

WRENTHAM PUBLIC SCHOOLS



FAMILY AND STUDENT HANDBOOK

2020 - 2021

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Vision Statement

The vision of 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, lifelong learners, who are respectful and responsible contributors to a global society.

Mission Statement

The mission of 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, lifelong learners, 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.

Strategic Objectives

The strategic objectives are the priorities Wrentham Public Schools focuses on to implement the mission and fulfil the vision.

1. Sustain a culture of continuous growth and learning that fosters equity and excellence.
2. Strengthen family connections and community partnerships.
3. Ensure the schools are safe, innovative, and inclusive.

Core Values

All members of the Wrentham Public Schools' community are expected to demonstrate the core values of **Respect, Communication, Collaboration, Responsibility, and Continuous Growth and Learning**.

Superintendent's Welcome Message

September 1, 2020

Dear WPS Families,

On behalf of the Wrentham School Committee and my colleagues at Delaney and Roderick, it is my pleasure to welcome you to Wrentham Public Schools. We developed this handbook to provide you with the information you need for the upcoming school year. We changed some of our procedures and expectations due to the COVID-19 pandemic. All students are expected to observe the procedures set forth in this handbook.

Wrentham Public Schools is invested in the success of each one of our students. Students benefit when students, parents, teachers, administrators, school staff members, and members of the community collaborate to support continuous growth and learning. We look forward to working with you throughout the school year.

Please contact your child's teacher with questions or concerns. If you have additional questions or need further clarification, please contact Delaney School Principal Kathleen Maloney, Roderick School Principal Kevin Martes, or Vice Principal Robert Worth. You can find their contact information on the following pages.

This is going to be an unusual school year. We will face challenges, but we will meet and overcome them together.

Yours truly,

Allan Cameron
Superintendent of Wrentham Public Schools
camerona@wrenthamschools.org

District Information

Delaney Elementary School: Delaney Main Office, Pre-K through Grade 3, Student Services, and Food Services

Janelli Annex of Delaney School: Superintendent's Office, Curriculum Office, and Business Office

Vogel Wing of Delaney School: Technology Department, BICO Classrooms, WPD Substation

Roderick Elementary School: Roderick Main Office, Grades 4, 5, and 6

School Committee Members

Tracey Murphy, Chair - traceybmurphy@icloud.com

Erin DeStefano, Vice Chair - ed@roicommunications.net

Grey Almeida, Secretary – almeidag@wrenthamschools.org

Katelyn Clough - kclough09@gmail.com

Veronica Gonzalez – gonzalezv@wrenthamschools.org

The Wrentham School Committee meets 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

Ms. Laurie Green, Administrative Assistant - greenl@wrenthamschools.org

Curriculum Office

Dr. Vanessa Beauchaine, Director of Curriculum, Instruction, and Assessment - beauchainev@wrenthamschools.org

Ms. Laurie Green, Administrative Assistant - greenl@wrenthamschools.org

Business Office

Ms. Shannon Shepherd, Business Manager - shepherds@wrenthamschools.org

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

Delaney Elementary School Office

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

Miss Kathleen Maloney, Principal - maloneyk@wrenthamschools.org

Mr. Robert Worth, Vice-Principal – worthr@wrenthamschools.org

Mrs. Toni Rando, Administrative Assistant - randot@wrenthamschools.org

Ms. Jill Goddard, Administrative Assistant – goddardj@wrenthamschools.org

Mrs. Kerry Richardson, School Nurse - richardsonk@wrenthamschools.org

Mrs. Julie Cashman, School Nurse – cashmanj@wrenthamschools.org

Roderick Elementary School Office

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

Mr. Kevin Martes, Principal - martesk@wrenthamschools.org

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

Mrs. Christina Monti, School Nurse montic@wrenthamschools.org

Student Services Department

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 Department

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

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

Mr. Scott Massey - Network Specialist - masseys@wrenthamschools.org

Ms. Christina Gilbert – Data Specialist - gilbertc@wrenthamschools.org

Mr. Timothy Drakeheart - IT Technician - drakeheartt@wrenthamschools.org

Food Services Department

Mrs. Maura Crowley, Food Service Director - crowleym@wrenthamschools.org

Lisa Luce, Assistant Food Service Director - lucel@wrenthamschools.org

Maintenance Department

Phone: 508-384-5430 Fax: 508-384-5444

Mr. Glenn Gillespie, Facilities Manager - gillespieg@wrenthamschools.org

General Information

2020-2021 Expectations for Teaching and Learning

The Three R's (Respectful, Responsible, and Ready to Learn)

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*. Wrentham students are:

- **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.

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.

In order to start off the new school year on a positive note, students, their families, and the school staff can work together to support student success each day.

Wrentham students are **respectful** when they:

- Arrive **on time** to Google Meets and in-person learning,
- Listen to their teachers, other students, and their families,
- Talk to others kindly,
- Follow directions,
- Turn off cell phones, refrain from eating, and pay attention.

Wrentham students are **responsible** when they:

- Complete assignments with their best effort,
- Use their time wisely during independent work times,
- Ask their teacher(s) questions when they have a question or do not understand, and
- Report “unexpected” or unkind situations to their teacher privately.

Wrentham students are **ready to learn** when they are prepared for in-person and remote learning opportunities and:

- Have their materials ready in their home learning space,

- Remain logged on, with the camera focused on the student, and be engaged during Google Meets for the duration of the meeting,
- Follow through on all of their assignments,
- Participate actively in class discussions, and
- Dress for school, even when learning at home.

