

## TABLE OF CONTENTS

### ❖ SECTION C: GENERAL SCHOOL ADMINISTRATION

- C     HIRING ADMINISTRATIVE PERSONNEL
- CA    SUPERINTENDENT
- CAA   QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
- CAAB EMPLOYMENT OF PRINCIPALS
- CAB   LINE AND STAFF RELATIONS
- CAC   EVALUATION OF THE SUPERINTENDENT
- *CAC:EA EXHIBIT: EVALUATION OF THE SUPERINTENDENT*

### ❖ SECTION D: FISCAL MANAGEMENT

- DA    ELECTRIC BILLS
- DB    BUDGET – NEW LINE ITEMS
- DC    REIMBURSEMENT PROCEDURES FOR SCHOOL COMMITTEE MEMBERS
- DD    TUITION COLLECTION
- DE    PRESCHOOL AND KINDERGARTEN TUITION
- DF    BEFORE AND AFTER SCHOOL PROGRAM TUITION

### ❖ SECTION E: SUPPORT SERVICES

- EA    STUDENT ACCIDENT/NOTIFICATION TO SCHOOL COMMITTEE MEMBERS
- EB    BOMB SCARES
- EBFCA FACE COVERINGS
- EC    TRANSPORTATION POLICY
- ECA   BUS DRIVER RULES AND REGULATIONS
- *ECA:E EXHIBIT: GUIDELINES FOR EFFECTIVE BUS DISCIPLINE*
- ECB:   BUS RULES FOR PUPILS
- ECC   BUS EVACUATION DRILL PROCEDURE
- *ECC:E EXHIBIT: SCHOOL BUS DRIVERS' "SCRIPT" FOR BUS EVACUATION*
- ED    BUS MONITORS
- EE    BUSES – USE OF
- EEA   BUS USE – NO SMOKING, DRINKING, TOBACCO OR DRUGS ALLOWED
- EF    SCHOOLS – FACILITY USE
- EFA   NO SMOKING POLICY
- EG    SCHOOL VOLUNTEERS
- EH    SCHOOL COUNSELING
- EJ    FIRST AID
- EK    NON-APPROVED/PRIVATE ROAD BUS POLICY
- EL    SECURITY CAMERA POLICY

### ❖ SECTION F: SCHOOL COUNCIL

- FA SCHOOL COUNCIL STRUCTURE, SCOPE OF AUTHORITY AND SCHOOL IMPROVEMENT PLAN

#### ❖ SECTION G: PERSONNEL

- GA FACULTY POLICY HANDBOOK
- GC ADMINISTRATOR EVALUATION
- GD SCHOOL COMMITTEE MEETINGS – DISCUSSION OF STAFF MEMBERS
- GG SCHOOL/POLICE MEMORANDUM OF UNDERSTANDING CONCERNING SUBSTANCE ABUSE
- GGA DRUG FREE WORKPLACE
- GGB SEXUAL HARASSMENT POLICY
- GK POSTING OR ADVERTISEMENT OF POSITIONS
- GM CLASS SIZE
- GO HOMEWORK POLICY
- GP PARENT-TEACHER CONFERENCES
- GPA PARENT-TEACHER CONFERENCES – KINDERGARTEN
- GR SUBSTITUTE TEACHER SALARY POLICY
- GRA SUBSTITUTE NURSE SALARY POLICY
- GS CRIMINAL RECORD SEARCH
- GT STAFF TECHNOLOGY USE POLICY AND AGREEMENT

#### ❖ SECTION H: NEGOTIATIONS

#### ❖ SECTION I: INSTRUCTION

- IA SCHOOL CALENDAR
- IC STANDARDIZED TESTING
- ID CURRICULUM DEVELOPMENT
- IE HEALTH CURRICULUM
- IEA HEALTH HOME EDUCATION POLICY
- IF HOME EDUCATION POLICY
- *IF:EA EXHIBIT: HOME EDUCATION LEGAL REFERENCES*
- *IF:EB EXHIBIT: HOME EDUCATION APPLICATION*
- IG: STUDENT TECHNOLOGY USE POLICY AND AGREEMENT
- IH SCHOOL CEREMONIES AND OBSERVANCES
- IHAMB TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

#### ❖ SECTION J: STUDENTS

- JA THE EQUAL EDUCATIONAL OPPORTUNITY REGULATIONS
- JB KINDERGARTEN ENTRANCE AGE
- JBA KINDERGARTEN PARENT NOTIFICATION
- JC TRANSFER STUDENTS
- JD NON-RESIDENT STUDENTS

