where students may be loaded, unloaded, cross roads, and wait for arrival of buses under the safest possible conditions.

All students living two miles and closer to 120 Taunton Street are required to pay a yearly bus fee of \$125 per student with a family cap of \$300. Parents or guardians of students with financial concerns should contact the Business Manager in the Business Office with questions about reduced rates or waivers.

School Bus Expectations

The purpose of the school bus is to transport students to and from school in a safe manner. To that end, there are laws, policies, and expectations for student behavior on the bus. Massachusetts state law requires all students to stay seated until the bus comes to a complete stop. Wrentham School Committee policies EC-1, ECA-1 through ECA-4, ECB-1 and ECB-2, EE, and EL address bus transportation. You may access the Wrentham School Committee Policy Statements at www.wrentham.k12.ma.us. All students are expected to follow the WPS core values of respect, communication, collaboration, responsibility, and continuous growth and learning while riding the bus.

To help ensure student safety, Wrentham school buses are equipped with security cameras. The buses have signs advising students and the general public that security cameras are in use. The recordings are stored in a secure location accessible only by the superintendent, superintendent's designee, and law enforcement personnel if necessary. The recordings will be saved for one week and used for disciplinary investigations, security, or law enforcement purposes. Please inform the principal of any incidents on the bus.

Drop Off

Bus drivers will not drop off any Kindergarten student if an adult is not visible. It can be a parent or other responsible adult. Students in grades beyond Kindergarten may be dropped off without an adult present.

Waiting for the Bus

- Be on time for the bus.
- Observe all safety precautions while waiting for the bus:
 - Do not play in the roads

- If possible, avoid crossing streets
- Whenever you must cross a street, do so only if you are sure that no moving vehicles are approaching from either direction
- Do not push, pull, or chase any other students

Avoid trespassing on private property

- As your bus approaches, line up at least six feet off the road/street, and do not approach the bus until it has stopped and the driver has opened the door. Again, avoid pushing others in the line.

Loading the Bus

- Get on your bus quickly and be seated at once. Be sure that none of your belongings are in the aisles.
- Listen carefully and obey all directions issued by the driver.

Riding the Bus

- Do not eat food on the bus.
- Do not throw anything on the bus.
- Avoid extending your arms or any other parts of your body out of the windows.
- Do not change seats while the bus is moving.
- Avoid shouting, foul language, and other excessive noise that may distract the driver.
- Help keep the bus clean.
- Be courteous to other students and to the driver.
- Listen carefully and obey any directions issued by the driver.
- Upon boarding the bus in the morning, remain on the bus until arrival at school.
- Students will not be in possession of any electronic devices
- Students who disembark from the bus in the afternoon prior to arriving at their original morning pick-up point will not be allowed back on the bus again that day.

Unloading the Bus

- Do not leave your seat until the bus has come to a complete stop and the driver has opened the door.
- Obey any directions issued by the driver.
- Leave the bus quickly but in a courteous manner without pushing other students.
- If you must cross a street as you leave the school bus, be sure to walk in front of the bus (never in back) at distance of at least 12 feet out from the front of the bus. If you get too close to the front of the bus, the driver will not be able to see you, and a serious accident could occur.
- Observe all safety precautions as you travel from your bus stop to your home.

Violation of the bus rules may result in a loss of bus privileges.

All students must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for the successful management of students who ride school buses.

Students who disobey the bus rules will receive a written warning and the warning will be distributed to the parents, school staff members, and bus driver. The school staff members will take appropriate action as indicated on the warning form. On the second offense, the student will be suspended from bus privileges for up to 10 school days if the student is found to be responsible after the administrator's investigation. After a third offense the student will be suspended from bus privileges for up to 20 school days.

Bus Breakdown

If a bus has an issue that causes a replacement bus to be called, the respective school office will make every

attempt to notify the families that ride that particular bus. The time frame may be dependent on notification by the busy company. All drivers are trained in the safety procedures necessary to facilitate a smooth, efficient transfer.

Accident Procedure

1. Students should remain calm and quiet and listen carefully to the driver's instructions.
2. If the driver is incapacitated and there are no teachers or chaperones present, and the bus has come to a complete stop, students in the fifth and sixth grade may:
 - open the front door
 - evacuate the bus if necessary
 - encourage fellow students to remain at the scene
 - sound the horn
 - not move injured persons unless absolutely necessary, for example in the event of fire, smoke, gasoline odor or the bus is stopped on railroad tracks or in water
 - keep injured persons still, warm, and as comfortable as possible

We encourage parents with any questions regarding any discipline procedure to contact the principal.