Family Support for Learning

In both the hybrid and remote learning models, family members are essential partners in the teaching and learning process. Families can help by:

- Establishing a space for each child to work in at home. Children need a quiet place, with minimal distractions, a desk (or table) with good lighting, and a chair to provide support for online or written work
- Reminding students to pack their backpacks.
- Providing a daily routine. Even when students are not attending school in person each day, their classroom schedule will follow the typical hours of a school day. Maintaining the same daily schedule, when possible, will regulate eating and sleeping patterns and students will have an easier time focusing during learning hours.
- Participating in family presentations and/or online help sessions.
- Reading and responding to emails, Google Meets, and/or phone calls.
- Allowing staff members time to respond to your calls and emails. Teachers and other staff members are working throughout the day. They will have limited time to read and respond to emails and/or class throughout the day. It will take some time to get used to a new style of teaching and it may take a day or two to get back to you. Know that we will respond as soon as practically possible. Thank you for your patience, as we get accustomed to this new way of teaching and learning.
- Asking us for help when you need it. We want to help!
- Monitoring your child's engagement at home. Please remind students that there are certain concepts and skills that every student in Massachusetts in their grade should know or be able to do by the end of the year. The work assigned to complete in school and at home is designed to help them to learn all they can. While much of the work that is assigned to students to be completed when learning at home can be done independently, your help is crucial to success.

Helpful tips:

- Create a [basic checklist](#) of the tasks that need to be completed each day.
- Help your child to build a schedule of *when* they will complete the tasks. This is a [checklist](#) that encourages students to prioritize and reflect on their work.
- Provide breaks for your child to move throughout the day and balance on-screen and off-screen time.
- Let your child's teacher know if your child is struggling with a particular task, or if you have other concerns about how your child is engaging in the work.
- If your child cannot participate in a live online session, please notify the teacher as soon as possible.

- Login to Google Classroom with your child the first few times to ensure they can navigate through it successfully.
- Be available to assist younger students (PK - 2) with Google Meets to help them sustain their attention.
- Be available for older students (Grades 3-6) if they need help, but allow them to participate in Google Meets independently.
- Work that is assigned to students to do at home is expected to reflect their own best effort. Some work will be challenging, but It is best to allow students to try applying what they have learned on their own. The teachers will review their work and will know how best to help them next if they are struggling.

Staff Partnership Responsibilities

- **All teachers and staff members who will be assigning work to students in kindergarten through grade 6 will use Google Classroom.** This is a district-level commitment to ensure that families will be able to manage assignments and expectations such as attending Google Meets. This will be particularly helpful for families with multiple children in the district.
- **Maintain learning momentum for students who are engaged diver learning models.** This is a challenge to achieve and we will be working hard to adapt lessons to the Hybrid Learning Model and the Remote-Only Alternative Learning Model.
- **Provide meaningful assignments.** Teachers will ask students to engage in a wide range of purposeful assignments for all learning models.
- **Maintain a balance of online and offline tasks and activities in Remote-Only Alternative Learning Model.** We are striving for about 3 hours of live, direct instruction for students on remote learning days in the Remote-Only Alternative Learning Model. All students will have a similar structure if the entire school district shifts from the Hybrid Learning Model to all remote learning due to the virus.
- **Honor extraordinary family situations.** A consistent, predictable schedule, and daily school attendance is the expectation for every student. However, during this time, we recognize that families may have extenuating circumstances. Please contact your child's principal if you need help with any aspect of school.
- **Provide ongoing, meaningful feedback on student progress.** Teachers will provide feedback in multiple ways on student work completed in-person and remotely.
- **Maintain two-way communication with families.** Staff members will ensure families are aware of what their children need to do each day and what families can expect. We will periodically ask families how we are doing in this regard on a district-level survey. Staff members will respond to emails and calls as soon as practically possible, usually within 24 hours.

Attendance

The Commonwealth of Massachusetts requires that any person of elementary school age attend school each day that it is in session except for illness, family emergency, or religious observance. School

districts are required to take attendance for students learning in school and remotely. We will base attendance on attendance and participation during in-person and remote meetings and assignments

Students will learn most effectively if they participate in all aspects of the Hybrid Learning Model and/or the Remote-Only Alternative Learning Model. Students are expected to attend all in-person and remote sessions, participate in activities, and complete all assignments while learning in-person and remotely unless they are ill. Teachers will take attendance, monitor student participation, provide feedback, and grade student work.

We expect students to arrive at their remote meetings on time each day. If a student will be absent or tardy for any portion of remote learning, a parent should email both their teacher and the main office staff at either the Delaney at randot@wrenthamschools.org or Roderick at chambersl@wrenthamschools.org.

Absence for Illness

It is very important that students stay home from school if they are ill. This is particularly important during the COVID-19 pandemic. To protect the health of the people in our schools and their families, please keep students home if they do not feel well.

Tardiness

Students who arrive late to school must report to the appropriate office. Kindergarten and grade 1 students report to the Delaney Main Office, students in grades 2 and 3 report to the Superintendent's Office in the Janelli Annex of the Delaney School, and students in grades 4, 5, and 6 report to the Roderick School Main Office.

Due to COVID-19, we are limiting the number of people who enter the buildings. For this reason, family members are asked not to enter the buildings. If a student is late, we ask parents to call the office (508-384-5430) and notify staff members that the student is coming to the building. Caregivers, wearing a mask, may walk the student to the building door. Staff members will make sure the student gets to class.

Early Dismissal by Parent

Students who are dismissed early should bring a note to school from a caregiver with the dismissal time and the person dismissing the student. When the caregiver arrives to dismiss the student, the caregiver should call the school office. The student will be called to the office at that time and a staff member will escort the student from the office to the school entrance. We ask caregivers to remain in their vehicles or remain outside of the building and wear a mask. Students who are released during the day must remain out of school for the remainder of the day. Since it takes time to prepare for dismissal, we will not be able to dismiss students from the office after 2:00. Families must plan accordingly if they want to dismiss students early from school.