- JH STUDENT DISMISSAL
- JI PREGNANT STUDENTS
- JIC STUDENT DISCIPLINE
- JJ SOLICITATION
- JK DRESS CODE
- JL SCHOOL SAFETY
- JM ADMINISTRATION OF MEDICINE TO STUDENTS
- JN PHYSICAL RESTRAINT OF STUDENTS
- *JNE EXHIBIT: INCIDENT REPORT*
- JO NON-CUSTODIAL PARENTS RIGHTS
- *JO:EA EXHIBIT: NOTICE TO CUSTODIAL PARENT; NON-CUSTODIAL PARENT HAS REQUESTED STUDENT RECORDS*
- *JO:EB EXHIBIT: AFFIDAVIT FOR NON-CUSTODIAL PARENT REQUESTING STUDENT RECORDS*
- JP ELECTRONIC DEVICE POLICY
- JQ DISTRIBUTION OF NOTICES BY STUDENTS
- JR LIFE THREATENING ALLERGIES OR OTHER MEDICAL CONCERNS
- JS BULLYING AND CYBERBULLYING POLICY

## **SECTION C: GENERAL SCHOOL ADMINISTRATION**

Section C of the policy classification system provides a repository for statements about the school district management, the administrative structure, and school building and department administration. It also is the location for personnel policies that pertain to one individual-the superintendent.

## **HIRING ADMINISTRATIVE PERSONNEL**

The following process should guide the hiring of administrators other than the superintendent: A search and screening committee shall be established with meaningful participation from school committee, administrator(s), teachers, parents, and community members (not parents of children in the school). Reasonable notice shall be given in advance of the establishment of the committee.

*December 13, 1993*

*Revised March 8, 1999*

*Reviewed April 11, 2005*

## **SUPERINTENDENT**

The school committee shall appoint a superintendent and fix his/her compensation in accordance with M.G.L. Ch. 71, Section 59.

The following process should guide the hiring of the superintendent of schools: A search and screening committee shall be established with meaningful participation from administrator(s), teachers, parents, and community members (not parents of children in the school). Reasonable notice shall be given in advance of the establishment of the committee. The finalist(s) will meet with the school committee.

As the chief administrator employed by the school committee, the superintendent has the duty of applying state law and the committee's policies to the operation of the school system in such a manner as to best serve the educational interests of the students and citizens of Wrentham. If policies are broadly stated in general terms, it becomes the superintendent's responsibility to interpret them to the school personnel. The superintendent shall be allowed to make decisions on the execution of established policies since he/she is responsible for the results. Such latitude enables the superintendent as much discretion as necessary in carrying out the school committee's objectives and performing the duties outlined in the Job Description (Policy CAA).

*Approved March 30, 1995  
Revised October 13, 1998  
Reviewed April 11, 2005*

## QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

POSITION TITLE: Superintendent of Schools  
REPORTS TO: School Committee  
TERMS OF EMPLOYMENT: Twelve months a year.  
Salary and benefits to be arranged with the committee.

### Qualifications

1. An earned Master's Degree or higher with a major in educational administration and supervision preferred.
2. Minimum of five years of public school experience in supervision and administration.
3. Experience in teaching and/or school administration at the elementary level (K-8) preferred.
4. A valid Massachusetts superintendent's certificate or certifiable by the Commonwealth of Massachusetts.

### Goal

To lead the school committee, staff, students and community in providing an optimum educational environment for public education.

### Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the Evaluation of the Superintendent form.

(REF. Policy CAC)

### Responsibilities

1. **General Duties:** The superintendent is the chief executive officer of the school committee and the administrative head of the school system. He/she is expected to do all within his/her power to ensure proper and efficient operation of the schools. The superintendent:
  - a. Attends and participates in all school committee meetings, being granted the same right as a member to participate in discussions but shall have no vote.
  - b. Prepares an agenda for each school committee meeting in cooperation with the school committee chairperson; is the corresponding agent except when the committee secretary or other agent is designated, and prepares news releases.
  - c. Acts as the official liaison to other town committees and serves in an advisory capacity where school interests are involved.
  - d. Administers the schools in conformity with Wrentham School Committee policies, rules, regulations and laws of the Commonwealth of Massachusetts and the Federal Government and keeps the school committee informed.