Bicycles

Students may ride bicycles to school if they have written permission from their parents/guardians. Students riding bicycles must:

- Wear an official bicycle helmet as required by Massachusetts General Law.
- Avoid the bus circle.
- Use the bicycle rack located behind the Roderick School or by the Janelli Annex to store their bicycles during school hours. The school recommends that all students lock their bicycles before entering school for the day.

The bicycle privilege may be denied or rescinded at the principal's discretion. The Wrentham Public Schools is not responsible for the safety or care of bicycles.

Student Behavior Expectations

All students are expected to follow the Core Values of the Wrentham Public Schools:

Respect * Communication * Collaboration * Responsibility * Continuous Growth and Learning

The Delaney and Roderick Schools follow district-wide expectations in the hallways and other common areas, cafeteria, recess, and on the bus. In addition, each classroom community agrees upon the ways in which they can be respectful, responsible students, who are ready to learn. There are reminders of the expectations posted throughout the buildings.

Common Areas Expectations: (Reminders are posted in hallways)

1. Walk.
2. Use a quiet voice.
3. Stay to the right.
4. Hold and pass the door to those behind you.
5. Carry personal items.
6. Keep our school clean.

Cafeteria Expectations: (Reminders are posted in the Delaney and Roderick Cafeterias)

1. Walk.
2. Talk at a respectful volume. (Indoor voice)
3. Remain seated at your table.
4. Eat ONLY your own food.
5. Leave a clean cafeteria for others.
6. Raise your hand when you need help.

Recess Expectations: (Reminders are posted on the doors closest to the playgrounds)

1. Follow adult directions.
2. Include others.
3. Use equipment and structures safely.
4. Show teamwork and sportsmanship.
5. Play safely and take care of others who need help.

Bus Expectations: (Reminders are posted on each bus.)

1. Follow your bus driver's directions.
2. Use a quiet voice and school-appropriate language.
3. Remain seated.
4. Keep hands, feet, and objects to yourself.
5. Refrain from eating and drinking on the bus.
6. Keep cell phones and electronics in your backpack.

Student Behaviors Conducive to Learning: (Reminders are posted in all learning areas.)

Within the Wrentham Public Schools community, we look to the “Three R’s” to help remind students to embody the core values in all that they do. We expect that students will be **Respectful, Responsible, and Ready to Learn** each and every day.

- **Respectful** of themselves, of others, of school property, and respectful of their own need to learn;
- **Responsible** to one another and for one another;
- **Ready to learn** skills and concepts to build their knowledge and ready to learn strategies to collaborate and communicate effectively. Students should be ready to learn from their teachers, their peers, and through their own explorations.

Assembly Expectations

During an assembly program students should be attentive and courteous. Students should remain seated and quiet during assembly programs, unless asked to participate.

Dress Code

Students shall dress appropriately for school using common sense guidelines. Clothing that distracts from the educational process will not be permitted. The final decision regarding the appropriateness of clothing for school shall be at the discretion of the school principal.

Disciplinary Procedures

Students usually conduct themselves in an appropriate manner. However, there are instances when students do not adhere to our Core Values and Expectations for Student Behaviors.

Infrequent or minor infractions of school rules and regulations will generally be handled by the classroom teacher. Continuous minor infractions and/or serious infractions of school rules and regulations will likely result in the involvement of the principal in the disciplinary process.

The school will enforce the following general procedure or cycle of progressive consequences for inappropriate student behavior:

1. **Verbal warning** or reprimand by the appropriate staff member or principal.
2. **Verbal reprimand** and appropriate logical consequences (e.g. loss of privileges) by staff member.
3. The student may be kept after school with advance written or verbal notification of the parent or guardian.
4. **Office Discipline Slip** - The student is referred to the principal by the classroom teacher concerning a particular incident or behavior. They will generally discuss the situation with the student, reprimand the student, and if necessary, administer an appropriate logical consequence (e.g. loss of privileges).
5. **Office Detention** - Two offenses in an eight week period by a student may result in an office detention, which is the detainment of a student after school with prior notification of the parent or guardian by the principal.
6. **Conference** - with parent/guardian, teacher, principal, and/or other staff members as appropriate.