Arrival and Dismissal

Student Arrival

We expanded the arrival time window and added drop-off locations to ensure social distancing among the students when they are walking to and from their classrooms and ease traffic flow in the parking lots and streets around the schools. All locations will be supervised by staff members. Hand sanitizer will be placed at all building entrances. Students will follow arrows on the floor to get to classrooms and maintain social distancing. Teachers will monitor hallway movement while greeting students at classroom doors. The School Resource Officer will be on campus during arrival and dismissal to help with traffic.

Delaney School Students Drop-Off

- The arrival time for students in kindergarten through grade 3 is from 8:00-8:30. Families may drop-off students at Delaney any time in that window.
- All students must wear a mask when exiting the vehicle and walking into the buildings.
- Students in kindergarten and grade 1 will be dropped off at the Delaney School main entrance.
- Students in grade 2 and grade 3 will be dropped off at the Delaney Annex entrance.
- Families with students in both kindergarten or grade 1 AND grade 2 or grade 3 will drop-off their students at the Delaney School cafeteria. This will prevent families from having to make two stops.
- Families may drop-off preschool students between 8:30-8:45 either in front of the Delaney School or in front of the Annex. Class assignments will dictate drop-off locations, and parents will be informed ahead of time.

Roderick School Students Drop-Off

- The arrival time for students in grade 4 through grade 6 is from 8:00-8:30. Families may drop-off students at Roderick any time in that window.
- All students must wear a mask when exiting the vehicle and walking into the buildings.
- Roderick students will be dropped off at the Randall Road entrance to Roderick School, across from the Fiske Library.

Delaney and Roderick Students Drop-Off

- Families with children in both schools should drop-off Roderick students first then drive to Delaney School for drop-off. This will prevent the students from congregating, allow for less traffic in the Delaney parking lot, and reduce traffic in the center of town.

School Bus Drop-Off

- The school buses will use the Bus Loop and drop-off students at Roderick School and Delaney School.

Student Dismissal

We made several changes to the dismissal process to ensure the safety of students and staff members and to ease traffic around the schools. Students will be dismissed from school at 2:45.

Families who pick-up students from school will have a school issued sign to display in the vehicle windshield with the child's name. Families will not leave their vehicles to meet their students. Staff members will call students to be dismissed as cars pull up in front of designated areas.

Kindergarten and Grade 1

- Students in kindergarten and grade 1 will be dismissed from the Delaney Cafeteria (doors facing the playground).

Grades 2 and 3

- Students in grades 2 and 3 will be dismissed from the Gibbons Gym (front half) and exit the doors at the Annex entrance.

Grades 4, 5, and 6

- Students in grades 4 through 6 will be dismissed from the Randall Road entrance of Roderick School, across from the Fiske Library.

Families with Siblings

- Roderick and Delaney students with siblings at Delaney will join the youngest sibling in their assigned locations so parents can pick up at one location.

School Bus

Bus dismissal continues at the bus circle for both Delaney and Roderick students. Staff members will be assigned to collect students from each grade level and take them out to the bus circle.

Early Release Days

The district dismissed students at 11:30 p.m. on certain days for parent/teacher conferences, professional development, and other reasons. We do not serve lunch on early release days. Please refer to the [school calendar](#) for the exact dates. **Hybrid half-day kindergarten will be dismissed at 11:30 p.m. 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.

School Cancellations and Delays

The school district will use a telephone and email service to notify parents of school cancellations and/or delays. Local radio and television stations will also be notified. **Pre-kindergarten and half-day kindergarten students will follow the same cancellation and delay schedule as the rest of the students.**

Withdrawal of Students

Parents who are moving or withdrawing students from school should contact the main office a few days prior to the withdrawal date in order to complete the necessary paperwork.

Home Education Application

Parents who wish to withdraw their children from school and 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 Vanessa Beauchaine at beauchainev@wrenthamschools.org if you have any questions about the process.

Health Services

School Nurses

Each school has a nurse available to students. Parents are encouraged to contact the school nurse to inform her of medical conditions, particularly if medication must be administered at school. The school nurse may be reached by calling the school office at 508-384-5430.

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.

Physical Examination Requirements in Kindergarten and Grade 4

All students entering kindergarten and fourth grade are required to have a current physical examination on file with the school. 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 Requirements

In accordance with state law, all students must be successfully vaccinated against diphtheria, pertussis, tetanus, measles, mumps, rubella, varicella, and poliomyelitis. Therefore, no student may enter 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.

Beginning in the 2020-2021 school year, students in Kindergarten – Grade 12 will be required to receive the influenza (flu) vaccine for school attendance, by December 31, 2020, unless they have a medical or religious exemption. These exemptions must be provided, in writing, to the school nurse at the start of each new school year.

Newly enrolling students between January 1 and March 31 must have a documented dose of influenza vaccine for the current influenza season (along with all other required vaccinations) when they start school.

The school immunization requirements, including the requirement for seasonal influenza vaccine, apply to all Massachusetts students enrolled in Kindergarten through Grade 12, regardless of whether the district is providing instruction in-person, or using a hybrid or remote learning model.

<https://www.mass.gov/info-details/school-immunizations>

Screenings

The following screening tests are mandated by state law: vision, hearing, postural screening (5th and 6th graders), and Body Mass Index (1st and 4th graders). The school will notify a student's parents or guardians if there are concerns as a result of the screening:

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 may not attend school. Students returning to school following an illness should be completely recovered (24 hours since the fever went away and/or the vomiting stopped) and able to participate in school, 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. 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.

Please **do not** send your student to school for at least 72 hours if they have any of the following symptoms of illness:

- **Fever** is a temperature of 100 degrees Fahrenheit or higher.
- **Vomiting** is the forceful expulsion of stomach contents through the mouth.
- **Diarrhea** is a sudden onset of three or more loose stools in a day. Students will be sent home if they come to school with any of the above symptoms.