- e. Is responsible for the administration and supervision of the school system and is the professional leader of the school committee and teaching staff.
- f. Shall delegate to principals and other designated faculty members (employees) duties appropriate to their assignments.
- g. Prepares and submits to the committee recommendations relative to matters requiring committee action, placing before the committee such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- h. Serves on the policy subcommittee of the school committee and sees that all policies are implemented. In all emergency matters, and those not addressed by policy, the superintendent makes all administrative decisions within the school system.
- i. Is responsible for long-range curriculum development for the school system.
- j. Is responsible for recommending short and long term goals for the school system.
- k. Establishes and maintains beneficial and mutually cooperative school-community business interaction programs including an effective public relations program with community and press.
- l. Keeps the public informed about modern educational practices, educational trends, and the policies, practice, and problems in the school system.
- m. Prepares for the committee any and all forms or reports required by the state and federal governments.
- n. Recommends to the committee hours of attendance for all school sessions; prepares for adoption by the school committee the annual school calendar; is responsible for canceling school in the event of inclement weather and in other emergencies.
- o. Visits classrooms to gain firsthand information, and holds such meetings of teachers, administrators and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

**2. Personnel Employment and Evaluation:** The superintendent:

- a. Recruits, screens and employs the best-qualified and most competent administrators and other school-wide personnel. A screening committee will assist the superintendent in the selection of administrators. (Ref. Policy C)
- b. Assigns, transfers, supervises and evaluates the performance of personnel as the interest of the system may dictate, and reports such action to the committee for its information.
- c. Recommends employees for promotion, demotion, transfer, or dismissal, in consultation with the principal(s). (Ref. M.G.L. Ch. 71, Section 41)
- d. Evaluates all principals and other administrators each school year recommending promotion, demotion, transfer, or dismissal. (Ref. M.G.L. Ch. 71, Section 41)
- e. Prepares contract forms for professional status and non-professional status teachers and informs the committee of the same at a reasonable time before June 1 annually, and in all cases, notification will be made as required by law. (Ref. M.G.L. Ch. 71, Section 41)
- f. Advises the school committee in the collective bargaining process and provides the bargaining team with all necessary background data needed for effective contract negotiations.



- g. Assigns salaries to teachers and other employees on basis of adopted salary schedules.
- h. Develops in-service training programs and other suitable means for teacher professional development and education, to include but not be limited to those required by law and/or contract; maintains up-to-date records for each teacher concerning professional progress.
- i. Keeps records dealing with applications, references, examinations and service of all personnel.

**3. Curricula:** The superintendent:

- a. Appoints committees to review curricula and/or textbooks and make recommendations for additions and changes.
- b. Encourages the staff to study and revise, when necessary, all curriculum areas on a continuing basis.
- c. Advises the school committee on current trends and developments, professional issues, and brings faculty before the committee for reports on progress and evaluation of curricula

**4. Budget:** The superintendent:

- a. Observes a strict accounting of business records, care and maintenance of property, and within budgetary limitations, provides the school a maximum efficiency.
- b. Prepares the annual budget involving all school staff and the school council.
- c. Submits the budget to the school committee during the month of February.
- d. Administers the budget as approved by the school committee and submits to the committee quarterly financial reports by line item as actually spent.

**5. Facilities, Supplies and Equipment:** The superintendent:

- a. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
- b. Receives applications and approves the use of school facilities in accordance with policies adopted by the school committee.
- c. Reports to the school committee on facilities' current conditions and determines biannually the short- and long-range building needs.
- d. Makes recommendations with reference to (c) above regarding the location and size of new buildings and school sites; additions to existing sites; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the system.
- e. Recommends supplies needed on basis of their contribution to efficient operation of the school system and benefit to instructional program.
- f. Is the purchasing agent for the school system. Keeps records of and approves all purchases of supplies and services within the guidelines of state and federal laws, and school committee policies.
- g. Arranges for use and care of supplies and equipment.

**6. Superintendent Professional Development:** The superintendent:

- a. Keeps informed of modern educational thought and practices by advanced study, visiting school systems elsewhere, attending educational/professional conferences, or by other appropriate means. He/she shall be reimbursed from budgeted school funds for expenses thus incurred.

**7. Health, Welfare and Conduct of Pupils:** The superintendent:

- a. Shall be responsible for the administration of all matters related to the health, welfare, and conduct of pupils in the Wrentham Public Schools.
- b. Shall publish the district's policies pertaining to the conduct of teachers and students in accordance with M.G.L. Chapter 71, Section 37H. (Ref. Policy JG).

