

WRENTHAM PUBLIC SCHOOLS



FAMILY AND STUDENT HANDBOOK

2021 - 2022

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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**.

Translation Message

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:

ถ้าคุณต้องการให้ส่วนใดส่วนหนึ่งของคู่มือเล่มนี้แปลเป็นภาษาแม่ของคุณหรือต้องการล่ามในที่ประชุมตามโรงเรียนโปรดติดต่อผู้กำกับ ขของ

Wrentham Public Schools ที่ 508-384-5430.

Arabic:

بتكم لصنا ،ةسردملا تاعامتجا للاح كدعاسل مجرتم بلا تجاتحا اذا و ا ،كتغل بلا مجرت ليلدلا اذه عزخ يا بلا تجاتحا اذا
مقرلا بلع نوريماك نلاا روتكد ٥٠٨٣٨٤٥٤٣٩. 0345-483-805.

Telugu:

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Tamil:

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தய61ெ்சw Wrentham Public Schools Superintendent ஐ 508-384-5430 இ ை்தாடrr4
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Non-discrimination Statement

Wrentham Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, sex, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Superintendent's Welcome Message

September 1, 2021

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. 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.

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

Veronica Gonzalez, Chairperson schoolcommittee@wrenthamschools.org

Philip Jordan, Vice Chairperson

Grey Almeida, Secretary

Erin Greaney

Eric Greenburg

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, agendas and meeting minutes are listed on the [Wrentham Public Schools website](#).

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, Assistant Superintendent for Curriculum & Instruction- 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

Ms. Lori Blake , Administrative Assistant - blakel@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. Gail Bolduc, Administrative Assistant - bolducg@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 Eaton– Data Specialist - gilbertc@wrenthamschools.org

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

Food Services Department

Ms. Shelly Bernardini, Food Service Director - bernardinis@wrenthamschools.org

Ms. 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

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 school each day
- Listen to their teachers, other students, and their families
- Talk to others kindly
- Follow the directions of all school staff
- Turn off cell phones, refrain from eating, and pay attention to learning

Wrentham students are **responsible** when they:

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

Wrentham students are **ready to learn** when they are prepared for learning opportunities and:

- Have their materials ready
- Follow through on all of their assignments
- Participate actively in class discussions

Arrival and Dismissal

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 all students..

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

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.

Early Dismissal by Parent

Please notify the school of the dismissal time and reason for the appointment by emailing the school at delaneydismissal@wrenthamschools.org or roderickdismissal@wrenthamschools.org. [You may also complete the form on the website](#) or complete the form on the WPS App. Please call the school office at 508-384-5430 when you arrive.

Student Arrival

Students may arrive at the drop-off locations at Delaney School, Janelli Annex, and Roderick School from 8:10 to 8:20. All locations are supervised by paraprofessionals, non-classroom teachers, and administrators. 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 Student Drop-Off

- Parents are asked to remain in their vehicles. Students will be helped out of cars by school staff members.
- The arrival time for students in kindergarten through grade 3 is from 8:10-8:20. Families may drop-off students at Delaney any time in that window.
- 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 Janelli 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 8:25-8:35 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 Student Drop-Off

- The arrival time for students in grade 4 through grade 6 is from 8:10-8:20. Families may drop-off students at Roderick any time in that window.
- Roderick students will be dropped off at the Randall Road entrance to Roderick School, across from the Fiske Library.

Delaney and Roderick Student Drop-Off (students in both schools)

- Families with children in both schools should drop-off all of the students at the Delaney School.

Bus Drop-Off

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

Student Dismissal

The students will be dismissed from school at 2:45. 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.

Delaney Student and Roderick Student Pick-Up

- The dismissal time is 2:45. Parents are asked to arrive at school NO EARLIER THAN 2:40. Students will not be sent out to cars until 2:45.
- Families who pick-up students from school will have a school issued sign to display in the vehicle windshield with their child's name. Families will not leave their vehicles to meet their students. Staff members will call for students to be dismissed as cars pull up in front of designated areas.
- Students in kindergarten, grade 1, 2, and 3 will be dismissed from the Delaney Cafeteria (doors facing the playground).
- Students in grades 4 through 6 will be dismissed from the Randall Road entrance of Roderick School, across from the Fiske Library.
- Roderick and Delaney students with siblings at Delaney will join the youngest sibling in their assigned locations so parents can pick them up at one location.

Bus Dismissal

- Bus dismissal continues at the bus circle for both Delaney and Roderick students.

Bus Transportation

The district contracts with Holmes Transportation of Norfolk for our bus transportation and Van Pool for transportation of some of our special education students. Students will use the same bus stop before school and after school. The district is not able to accommodate requests for students to have bus stops at different locations on different days.

Early Release Days

The district dismisses *all* students at 11:30 a.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.

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 Assistant Superintendent for Curriculum and Instruction Vanessa Beauchaine at beauchainev@wrenthamschools.org if you have any questions about the process.

Non-Custodial Parents Rights

(General Laws Chapter 71, Section 34H)

As required by G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Education to standardize the process by which the Norfolk Public Schools provide student records to parents who do not have physical custody of their children (“non-custodial parents”). The implementation of this policy will hopefully encourage parents to be involved and informed about the education of their children, while protecting the rights and safety of all parties.

Revised & Adopted January 25, 2007.