COVID-19 Daily Symptom Assessment

Students' families must perform a home assessment to identify signs or symptoms of illness before taking the student to the bus stop or to school. Please do not send your child to school with any of the following COVID-19 symptoms: Fever of 100 degrees Fahrenheit or higher

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please do not send your student to school with any of the above symptoms and contact your child's primary medical provider for further guidance.

Recommendations for Preventing Communicable Disease such as COVID-19

- Stay home when you are ill.
- Avoid close contact (less than 6 feet of space for greater than 15 minutes) with people who are ill.
- Cover your cough or sneeze into your elbow or a tissue. Throw the tissue in the trash and wash your hands.
- Avoid touching your eyes, nose, and mouth. If you do, wash your hands afterwards.
- Wash your hands with soap and water for 20 seconds at least every 2 hours and the start of day, and before and after eating a meal or snack. Soap and water handwashing is mandatory if it is available. If it is not available, use hand sanitizer.
- Promote non-contact methods of greeting, like saying hello and waving.
- Promote up-to-date vaccinations, including the flu vaccine, in accordance with Massachusetts state law.

Topical hand sanitizer will be available to all students to comply with DESE hand hygiene protocols. Parents/guardians who do NOT want their child to use hand sanitizer must notify the school nurse in writing stating this request.

Medical Isolation Room Support

Students with symptoms of COVID-19 will be escorted to a Medical Isolation Room for evaluation and monitoring. The district has Medical Isolation Rooms near the Health Offices at Delaney School and Roderick School. Medical Isolation Rooms look like the Health Office with beds, chairs, and medical equipment. They are comfortable spaces for students and staff members to be evaluated and

monitored by nurses for COVID-19 symptoms. They are necessary to keep the Health Office free from contamination.

Nurses will wear masks, gloves, face shields, gowns, and other PPE when assessing and monitoring people in the Medical Isolation Rooms. Students with symptoms of COVID-19 will be dismissed immediately from school. Students will wait for their caregivers in the Medical Isolation Rooms. Students' caregivers should call the office when they arrive to dismiss the student. The student will be escorted from the Medical Isolation Room to the students' caregiver who will wait outside the building and wear a mask.

People in Close Contact with a Person with COVID-19

The following medical guidance is detailed and can be confusing. Please call the school nurse if you have questions about your situation.

- The CDC defines close contact as being within 6 feet of an infected individual for at least 15 minutes.
- People who come in close contact with someone with COVID-19 outside of school must not come to school. They must quarantine for 14 days if they have no symptoms. If they have symptoms, they must quarantine for 14 days and an additional 72 hours after the symptoms go away without medication. If they get a COVID-19 test, they will need to remain at home until their test results are back and negative for COVID-19 and they are symptom free.
- It is unlikely that someone will come in close contact with a person with COVID-19 while at school. The Hybrid Learning Model allows for 6 feet of social distancing and everyone will wear masks covering their nose and mouth for most of the day. When they remove their masks, for example when eating or at recess, the students will be at least 6 feet apart.
- The nurses will work with teachers to determine whether students or staff members were in close contact with someone with COVID-19. Being in the same room does not mean close contact. Close contact is closer than 6 feet for 15 minutes or longer.
- The students and staff members who were in close contact with a person with COVID-19 will be dismissed from school. They will wait in a Medical Isolation Room until they are dismissed. Students who come in close contact with someone with COVID-19 will not be allowed to ride the bus.
- People who came in close contact with a person with COVID-19 will be advised to be tested. They will need to remain at home until their test results are back and they are symptom free. If they do not get a test, they must remain 26 quarantined for 14 days. They may return to school after 14 days if they have no symptoms. If they have symptoms, they must remain out of school for 14 days and 72 hours after the last symptom goes away without medication.
- If a person tests positive but does not develop symptoms, that person may return to school 14 days from the day that the person was tested. People who are quarantined with no symptoms will shift to remote learning/working until they can return to school. Students will be placed in the Remote-Only Alternative Model until they can return to school, when they will return to the Hybrid Learning Model. Staff members will work with their principal to develop a remote work plan until they can return to work in the buildings.

- People who test positive and have symptoms may return 14 days from the start of symptoms and when the symptoms have gone away without medication for 72 hours. People who are ill do not need to learn or work remotely. They should focus on resting and getting better.
- Staff members and students who return to school after illness or quarantine must meet with the nurse and provide necessary medical documentation. The school nurses will talk with families about the required medical documentation depending on the situation. Students must be accompanied by a caregiver for the meeting with the nurse before returning to school. Please contact the school office to schedule a time to talk with the nurse.
- Wrentham Public Schools does not perform contact tracing. The Wrentham Public Health Department conducts contact tracing for people who test positive for COVID-19. They will speak with people who test positive, ask them with whom they have had close contact, and contact those people to notify them of the potential exposure to the virus. Please email or call the Wrentham Public Health Department with questions about contact tracing. The email address is PHNurse@wrentham.ma.us and the phone number is 508-384-5485.
- The district will notify the families and staff members of the students in the class that there was a potential close contact with someone with COVID-19 symptoms.

People NOT in Close Contact with a person with COVID-19

The students and staff members who were in the same room, but not in close contact, with a person with COVID-19 will be allowed to stay in school. The class will be relocated to another area of the building to allow for immediate cleaning and sanitizing of the room.

Whole Class Quarantine

Although very unlikely in the Hybrid Learning Model, it is conceivable that an entire class of students must quarantine to ensure the virus does not spread. If that happens, the students and teacher of that class will transition to remote learning. They will remain in quarantine for 14 days or until the health office and public health nurse determine it safe to return to school.

Emergency Closing School

The superintendent will work closely with the Wrentham Public Schools Health Offices, Town of Wrentham Public Health Department, Massachusetts Department of Public Health, and Wrentham School Committee to determine when it is necessary to close school because of the virus. The following are guidelines that the superintendent will use to decide how to proceed. The superintendent will notify families and staff members of the closure via email.