*Date of Adoption: September 23, 1991*

*Revised: October 28, 1991*

*Revised: March 30, 1995*

*Reviewed April 11, 2005*

## EMPLOYMENT OF PRINCIPALS

Principals and associate or assistant principals shall be employed by the Wrentham Public Schools under individual contracts of employment. Said contracts shall be negotiated with the superintendent of schools, at levels of compensation/benefits determined in accordance with policies established by the school committee, including a salary range for each position. The compensation/benefits, above referenced, may be exceeded only with the approval of the school committee.

Contracts issued to principals may be up to three years in length, at a level of compensation/benefits determined by the school committee.

As a condition of employment, each principal, associate principal or assistant principal must maintain current certification, adhere to the policies and goals of the school committee and the directives of the superintendent, and annually before April 1 must submit with the school council the school improvement plan for the school building(s) under his/her direction.

Legal Ref. Ch. 71 Sec. 41  
as Amended by Ch. 346 of the Acts of 1994  
*Adopted November 22, 1993*  
*Revised October 23, 1995*  
*Reviewed April 11 2005*  
*Revised April 10, 2007*

## **LINE AND STAFF RELATIONS**

The superintendent will establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility in addition to being avenues for a two-way flow of ideas.

*Date of Adoption: September 23, 1991*

*Revised: September 27, 1995*

*Reviewed April 11, 2005*

## **EVALUATION OF THE SUPERINTENDENT**

### **Purpose**

This evaluation instrument is to provide criteria upon which the school committee can evaluate the superintendent's performance and subsequently determine his/her composite rating; and, to identify specific areas of concern within the school system and to establish plans for addressing them. The committee and the superintendent recognize that, in addition to the objectives mutually agreed upon, the superintendent is expected to perform all duties and responsibilities at a level satisfactory to the committee. It is incumbent upon each school committee member to maintain, throughout the year, information that will facilitate an objective and complete evaluation. (Ref. Policy BA-6) This should include, but not be limited to, goals established and accomplished, and when applicable, participation in negotiations.

### **Evaluation procedure**

1. The superintendent will complete a self-assessment and draft goals for the School Committee to review. The goals will align with the district goals and become the Superintendent's Annual Plan.
2. An interim progress report by the superintendent summarizing progress toward the Superintendent's Annual Plan will be presented at the first meeting in February (Mid-Cycle Goals Review).
3. Evaluation forms will be completed and sent by the individual committee members to the chair by May 15th.
4. The chair will develop the composite rating and submit it to the superintendent by June 1<sup>st</sup>.
5. The school committee meets with the superintendent for public evaluation the first meeting in June (Summative Evaluation). It will be the first agenda item.

*Adopted prior to March 25, 1991*

*Revised September 11, 1995*

*Revised May 11, 1998*

*Revised April 11 2005*

*Revised September 15, 2015*

---

**EXHIBIT A: EVALUATION OF THE SUPERINTENDENT**

---

**Instructions**

On a copy of the Evaluation of the Superintendent score each criterion on the composite rating system in the range from 0-7 in increments of .25;

0-2 unsatisfactory

3-5 satisfactory

6-7 commendable

Add comments after each section if so desired. (*Example score:6.25*)

**SCORE**

**I. RELATIONSHIPS WITH THE SCHOOL COMMITTEE**

- \_\_\_\_\_ 1. Keeps the committee informed on issues, needs, and operation of the school system.(Ref. Policy BA-6)
- \_\_\_\_\_ 2. Offers professional advice to the committee on items requiring committee action, with appropriate recommendations based on thorough study and analysis.
- \_\_\_\_\_ 3. Interprets, executes and supports the intent of committee policy.
- \_\_\_\_\_ 4. Seeks and accepts constructive criticism of his/her work.
- \_\_\_\_\_ 5. Has a harmonious working relationship with the committee.
- \_\_\_\_\_ 6. Informs the committee of changes in personnel. Supporting data is supplied where applicable.
- \_\_\_\_\_ 7. Accepts his/her responsibility for maintaining liaison between the committee and personnel, working toward a high degree of understanding between staff and the committee and the committee and staff.
- \_\_\_\_\_ 8. Remains impartial toward the committee, treating all committee members alike.
- \_\_\_\_\_ 9. Goes directly to the individual committee member(s) when a difference of opinion exists, in an earnest effort to resolve the difference immediately.
- \_\_\_\_\_ 10. Follows up on committee inquiries.