Suspension

Suspension occurs when a student does not follow certain school rules which significantly affect their lives, the lives of others, and the care of school property. If a student is suspended, his/her parents will be notified immediately by telephone and also by letter. This letter will inform the parents of the reason for suspension, how long it is for, whether internal or external, and the date the student will return to school. The parent or guardian will accompany the student upon his return to school for a conference with the principal. The superintendent will also be notified about the suspensions when they occur.

- a. **Internal Suspension** - Student is removed from participating in class, but is required to perform his/her daily work in the office.
- b. **External Suspension** - Student is removed from participating in class and is at home. All missed school work must be made up.

Unless there is a need to remove a student immediately from the classroom for safety reasons, suspension is used only after other interventions have been tried.

Expulsion

The principal has the authority to expel a student who is found on school premises or at school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance, or a student who assaults school personnel on premises or at school-sponsored or school-related events, including athletic games. Due process will be followed as outlined in Section 37H of M.G.L. Chapter 71.

Principals may waive progressive discipline depending on the circumstances of the incident.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws requires that additional provisions be made for students who have been found by an evaluation TEAM to have a disability, and whose program is described in either an Individualized Education Program (IEP) or a Section 504 plan. The following additional requirements apply to the discipline of students with disabilities.

1. When the TEAM determines that, due to a student's disability, the student is unable to meet the requirements of the regular discipline code, it will be clearly indicated on the IEP or Section 504 plan.
2. The principal (or designee) will notify the Special Education Office of a suspension for a student

with disabilities, and a record will be kept of such notices.

3. When it is known that the suspension(s) of a student with a disability will accumulate to ten days in a school year, a review of the IEP or Section 504 plan will be held to determine the appropriateness of the student's accommodations, modifications, and placement of program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition, and revise the IEP or Section 504 plan as necessary.

Civil Rights

Wrentham Public Schools is committed to promoting multi-cultural understanding, appreciation, and harmony in the schools. We strive to ensure that no student is denied access to any educational program or other activity, including extracurricular activities, for reason of race, color, educational background, national origin, religion, gender, sexual orientation, homelessness, or other reason that violates the law. We comply with all applicable state and federal law, including state and federal civil rights and anti-discrimination laws relating to the employment practices, the educational programs and all other activities of the Wrentham Public Schools. Students and staff members of the Wrentham Public Schools shall not, at any time, do or say anything that would in any way tend to cast aspersion on the race, color, ethnic background, national origin, religion, gender identity, sexual orientation, or homelessness of any individual or group.

Complaint Procedures

Students shall report to a staff member any act or statement of which he/she becomes aware that would, in any way, tend to cast aspersion on race, color, sexual orientation, ethnic background, national origin, religion, homelessness, or gender identity of any individual, whether or not such statement or behavior is directed toward or otherwise involves him/her or a racial, ethnic, national religious or gender group of which he/she is a member.

Investigative Procedures

- Any violation of this Civil Rights Policy alleged to have been committed by one or more students shall be promptly investigated by the principal or designee to determine whether a violation occurred.
- All members of the staff and all students shall cooperate fully with any investigation or other inquiry pertaining to an alleged violation of the Civil Rights Policy.
- Disciplinary action will be imposed in accordance with procedural requirements in all cases in which a complaint is substantiated. The disciplinary actions may include, but are not limited to oral or written warnings, suspensions or expulsion from school.
- When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Office of the Superintendent.

Student Support Services

Wrentham Public Schools provides a continuum of general and special education screenings, evaluations, and support services for students. Specific information is available at: www.wrentham.k12.ma.us, or by contacting the Office of Student Services at 508-384-5430 x1151.

Technology

The primary objective of the technology curriculum in the Wrentham Public Schools is to integrate the use of the technology within the existing curricula of the school system. All students need parental permission to access the Internet.

Student Technology Use Policy and Agreement

This Policy and Agreement outlines the acceptable use of technology hardware, software, systems, networks, websites, Internet connections and/or other equipment, hereafter referred to as "technology," belonging to, or in possession and/or control of, the Wrentham Public Schools (WPS). This Policy shall apply to all WPS students

hereinafter referred to as “Users,” who utilize WPS technology. All parents and students are required to sign this Agreement confirming that he/she read and understands this Policy and agrees to abide by this Policy. Additionally, this Policy and Agreement shall be accessible at all times on the WPS website and in the offices of every building principal and the superintendent. All Users are required, and hereby agree, to remain up-to-date in their knowledge of the Policy and to comply with the Policy as updated at all times. Any failure to comply with this Policy shall constitute misconduct by the User and may result in discipline and/or legal action against the User.