The Massachusetts Department of Public Health shares COVID-19 infection rate data by town. Towns with a two-week average daily infection rate of greater than 8 people per 100,000 are at higher risk for infection. Towns with a two-week average daily infection rate between 4 and 8 people per 100,000 are at moderate risk, and towns with fewer than 4 daily infections are at low risk. The superintendent will consider the infection rates when deciding whether to have in-person, hybrid, or remote learning.

- All classrooms will be deep cleaned and sanitized after exposure to a person with COVID-19 symptoms.

- If there is one confirmed case of COVID-19 in the district, the schools will be deep cleaned and sanitized. The superintendent will work with the medical professionals to determine whether, and for how long, to close the district.
- If there are two or more confirmed cases of COVID-19 in the district at the same time, the superintendent will close the buildings for a deep cleaning and sanitization. The superintendent will work with medical professionals to determine the length of the closure.
- All students and staff members will shift to remote learning if the buildings are closed for deep cleaning. They will return to the Hybrid Learning Model once it is safe to return to school as determined by the superintendent with guidance from medical professionals.
- The superintendent will work with medical professionals to determine when to reopen school after a COVID-19 infection or an average two-week daily infection rate of greater than 8 people per 100,000.

Head Lice

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 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.

All parents who require that their students be medicated during school hours are to contact the nurse. 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.

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

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. Please visit the [School Committee section](#) of the Wrentham Public Schools website to read the policy.

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 prepackaged.
- 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. 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 and the entrance adjacent to the Roderick Library for those parked in the signed HC spaces in the school's lot on Randall Rd. A doorbell will alert 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 restricted. Please contact a school office with questions about accessing the buildings outside of school hours.

Movement Through the Buildings during the COVID-19 Pandemic

All doors will be open during arrival and dismissal. We marked the hallway floors with directional arrows to indicate the flow of travel. The stairway closest to the Gibbons Gym will be used to travel up to the grade 3 classrooms and the stairway at the far end of the hallway will be used to travel down. For classes with multiple teachers, like grade 6, the teachers will switch classrooms (ELA/Math) and the students will stay in the classroom. Counseling groups, related services, and special education pullout services will remain in small groups outside of the classroom setting with sanitizing between student groups. Roderick students will use the back entrance of the Gibbons Gym to enter and exit P.E.

Family/School Partnership

Frequent communication between the students' parents/guardians and teachers is an essential component of an effective education program. Parents are encouraged to contact teachers when they have questions, concerns, or compliments. All faculty and staff email addresses are located on the district webpage: www.wrentham.k12.ma.us.

School Visitors

We want to limit the number of people in the buildings. Please call the school at 508-384-5430 if you have business in the school office.

School Volunteers

The district typically welcomes volunteers; however, this is not possible during the COVID-19 pandemic. We will encourage volunteers once the situation returns to normal.

Resolving Issues

Please contact your child's teacher if you have any questions or concerns. She or he will usually be able to help. If the problem persists after speaking with the teacher, please contact the building principal. If you still have a question or concern after speaking with the teacher and principal, please contact the superintendent.

Class Placement

The principals are responsible for creating classes. They consider many factors and perspectives when placing students in classes. 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 child during the placement process, they may not request a specific teacher. After considering input from parents/guardians and the students' sending teacher(s), principals are responsible for making the final class placement determination.

Open House

We are hosting a Virtual Open House this year due to the COVID-19 pandemic. At Open House, teachers provide an overview of the curriculum, explain classroom rules and procedures, and answer general questions as they pertain to their classroom. The principals will inform parents of the specific dates and times.

Report Cards and Parent/Teacher Conferences

Teachers of students in preschool through grade 6 provide parents with feedback on students' progress via report cards and conferences. The dates of the report cards and 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 interested in volunteering, please visit the PTO page on the district website: www.wrentham.k12.ma.us.

WEST

The Wrentham Elementary Schools Trust (WEST) 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 WEST, please visit www.WrenthamWest.org.

Gift Policy

Employees of Wrentham Public Schools adhere to state ethics law regarding gifts. 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 unless the money is used to purchase supplies for the school. 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.

Student Life

Academic Honesty

Students are expected to always uphold academic honesty and integrity when completing classwork, homework assignments and tests/exams. Cheating refers to the giving or receiving of unauthorized aid on individual assignments, including classwork, homework, tests, quizzes, and other written projects. Plagiarism means the copying of words, ideas, and opinions of someone else without giving credit to that person in the form of footnotes or references.

All consequences are at the discretion of the teacher and/or administrator and will vary based on situation, needs of the student(s) involved, or other factors. Examples include redoing the assignment, receiving a lower grade, or having a conference with the student, teacher, and parent.

Homework

Due to the COVID-19 pandemic, all students will learn from home for portions of the school year. Therefore, teachers will not assign additional homework for students to complete after the school day.

Bathroom Use

Students are allowed to use the bathroom when necessary, and teachers will schedule bathroom breaks for younger students. Custodians regularly clean bathroom stall doors. Sinks and stalls will be blocked off to allow for social distancing in the bathrooms. Bathroom monitors will be assigned during high frequency times, lunch, and recess.

School Lunch Program

The school lunch program meets the state wellness guidelines. Students may purchase lunch in the cafeteria or bring lunch from home. Milk or juice may be purchased separately. 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. Students may qualify for free or reduced-cost lunch. Families must apply for free or reduced-cost meals every school year. Please contact the food service director for information. All requests are confidential.

Eating Lunch and Snack

Students will eat lunch in the classroom or other space that allows at least 6 feet of distance from other people. Students will remove their masks to eat and socialize. Teachers will have students wash their hands before and after eating. Cafeteria staff and paraprofessionals will deliver lunch to the students' classrooms and paraprofessionals will supervise students during lunch. Teachers will have students wash their spaces at the end of lunch.