**COMMENTS:**

SCORE

## II. EDUCATIONAL LEADERSHIP/CURRICULUM

- \_\_\_\_\_ 1. Initiates avenues of educational innovation.
- \_\_\_\_\_ 2. Guides staff, committee, and community in studying and developing curriculum improvement.
- \_\_\_\_\_ 3. Continually evaluates the results of implemented programs.
- \_\_\_\_\_ 4. Utilizes the abilities and talents of the entire professional staff and lay people of the community in curriculum development.
- \_\_\_\_\_ 5. Assures that the school's curriculum and its implementation reflect the principles of the state's Common Core of Learning and Curriculum Frameworks.
- \_\_\_\_\_ 6. Encourages staff members to investigate curriculum changes through visits to other schools, reading, research, or experimentation.
- \_\_\_\_\_ 7. Ensures that all staff are evaluated by appropriate administrators, as per school committee policy.
- \_\_\_\_\_ 8. Effectively addresses results of evaluations, observations and concerns.
- \_\_\_\_\_ 9. Is proactive and progressive in attitude and action.

COMMENTS:

SCORE

**III. STAFF AND PERSONNEL RELATIONS**

- \_\_\_\_\_ 1. Develops and executes personnel procedures and practices.
- \_\_\_\_\_ 2. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.
- \_\_\_\_\_ 3. Plans and implements a professional development program for staff.
- \_\_\_\_\_ 4. Organizes staff so that administrative decision making takes place at appropriate levels.
- \_\_\_\_\_ 5. Maintains accessibility and open channels of communication.
- \_\_\_\_\_ 6. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation.
- \_\_\_\_\_ 7. Maintains high staff morale.

COMMENTS:



SCORE

**IV. BUSINESS AND FINANCE**

- \_\_\_\_\_ 1. Presents the budget to the school committee in a clear and concise manner.
- \_\_\_\_\_ 2. Places the educational welfare of the school children before other considerations in making recommendations.
- \_\_\_\_\_ 3. Determines that funds are spent wisely, and adequate controls and accounting are maintained.
- \_\_\_\_\_ 4. Evaluates financial needs of the school system - plant, facilities, equipment, and supplies.
- \_\_\_\_\_ 5. Maintains records for the school, including a system of financial accounts.
- \_\_\_\_\_ 6. Is effective in securing funding for the system.
- \_\_\_\_\_ 7. Presents quarterly budget reports to the committee.

COMMENTS:

SCORE

**V. FACILITIES**

- \_\_\_\_\_ 1. Oversees maintenance of buildings and grounds and assures their safety.
- \_\_\_\_\_ 2. Deals with daily emergency needs.
- \_\_\_\_\_ 3. Provides recommendations to the committee concerning school building repairs and improvements and site needs for the succeeding fiscal year.
- \_\_\_\_\_ 4. Formulates long term capital improvement program with annual review.

COMMENTS:

SCORE

**VI. COMMUNITY RELATIONS**

- \_\_\_\_\_ 1. Seeks to achieve community understanding of the system's educational goals.
- \_\_\_\_\_ 2. Strives to enhance the respect and support of the community for the schools.
- \_\_\_\_\_ 3. Solicits opinions from groups and individuals interested in educational matters.
- \_\_\_\_\_ 4. Maintains good relations with news media.

COMMENTS:

School Committee Policy Statement of the Wrentham Public Schools

SCORE

**VII. PERSONAL QUALITIES/PROFESSIONAL DEVELOPMENT**

- \_\_\_\_\_ 1. Communicates effectively with staff members, the committee, and the public.
- \_\_\_\_\_ 2. Demonstrates ability to work well with individuals and groups.
- \_\_\_\_\_ 3. Possesses the necessary energy to meet the responsibilities of the position.
- \_\_\_\_\_ 4. Maintains poise and emotional stability in the full range of professional activities.
- \_\_\_\_\_ 5. Maintains a professional appearance.
- \_\_\_\_\_ 6. Maintains professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, or meeting with other superintendents.
- \_\_\_\_\_ 7. Shows good judgment and common sense in resolving issues.

COMMENTS:

School Committee Policy Statement of the Wrentham Public Schools  
AREAS FOR IMPROVEMENT:

STRENGTHS:

SPECIFIC RECOMMENDATIONS:

School Committee Member \_\_\_\_\_ Date \_\_\_\_\_

*Adopted prior to March 25, 1991  
Revised September 11, 1995  
Revised May 11, 1998  
Revised April 11 2005*

## PRINCIPAL

### Position Description

The principal is the educational administrator and manager of the Wrentham Public Schools and shall supervise the operation and management of the school and school property, subject to the supervision and direction of the superintendent.