Homeless Assistance

Under the McKinney Vento Act of 1987, the Wrentham Public schools considers a student to be homeless if they meet one or more of the following criteria:

- Do not have a permanent home
- Live in motels, hotels, trailer parks, or campgrounds
- Live in state care and custody
- Live in cars, parks, public places, abandoned buildings, substandard settings
- Share housing of other persons due to loss of housing, economic hardships, or a similar reason
- May be unaccompanied youth (not in physical custody of a parent or guardian)

The Wrentham Public Schools provides students who are considered to be homeless with access to the same public education provided to all other students, no matter where they live or for how long. Students have the right to continue in the school they attended before they became homeless, or the last school they attended, if that is their choice, and is feasible. Students have the right to receive transportation to the school they attended before they became homeless, or the school they last attended, if they request transportation. They also have the right to attend school and participate in school programs with students who are not homeless and enroll in school without giving a permanent address. The district cannot require proof of residency that might prevent or delay school enrollment, and the student may attend classes while the district arranges for the transfer of school and immunization records, or any other documents required for enrollment. Students also have the right to receive the same special programs and services, if needed, as provided to all students served in those programs.

For additional information please visit the [Massachusetts Department of Elementary and Secondary Education website](#) or contact the Homeless Liaison for the District Karen McNamara, Director of Students Services.

Health Services

School Nurses

Each school has a nurse available to students. Parents are encouraged to contact the school nurse 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 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 24 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.

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.

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

Please call the school at 508-384-5430 if you have business in the school office.

School Volunteers

The district will not allow classroom volunteers at the start of the school year due to state-mandated COVID-19 restrictions. We will welcome volunteers as soon as possible.

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/Curriculum Night

At Open House/Curriculum Night, 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 [school calendar](#).

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 the 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.

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. If students require specific bathroom accommodations, school nurses will work directly with the student's family.

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 for the 2021-2022 school year 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.

Lunch Expectations

- Wash your hands before eating
- Talk at a respectful volume
- Eat ONLY your own food
- Raise your hand when you need help

Recess Expectations

- Follow adult directions
- Include others
- Show teamwork and sportsmanship
- Play safely and take care of others who need help

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 may be 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 for a confidential conversation about financial support.

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, wearable technology, 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 brought 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.

The following policy applies to all members of the district community. This includes, but is not limited to, students, staff, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

Wrentham Public Schools:

- Expects all members of the district community to 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 promptly investigate 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 for school using common sense guidelines. Clothing that distracts from the educational process will not be permitted. The final decision regarding clothing for school shall be at the discretion of the school principal.

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

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.

Suspension

Alternatives to Suspension

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

Suspension

- **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.

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. Students may be suspended for actions including but not limited to:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

In School Suspension – Not More Than 10 Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. In school suspension is defined as removing a student for a period of time from the regular education setting for disciplinary purposes and providing them with an alternate educational setting within the school where they are allowed to continue and complete work under the supervision of school staff. The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

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.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In-House Suspension – Not More Than 10 Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. In school suspension is defined as removing a student for a period of time from the regular education setting for disciplinary purposes and providing them with an alternate educational setting within the school where they are allowed to continue and complete work under the supervision of school staff.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation. The procedures followed for an in-house suspension will be the same as those outlined for a short-term suspension.

Principal's Hearing – Short Term Suspension of up to 10 Days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

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

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days

(consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

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

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will

remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation. This data will be used by the Principal of each school to determine the extent of in-school suspensions, short and long-term suspensions, expulsions and emergency removals and the impact of such disciplinary actions on selected student populations. As part of the review process, the Principal of each school will determine whether it is necessary or appropriate to modify disciplinary practices due to an over-reliance on suspensions, expulsions or removals on selected student populations compared with other students.

SOURCE: MASC December 2014

School Committee Adopted: March 18, 2021

Discipline

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.

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.

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

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 a 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.
- Stay out of 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. School staff members are not responsible for students riding bicycles after school hours.

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 (“feels like” temperature based on WPS WeatherBug for zip code 02093), the principals will reconsider outside recess and provide for safe indoor activity. 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 becomes 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.

HEARING OFFICER FOR DISCRIMINATION INQUIRIES

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Vanessa Beauchaine, Assistant Superintendent for Curriculum and Instruction
120 Taunton St, Wrentham, MA 02093
(508-384-5430)

Inquiries concerning the application of non-discrimination policies may also be referred to:

Office for Civil Rights, Boston
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150

Student Support Services

The Office of Student Services ensures that all students living in Wrentham receive a free and appropriate educational experience. Wrentham Public Schools offers a comprehensive range of services and programs, beginning with general education screenings and interventions, to address our students' diverse learning needs.

The district is responsible for identifying any child, beginning at age 3, who is a resident of Wrentham and is suspected of having a disability. Wrentham Public Schools is also responsible for evaluating those students, at no cost to parents, to determine if they are eligible for special education or related services under IDEA (Individuals with Disabilities Education Act) and 603 CMR 28 (Massachusetts Special Education Regulations); or if they require specific accommodations under Section 504 of the Rehabilitation Act of 1973 to prevent discrimination based on their disability.

Special education is specially designed instruction and/or related services to meet the unique needs of students with disabilities so they can access the same educational opportunities as their peers. Special Education services are available to students who meet mandated eligibility criteria. With parent permission, a multi-disciplinary Team assesses a student based on their suspected disability. At a meeting with the student's parents, the Team determines eligibility and develops an appropriate Individualized Education Program (IEP) in the least restrictive environment. A continuum of inclusion and pull-out services are available at all grade levels, as well as educationally necessary, school-based related services such as occupational therapy, speech therapy and physical therapy.

If you suspect that your child may need an evaluation to determine eligibility for special education services, or accommodations under Section 504, you may request an evaluation by contacting the principal of your child's school, or the Office of Student Services at 508-384-5430 x1151.

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.