Lunch Expectations

- Wash your hands before eating.
- Remove your mask and remain 6 feet from other people.
- Talk at a respectful volume.
- Eat ONLY your own food.
- Raise your hand when you need help.
- Clean your desk and wash your hands when done eating.
- Replace your mask.

Recess

Students may remove their masks during outdoor recess if they remain at least 6 feet apart. Paraprofessionals and administrators will supervise recess. Principals will place classes in different areas around the campus to help them remain distant from one another. They will be allowed to run, talk, kick balls together, and play non-contact games. Staff members will help students find ways to have fun during recess.

Recess Expectations

- You may remove your mask if you are at least 6 feet from other people.
- Follow adult directions.
- Include others.
- Show teamwork and sportsmanship.
- Play safely and take care of others who need help.

Field Trips

Due to COVID-19, field trips will be virtual or suspended during the 2020-21 school year.

Nuisance Items

Students should not bring anything to school that will disrupt the learning environment for themselves or others. This includes, but is not limited to toys, electronic games, gag gifts, rubber bands, laser pointers, or any other items that may be distracting in class. These “Nuisance Items” will be confiscated and turned in to the main office. A family member will then be contacted to retrieve the items.

Bullying and Cyberbullying Prevention and Intervention Policy

The Bullying and Cyberbullying Prevention and Intervention Plan is a comprehensive approach to ensuring a positive and safe district environment. The district is committed to working with students, employees, families, law enforcement agencies, and the community to prevent and respond to incidents of bullying, cyberbullying, and retaliation. This is an overview of the steps WPS takes to prevent and respond to bullying and cyberbullying. The entire plan is available on the district web page and in the school offices.

Wrentham Public Schools:

- Expects all members of the district community engage in civil and respectful discourse.
- Is committed to providing a safe learning environment that is free from bullying, cyberbullying, and other harmful and disruptive behaviors that can impede the learning process.
- Understands people may be more vulnerable to becoming targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics. The district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.
- Does not tolerate any unlawful or disruptive behavior. This includes any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. The district will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. The district will support this commitment in all aspects of our district community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Definitions

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of 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:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or 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. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

What Bullying is Not

It is important for all members of the school community to understand that conflict is not synonymous with bullying. For example, arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while all potentially serious forms of conflict, are not automatically defined as instances of bullying. Bullying is characterized by severity and/or repetition, and a power imbalance. Not every conflict meets this criteria.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying of other students or staff members. Harassment or bullying can take many forms, including physical actions, verbal taunts or threats, written or electronic communications, or internet postings or communications, made either directly to the individual, or made to others about the individual. These actions are prohibited where they have the effect of physically or emotionally harming another individual, interfering with another student's education, threatening the overall educational environment, and/or disrupting the operation of school.

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in any WPS school.

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.

Our dress code policy is governed by health, safety, decency, and the protection of school property. Because of these factors, all students will be expected to wear appropriate clothing. Clothing that is disruptive to the educational process, poses safety concerns, and/or interferes with an individual's right to learn, is not permitted. No student will be allowed to wear any style of clothing, footwear, or accessory that may be unsafe or hazardous.

We ask students not to wear the following:

- Hats or other non-religious head-covering (except on spirit days)
- Sunglasses in the school building (unless necessary for a medical condition)
- Shirts that display obscene language, violence; or references to drugs, alcohol or tobacco

Masks/Face Coverings

Wrentham Public School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A mask/face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, and on school transportation. Students' families will provide students with masks/face coverings. Staff members may use their own masks/face coverings or those provided by the school district.

The masks/face coverings can be disposable or reusable and will need to:

- Fully cover the nose and mouth and secure under the chin.

- Be made with at least 2 layers of breathable material.
- Fit snugly but comfortably against the side of the face, and be secured with ties or ear loops.

Based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face covering containing valves, mesh material or holes of any kind will not be considered appropriate masks. If a staff member or student does not have a mask, they will be provided with a mask by the school district.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- Has trouble breathing
- Is unconscious
- Is incapacitated
- Cannot remove the mask or face covering without assistance

In addition, masks/face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption.

Additionally, masks/face coverings will not be required when appropriate social distancing is enforced:

- During mask breaks
- While eating or drinking
- During physical education classes
- While outside

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks/face coverings, must be approved by the building principal in consultation with the school nurse or local Board of Health.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate. The student may be removed from the school building and participate in remote-only learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy. Visitors in violation of this policy will be denied entry to the school/district facility. This policy will remain in place until rescinded by the School Committee.

Cell Phone Use

Wrentham Public Schools, in cooperation with the families of our students, share the responsibility of teaching students to be responsible and respectful digital citizens. Part of this citizenship requires that they not let personal devices, such as cell phones, disrupt their learning or interfere with the learning

of their classmates. Although students may bring cell phones with them to school, their phones must remain in their backpacks at all times throughout the school day. Teachers, support staff, and administration reserve the right to confiscate cell phones from students who are in violation of this cell phone policy. Additionally, cell phones may not be used on the school busses and may be taken away by bus drivers at their discretion. If a student has their cell phone confiscated, a family member will then be contacted to retrieve the item.

Consequences for Violating our Core Values

Students usually conduct themselves in accordance with our expectations. However, there are instances when students do not adhere to our Core Values and Expectations for Student Behaviors. When students demonstrate behaviors counter to our Core Values, we work with the child to process what occurred with an aim to help the child learn from his/her mistakes.

Consequences may range from verbal reminders of the expectations to loss of privileges.

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.

- **Internal Suspension** – The student is required to perform his/her daily work in the office or other location supervised by a staff member.
- **External Suspension** – The student is at home. The student will complete all missed school work.

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.

- 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.
- 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.
- 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.

Transportation

Bus Assignments, Routes, Stops

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. 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 the arrival of buses under the safest possible conditions.