(Ref. M.G.L. Ch. 71, Section 59B)

*Adopted prior to March 25, 1991*

*Revised September 11, 1995*

*Reviewed April 11, 2005*

## QUALIFICATIONS AND DUTIES OF PRINCIPAL

POSITION TITLE: Principal  
REPORTS TO: Superintendent of Schools  
TERMS OF EMPLOYMENT: 12 months a year.  
Salary and work year to be negotiated (Ref. Policy CAAB).

### Qualifications

1. An earned Master's Degree
2. Valid certification as an Elementary Principal
3. A minimum of five years of experience in the field of public education, including experience as an elementary classroom teacher.

### Goal

To provide the staff and students with the educational leadership to achieve the mission of the Wrentham Public Schools.

### Evaluation

The principal will be evaluated annually by the superintendent. (Ref. Policy CAA 2)

### Responsibilities

#### 1. Duties

- a. The principal shall comply with the rules and regulations set forth under the laws of the Commonwealth of Massachusetts.
- b. As head of the school the principal shall be responsible for the enforcement of the rules and regulations of the Wrentham School Committee and the superintendent, and for the guidance and direction of teachers and the government of the school.
- c. The principal shall supervise the teachers regarding methods of instruction, modes of discipline, and fitness for service. The principal shall evaluate all teachers and other personnel under his/her jurisdiction, shall keep a written record of such evaluation.
- d. The principal is responsible for the assignment of certified personnel within the school, with the approval of the superintendent of schools.
- e. The principal shall have control of the placement and discipline of all pupils.
- f. The principal shall, in consultation with professional staff of the building(s), promote participatory decision making among all professional staff for the purpose of developing educational policy. (Ref. M.G.L. Ch. 71, Section 59B).
- g. The principal fosters sound interpersonal relationships among students, teachers, administrators and parents.
- h. A principal shall be co-chair of the school council in accordance with M.G.L. Chapter 71, Section 59C and district Policies F and FA (School Council).
- i. The principal accepts accountability for the overall effectiveness of the school.

- j. The principal shall be responsible for a good public relations program in consultation with the superintendent.
- k. The principal shall cause to be kept adequate records for the school.
- l. The principal shall furnish to the school committee and superintendent, in writing or otherwise, such information as they may require and shall render to them whatever assistance they may deem necessary for the proper administration of the school system. It is the responsibility of the principal to bring to the attention of the superintendent matters which are of concern to the school.
- m. The principal shall act in an advisory capacity to the superintendent in all matters pertaining to the building, curricula, and staff.
- n. The principal shall see to the safekeeping of the buildings, the furniture, books, and apparatus contained therein, and shall have the care of all supplies, textbooks, and apparatus belonging to the school.
- o. Under the direction of the superintendent, the principal shall have immediate supervision of the buildings and custodians. The principal shall have charge of buildings during school hours, prescribing such rules as shall insure their being kept in a neat and proper condition.

**2. Curriculum:** The principal of the Wrentham Public Schools shall have immediate responsibility for the study and advancement of the curriculum. He/she shall keep the superintendent informed concerning curriculum research and development. (Ref. Policy CAA 3 and Policy ID) The principal is responsible for keeping his/her thinking current. The principal shall strive ever to understand and plan for the unique needs of the pupils of the Town of Wrentham. As educational leader, the principal:

- a. Should, in cooperation with his staff, direct, guide and coordinate the total educational program within the school. All other activities must directly support this central function, the improvement of instruction.
- b. Adapts the school's program and procedures to the requirements of the individual student and is sensitive to the needs of the individual teacher.
- c. Helps to establish and clarify short and long range school goals which are educationally sound and administratively feasible.
- d. Acts as a catalyst for innovative thinking and action on the part of others in the school, as well as suggesting ideas for program, curriculum, and organization.

**3. Hiring of Personnel:** The principal shall be responsible, consistent with district personnel policies and budgetary restrictions and subject to the approval of the superintendent, for hiring all teachers, instructional or administrative aides, and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval by the superintendent and subject to the provisions of this section. This section shall not prevent one person from serving as the principal of two or more elementary schools or the use of teaching principals in such schools. (Ref. Ch. 71, Section 59B).