I. Protection Measures for Student Safety

- A. At the beginning of each school year, the classroom teacher will read and discuss with students the contents of the Student Guidelines for Yearly Review document.
- B. Through the use of monitoring software, network security, firewalls, antivirus, anti-spam and content filtering, the WPS will place the highest priority on its attempt to protect all users and all data.
- C. Students will not be given access to e-mail, texting, newsgroups or chatting.
- D. Only the first name and the first initial of the last name of a student will be used on the WPS website. The name of a student will not be associated with his/her picture.
- E. Only authorized WPS staff, the State of Massachusetts, and Student Information System (SIS) hosting company will have direct access to the SIS.
- F. Students may create web pages. All material placed on that webpage must be pre-approved by a WPS teacher.
- G. The WPS filtering system attempts to block user access to inappropriate and/or harmful text on the Internet. The filter setting is kept at the most restrictive level. Because the Internet is complex and ever-changing, the filtering system can never be 100% reliable. In the event that the filtering software is unsuccessful and children gain access to inappropriate and/or harmful material, the WPS will not be liable.

The following guidelines should be followed:

1. Students will have teacher-supervised access to the Internet. Monitoring student use at every moment is not an achievable expectation. Even with all the protection measures in place, it is possible for a student to accidentally or purposely find material that is not consistent with the WPS educational mission.
2. If a student mistakenly accesses inappropriate information, he/she should immediately close the connection to the site and refrain from downloading any material. The student should then report the incident to the classroom teacher. The teacher will then report the incident to his/her building principal and provide the address of the site to the Director of Technology or Network Administrator.
3. Each student is expected to take individual responsibility for his/her appropriate use of the Internet.
4. Best practice is to provide students with previewed websites that address the topic and meet the educational mission of the WPS. If students do need to search on the Internet, they should be using student safe search engines that are provided on the WPS website. Staff should be aware that searching for clip art or images is particularly vulnerable to unfiltered inappropriate content.

- H. Online communication is critical to our students' learning of 21st Century Skills. Web 2.0 tools such as blogs, wikis, podcasts, document sharing, etc. offer a vehicle for student expression. The primary responsibility to students is their safety. The following guidelines should be followed:
1. Teachers will supervise any classroom created Web 2.0 tools.
 2. Access to the Web 2.0 tools interactivity should require a username and password and be limited to staff and students within the WPS. Individuals outside the school system will have viewing access only.
 3. Students will only share their username and password with their teachers and their parents.
 4. Students using Web 2.0 tools are expected to act safely by keeping all personal information out of their posts. This includes, but is not limited to, last names, address, phone numbers, email addresses and photographs.
- I. The WPS will maintain compliance with the Children's Internet Protection Act (CIPA) at all times.

II. Privacy

- A. No student user shall have any expectation of privacy regarding his/her use of WPS technology. The WPS does monitor all computer use by its students. All Internet usage, messages, data, and information viewed, created, sent or retrieved through WPS technology or services are the property of the WPS. The WPS reserves the right to monitor, inspect, copy, review, delete, destroy, maintain and/or store all Internet usage, messages, data, and information on its network and property. As public material, all information maintained on WPS technology is subject to the Massachusetts Public Records law. This information may be disclosed to law enforcement or other third parties without prior notice to or consent of the user, sender or receiver.
- B. Limited student and parent/guardian information may be shared with contracted third-parties and school organizations depending on the nature of their service. These services include school district outreach, special education evaluation, and curriculum software.

III. Personal Responsibility

- A. By signing this Policy and Agreement, the user agrees to follow all rules outlined in the Policy. WPS provides users with access to WPS technology to help them perform their job responsibilities. Each user shall be personally responsible, both legally and financially, for his/her use of WPS technology, and shall use WPS technology only in conformance with this Policy.
- B. WPS may, acting in its sole discretion, limit or deny the privilege of access to WPS technology to any user at any time.

IV. User Responsibilities

Users of WPS technology are expected to abide by accepted uses. These include, but are not limited to, the following:

- A. Users should abide by generally accepted rules of Internet network etiquette including common courtesy, politeness, and respect.
- B. Users will abide by the Bullying and Cyber Bullying Policy.
- C. Passwords are confidential and should not be shared or displayed. Passwords may not be changed without permission of the Director of Technology.