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. 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 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. The recordings are saved for up to one week and used for investigations, security, or law enforcement purposes. Please report any incidents on the bus to Vice Principal Robert Worth at worthr@wrenthamschools.org or by calling the school office at 508-384-5430. Reports of inappropriate behavior will be investigated. Consequences for inappropriate behavior vary by situation and range from a verbal warning to permanent loss of bus riding privileges.

Additional Bus Safety Protocols for COVID-19

The Massachusetts Department of Elementary and Secondary Education (DESE) implemented several safety protocols for bus transportation. One student is allowed to sit on each bench (children from the same family may sit together), all students must wear masks covering their nose and mouth, all windows must be open (weather dependent), and all students must use hand sanitizer (provided) prior

to entering and exiting the bus. Parents/guardians who do NOT want their child to use hand sanitizer must notify the school nurse in writing stating this request.

The district contracts with Holmes Transportation of Norfolk for our bus transportation and Van Pool for transportation of some of our special education students. Both companies are going to clean and disinfect their vehicles in between every run and sanitize them nightly.

Bus drivers will be trained by the Wrentham Public Health Nurses to assess students for symptoms prior to allowing them to board the vehicle. They will ask them if they are sick or have COVID-19 symptoms. Students who are symptomatic of COVID-19 will not be allowed to board the bus.

To help students and families understand the new bus procedures, the district has created a transportation video. The video provides information about the guidelines and shows what changes on the bus and around school will look like. The video will be sent out to all families and posted on the district website.

Responding to a Student with COVID-19 Symptoms on the Bus

If a student has symptoms of COVID-19 on the bus, the driver will ensure that the student is wearing a mask and will call ahead to dispatch to inform the school. The school nurse will meet the student upon arrival at the bus and will move the student to the medical isolation room for evaluation. If the student presents with COVID-19 symptoms, the student will be immediately dismissed from school. If the student tests positive for COVID-19, the families of students on the bus will be notified of a potential close contact with COVID-19.

The CDC defines close contact with a person with COVID-19 as being closer than 6 feet for at least 15 minutes. If the student tests positive, students that were seated within 6 feet of the symptomatic student for 15 minutes or more will be considered close contacts. The student(s) will be sent to the health office and the students' families will be contacted to pick the students up from school. Close contacts are advised to be tested 4 days after possible exposure and should remain home until they receive their test results. Any student who chooses not to be tested must remain out of school for the full quarantine period of 14 days. The student will be shifted to remote learning during the quarantine period. The school bus will be sanitized and disinfected after dropping the students at school.

Bus Drop Off

Bus drivers will not drop off any kindergarten student if an adult is not visible. The adult may be a parent or other responsible adult. Students in grades beyond kindergarten will be dropped off with or without an adult present unless the situation is deemed unsafe by the bus driver. In that instance, the student will be returned to the school and the students' parents or guardians contacted.

Waiting for the Bus

Students must wear masks and remain 6 feet apart while waiting for the school bus. Please be on time for the bus and be safe while waiting for the bus to arrive. Please be aware of traffic and avoid trespassing on private property.

Loading the Bus

As your bus approaches, lineup 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. Get on your bus quickly, take a seat, and make sure none of your belongings are in the aisles.

Riding the Bus

Listen carefully and obey all directions issued by the driver. Do not eat food on the bus, throw anything, or extend arms or any other body parts 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. Do not use electronic devices without permission from the principal. Be courteous to other students and to the driver.

Unloading the Bus

Listen to the driver and follow directions. Do not leave your seat until the bus has come to a complete stop and the driver has opened the door. 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.

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 is dependent on notification by the bus company. All drivers are trained in the safety procedures necessary to facilitate a smooth, efficient transfer.

Bus Accident Procedure

School buses are very safe and accidents are very rare. However, if an accident occurs, students should remain calm and quiet and listen carefully to the driver's instructions. If the driver is incapacitated and there are no teachers or chaperones present, and the bus has come to a complete stop, students may take appropriate action to evacuate the bus and move to safety.

Bicycles

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

- Wear a bicycle helmet as required by Massachusetts General Law.
- Do not enter the bus circle.
- Use a bicycle rack located by the Roderick School or the Janelli Annex to store their bicycles during school hours. The school recommends that all students lock their bicycles before entering school.

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

For more information about updated transportation guidelines and recommendations for alternative transportation to school, please reference our [2020 Transportation Information Packet for Families](#).

Weather Related Recess Guidelines

Fresh air and exercise are important parts of the school day. Time spent outdoors gives students the opportunity to engage in activities that allow them to relax from the structure of the classroom. There are times, however, when it is not safe for students to be outside, such as extreme cold or heat and heavy rain.

The district's protocol on participation in outdoor recess maintains that if a child is well enough to come to school, they are well enough to participate in outdoor recess. Accommodations regarding a child's physical safety on the playground due to a chronic or short-term disability may be reflected in a short-term accommodation plan.

Cold Weather Guidelines for Recess and Outdoor Physical Activity

When temperatures fall below 22 degrees including the wind chill, students are kept indoors ("feels like" temperature based on WPS WeatherBug for zip code 02093). Parents may be called to bring in appropriate attire or supply replacement clothing when necessary. The schools do not keep a supply of clothing for children.

Heat Advisory Guidelines for Recess and Outdoor Physical Activity

When the temperature index ("feels like" temperature based on WPS WeatherBug for zip code 02093) reaches 95 degrees or above, the principals will reconsider outside recess and provide for safe indoor activity. Any student who shows signs of overheating will have a water break during the recess period.

Teachers are aware of medical conditions such as asthma, diabetes, allergies, etc. which may put individual students at a higher risk of heat illness. There is no reason to limit a student's participation unless a known risk is obvious, if an accommodation is specified in a 504 plan or if the parent has advised the school that their child should not participate. It is the parent/guardian's responsibility to ensure their children come to school dressed appropriately for the weather, including sunscreen.