The principal shall devise and continuously try to improve programs for the orientation of new teachers and for the professional improvement of all teachers and staff members under his/her direction.



**4. School-Home Relations:** The principal shall devise and use adequate procedures and a good program for development and maintenance of a two-way system of communication between home and the school. He/she shall constantly endeavor to create a better understanding of the educational objectives of the school.

**5. Textbooks:** A principal shall recommend to the superintendent the adoption of textbooks and instructional supplies in accordance with M.G.L. Ch. 71 Section 48. The principal will coordinate requests of teachers to assure standard purchases whenever possible.

**6. Student Evaluation:** The principal shall be responsible for administering instruments of evaluation and testing within the school. Such instruments should be one tool in the evaluation of student progress and the general progress of the school. The results of such evaluation shall be submitted to the superintendent of schools.

**7. Special Services:** The principal shall be responsible for the special services within the school such as health services, library services, audio-visual services, the extra-curricular, and transportation.

*Adopted prior to March 25, 1991*

*Revised September 11, 1995*

*Reviewed April 11, 2005*

CC

## **ASSOCIATE PRINCIPAL OR ASSISTANT PRINCIPAL**

### **Position description**

The associate or assistant principal supports the principal in supervision of the operation and management of the school and school property.

*Adopted October 23, 1995*

*Reviewed April 11, 2005*

## **QUALIFICATIONS AND DUTIES OF ASSOCIATE OR ASSISTANT PRINCIPAL**

POSITION TITLE: Associate Principal or Assistant Principal  
REPORTS TO: Principal  
TERMS OF EMPLOYMENT: Minimum of 10 months a year.  
Salary and work year to be negotiated.

### **Qualifications**

1. An earned Master's Degree
2. Valid certification as an administrator
3. A minimum of five years of experience in the field of public education, including experience as an elementary classroom teacher.

### **Goal**

To assist the principal in providing the staff and students with the educational leadership to achieve the mission of the Wrentham Public Schools.

### **Evaluation**

The associate or assistant principal will be evaluated annually by the principal.

### **Responsibilities**

#### **1. Duties**

- a. The associate or assistant principal shall comply with the rules and regulations set forth under the laws of the Commonwealth of Massachusetts.
- b. The associate or assistant principal shall be responsible for the enforcement of the rules, regulations and policies of the Wrentham School Committee and the superintendent.
- c. The associate or assistant principal serves as principal in the absence of the regular principal.
- d. The associate or assistant principal shall evaluate teachers and other personnel under his/her jurisdiction, and shall keep a written record of such evaluation.
- e. The associate or assistant principal is responsible for discipline of pupils and the annual review of the Code of Conduct. (Ref. Policy JG).
- f. The associate or assistant principal fosters sound interpersonal relationships among students, teachers, staff, administrators and parents.
- g. The associate or assistant principal shares accountability for the overall effectiveness of the school.
- h. The associate or assistant principal shall assist the principal with an effective public relations program.
- i. It is the responsibility of the associate or assistant principal to bring to the attention of the principal and the superintendent matters which are of concern to the school.

- j. The associate or assistant principal shall act in an advisory capacity to the principal in all matters pertaining to the building, curricula, and staff.
- k. The associate or assistant principal supports the principal in the safekeeping of the buildings, the furniture, books, and apparatus contained therein.
- l. The associate or assistant principal performs such tasks and assumes responsibilities as the principal may from time to time assign.

## **2. Curriculum**

The associate or assistant principal of the Wrentham Public Schools shall share responsibility for the study and advancement of the curriculum. The associate or assistant principal is responsible for keeping his/her thinking current. The associate or assistant principal shall strive to understand and plan for the unique needs of the pupils of the Town of Wrentham. The associate or assistant principal:

- a. Will serve and/or chair curriculum committees at the direction of the principal and/or superintendent.
- b. Adapts the school's program and procedures to the requirements of the individual student and is sensitive to the needs of the individual teacher.
- c. Helps to establish and clarify short and long range school goals which are educationally sound and administratively feasible.
- d. Acts as a catalyst for innovative thinking and action on the part of others in the school, as well as suggesting ideas for program, curriculum and/organization.

## **3. Hiring of personnel**

The associate or assistant principal will aid the principal in the hiring of personnel.

## **4. School-home relations**

The associate or assistant principal, through a two-way system of communication between home and the school, shall constantly endeavor to create a better understanding of the education objectives of the school.