- D. Voicemail and e-mail should not be used for time sensitive messages from parents. Time sensitive messages must be handled by the respective offices.
- E. Technology issues regarding security, misuse and damage should be immediately reported to the technology staff.
- F. Software loaded onto computers must adhere to all copyright laws.
- G. Video conferencing is used for educational purposes only.

V. Unacceptable Uses of Technology

Users of WPS technology are expected to refrain from unacceptable uses. These include, but are not limited to, the following:

- A. Using the Internet in a manner that would violate any federal, state, or local statute, regulation, rule or policy.
- B. Using threatening, defamatory, discriminatory, or harassing language or language that constitutes a criminal offense or that is detrimental to or in opposition to the WPS' educational mission in any e-mail message or other Internet communication.
- C. Displaying or downloading any kind of inappropriate image, document or drawing. In addition, inappropriate material may not be archived, stored, distributed, edited, or recorded using WPS technology.
- D. Knowingly engaging in any activity that could result in damage to WPS technology.
- E. Sharing passwords or assigned accounts, without the express authorization of the WPS.
- F. Engaging in activities designed to or that may potentially expose WPS technology or other computers to computer viruses, other harmful software, attempts to access technology function in unauthorized ways, or other injury or damage.
- G. School business use of instant messaging, chat room, or social networking (Facebook, Twitter, Instagram, etc.) for communication with staff is prohibited. Please use direct phone or email contact for all school business conversations.
- H. Unauthorized copying, downloading, or distributing of copyrighted or pirated software, materials or data. This includes, but is not limited to: licensing information, e-mail, text files, program files, image files, database files, sound files, music files, and video files.
- I. Providing private and/or confidential information about any individual other than the user, or the user's immediate family, over WPS technology.
- J. Using WPS technology to transmit or display material confidential to the WPS to uninvolved parties without the authorization of the WPS. This includes material posted in chat rooms, newsgroups, blogs, or other public forums.
- K. Downloading/Installing software, program, or apps on WPS technology.
- L. Attempting to harm, maliciously modify, or destroy data that has been created by another.
- M. Plagiarizing.

VI. Failure to Follow Policy

Violating any of the guidelines listed above can, at the discretion of the WPS, result in:

- A. Restricted technology access.
- B. Loss of technology access.
- C. Disciplinary action against the user.
- D. Referral to law enforcement personnel and/or legal action including, but not limited to, criminal or civil prosecution and/or penalty under appropriate state and federal laws.

VII. Warranties/Indemnifications

The WPS makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology provided under this policy. The WPS shall not be responsible for any claims, losses, damages, injuries or costs or fees (including attorney's fees) of any kind suffered or incurred, directly or indirectly, by any user arising from use of the WPS' technology.

By signing this policy and agreement, the user takes full responsibility and agrees to hold harmless and indemnify the WPS, its Internet Service Provider (ISP), the town of Wrentham, and all of the WPS', its ISP's officers, and the town's employees, agents, servants, representatives, administrators, teachers, volunteers and staff from any and all claims, losses, damages, injuries or costs or fees (including attorney's fees) of any kind resulting from the user's access to the WPS' technology, including, but not limited to, any fees or charges incurred through the purchase of goods or services by the user.

VIII. Liability

The WPS shall not be liable for any users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The WPS shall not be responsible for ensuring the accuracy, safety, harmlessness, or usability of any information found on the Internet. The WPS shall not be responsible for any claims, losses, damages, injuries, or costs or fees (including attorneys' fees) of any kind suffered or incurred, directly or indirectly, by any user arising from use of the WPS' technology.

**Wrentham Public Schools
120 Taunton Street
Wrentham, MA 02093**

Student Handbook Verification Sheet

Dear Parents/Guardians,

Please read and discuss this document with your student. As an indication that you have read the Student Handbook/Code of Conduct, please sign below and return it to your student's teacher.

If you have any questions, please contact Mrs. Colleen Wagstaff, Principal, Delaney School at 508-384-5430 or Dr. Vanessa Beauchaine, Principal, Roderick School at 508-384-5435.

I have read the policies contained in the Student Handbook/ Code of Conduct of the Wrentham Public Schools.

I also understand that no medication can be administered unless a Medication Administration Form has been completed and on file with the school nurse.

Student Name/Signature: _____

Student Name/Print: _____

Parent/Guardian Signature: _____

Date: _____