Civil Rights

Wrentham Public Schools is committed to promoting multicultural 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 are asked to report any act or statement of which they become aware that would cast an 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.

Remote Learning and Technology Use Expectations

Remote Learning

Wrentham Public Schools is providing remote learning opportunities for all students during the 2020-2021 school year. Students are expected to participate in remote learning opportunities as they would participate in traditional school day.

Recording Remote Lessons

In accordance with state and federal laws, including the Massachusetts Wiretapping Act and FERPA, no one (student, family member, WPS employee, etc) may record remote lessons. Unauthorized recording of remote/online learning services provided by or through Wrentham Public Schools and/or the dissemination of any such unauthorized recording, may result in a loss of technology privileges and a referral to local law enforcement authorities. Exceptions may be made on an individual basis due to special circumstances, and only with the consent of everyone involved in the lesson.

Parent/Guardian Participation in Remote Learning Opportunities

Parents/ guardians are permitted to observe online instruction in a non-disruptive manner. To the extent that remote learning opportunities provide access to confidential student information, all participants agree, by participating in remote learning, to refrain from disseminating any confidential information with any third parties.

Student Participation in Remote Learning Opportunities

We expect students to dress for school and choose an appropriate location from which to participate in remote learning opportunities. Everyone should take precautions to safeguard personal or private information that they do not wish to be disclosed during a remote learning opportunity. WPS expects students to behave in accordance with school rules of conduct while participating in remote instruction. Cyber-bullying, harassment, discrimination, and abuse of the remote learning process will not be tolerated and may result in suspension from remote learning, as well as additional consequences consistent with the WPS Code of Conduct. The school district asks everyone to limit disruptions to remote lessons to the extent feasible.

Remote Learning Platforms

Wrentham Public Schools uses Google Classroom as the remote learning hub and Google Meet for remote class meetings. Please contact Director of Technology Sean Ahern, not the classroom teacher, with any technology questions or concerns.

Requesting Paper Copies of Assignments

WPS will provide analog materials, upon request and to the extent feasible. Please contact the student's principal to make a request.

- Delaney School Principal Kathleen Maloney, maloneyk@wrenthamschools.org
- Roderick School Principal Kevin Martes, martesk@wrenthamschools.org

Technology Use Expectations

This document 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, Wrentham Public Schools (WPS). These expectations shall apply to all WPS students hereinafter referred to as "Users," who utilize WPS technology. All parents/guardians are required to confirm that they read this document, reviewed it with their WPS students, and that the students agree to abide by the expectations.

Protection Measures for Student Safety

WPS uses multiple measures to protect users and data. Students will not be given access to technology that can communicate with anyone outside of a WPS employee or student. 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 their picture. Only authorized WPS staff, the State of Massachusetts, and Student Information System (SIS) hosting company will have direct access to the Student Information System (SIS). All material placed on a student created web page must be pre-approved by a WPS teacher. The WPS filtering system attempts to block user access to inappropriate and/or harmful content on the Internet; however, WPS is not liable if a user accesses inappropriate

content. If that happens, the student 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 the building principal and provide the address of the site to the Director of Technology.

Teachers will supervise any classroom created collaboration and interactive learning tools. Access to the collaboration and interactive learning tools should require a username and password and be limited to staff and students within WPS. Individuals outside the school system will have viewing access only. Students will only share their username and password with their teachers and parents/guardians. They will keep all personal information out of their posts. WPS will maintain compliance with the Children's Internet Protection Act (CIPA) at all times.

Privacy

WPS monitors all device use and no user has an expectation of privacy regarding use of WPS technology. All internet usage, messages, data, and information viewed, created, sent or retrieved through WPS technology or services are the property of the WPS. 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. All information maintained on WPS technology is subject to the Massachusetts Public Records law. 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.

Personal Responsibility

Users agree to follow all rules outlined in this document and be personally responsible, both legally and financially, for their use of WPS technology, and shall use WPS technology only in conformance with these expectations. WPS may, acting in its sole discretion, limit or deny the privilege of access to WPS technology to any user at any time. Users of WPS technology are expected to refrain from unacceptable uses. These include, but are not limited to, the following:

- Using the Internet in a manner that would violate any federal, state, or local statute, regulation, rule or policy.
- 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 email message or other Internet communication.
- 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.
- Knowingly engaging in any activity that could result in damage to WPS technology.
- Sharing passwords or assigned accounts, without the express authorization of the WPS.
- 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.

- 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.
- 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.
- Providing private and/or confidential information about any individual other than the user, or the user's immediate family, over WPS technology.
- 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.
- Recording or photographing any live online lesson or recorded lesson.
- Posting to social media or any publicly accessible website a recording or photograph of a live online lesson, recorded lesson, online class, individual or small group meeting, classroom event, school event, or any similar WPS activity.
- Downloading/Installing software, programs, or apps on WPS technology.
- Attempting to harm, maliciously modify, or destroy data that has been created by another.
- Plagiarizing.

Failure to Follow the Technology Use Expectations

Violating any of the guidelines listed above may result in restricted technology access, loss of technology access, and/or disciplinary action against the user. 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.

Warranties/Indemnifications

Wrentham Public Schools makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology provided in this document. WPS is not responsible for any claims, losses, damages, injuries or costs or fees of any kind suffered or incurred, directly or indirectly, by any user arising from use of the WPS' technology.

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.

Liability

The WPS is not 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.

Questions or Concerns about Technology Use/Remote Learning

Please contact Director of Technology Sean Ahern at aherns@wrenthamschools.org if you have any questions or concerns about technology or remote learning.

Confirmation of Handbook Review and Consent

Please click here to complete a form acknowledging that you read the handbook, reviewed it with your child, and will comply with the expectations. Please contact Superintendent Allan Cameron if you have any questions.