*Adopted prior to March 25, 1991  
Revised October 23, 1995  
Reviewed April 11, 2005*

CE

## **REPORT ON THE EVALUATION OF PRINCIPAL AND ASSOCIATE OR ASSISTANT**

The evaluation of the principal and associate or assistant principal will be conducted by the superintendent of schools each year.

*March 22, 1993*  
*Revised September 9, 1996*  
*Reviewed April 11, 2005*

## **SECTION D: FISCAL MANAGEMENT**

Section D of the policy classification system provides a repository for statements concerning district fiscal affairs and the management of district funds.

**DA**

## **ELECTRIC BILLS**

The superintendent has authority to send the schools' electric bills to the Town Accountant and the Town Treasurer upon receipt of the bills. The purpose of this is to avoid the interest payments on overdue bills.

*Adopted prior to March 25, 1991*  
*Reviewed May 9, 2005*

DB

## **BUDGET - NEW LINE ITEMS**

All new positions (including positions that have not been funded in the present fiscal year), all new line items, or previously unfunded line items have to be voted in by a majority of the school committee.

*February 10, 1986*  
*Revised September 9, 1996*  
*Reviewed May 9, 2005*



**DC**

## **REIMBURSEMENT PROCEDURES FOR SCHOOL COMMITTEE MEMBERS**

School committee members will be reimbursed for conference expenses and approved meetings.

*June 6, 1978*  
*Revised October 13, 1998*  
*Reviewed May 9, 2005*

## **TUITION COLLECTION**

The Wrentham Public Schools provides learning opportunities to students that often extend beyond the amount of time required or reimbursed by the Commonwealth of Massachusetts. In those cases, the Wrentham Public Schools must charge and collect tuition for these programs. All monies are placed in a Town approved revolving account and used to support the said programs.

Tuition will be collected as follows:

1. A deposit will be collected and allocated for the last month of tuition.
2. Tuition will be due the first of each month.
3. Parents/Guardians will receive a reminder at least 5 days before tuition is due.
4. The Wrentham Public Schools/School Committee reserves the right to charge a late fee to parties that are 15 days or more delinquent. The School Committee will set the amount of the late fee before each school year. The amount of such late fee, and the fact that there may be a late fee, will be publicized to the parents whose children participate in a program for which tuition is charged.
5. The Wrentham Public Schools/School Committee reserves the right to use alternative methods of collection for delinquent tuition bills.

*Adopted August 28, 2007*

## **PRESCHOOL AND KINDERGARTEN TUITION**

The Wrentham Public Schools believes that providing early education to its students develops a strong foundation for lifelong learning.

In order to provide schooling for 3 and 4 year olds, as well as a Transitional and Full Day Kindergarten option, tuition must be charge to fund these programs. Tuition will be used to fund teachers, aides, supplies, materials and utilities.

The following are guidelines:

- Each year the School committee will vote to establish the tuition rates for the following year. These rates will appear on all materials that advertise the program.
- There will be no tuition discounts. All students must pay full School Committee established tuition.
- Financial hardships may be appealed in writing to the Superintendent of Schools.

*Adopted May 13, 2008*

**DF**

## **BEFORE AND AFTER SCHOOL PROGRAM TUITION**

The Wrentham Public Schools believes that student learning extends beyond the allotted hours of the school day and year. We extend opportunities to learn for children and charge a tuition cost to fund the programs.

The following guidelines for these programs will be observed:

- There will be no tuition discounts granted. These programs are self-sustaining and families are not required to participate.
- The cost of the program will be determined by the program instructor and the Superintendent of Schools. Tuition will fund staff, supplies, materials, and/or travel.
- Teachers will be compensated as outlined by Collective Bargaining Agreement with the Committee.
- Financial hardships may be appealed in writing to the Superintendent of Schools.

*Adopted May 13, 2008*

## **SECTION E: SUPPORT SERVICES**

Section E of the policy classification system provides a repository for statements on non-instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and their management (not construction), transportation, and food services.

**EA**

**STUDENT ACCIDENT/NOTIFICATION TO SCHOOL COMMITTEE  
MEMBERS**

The superintendent will inform the school committee chairperson or designee within 48 hours of an accident which requires a student to be dismissed for treatment.

*April 22, 1991  
Revised April 8, 1996  
Revised June 13, 2005*

**EB**

## **BOMB SCARES**

In case of a bomb scare the children would be allowed back into the buildings after the buildings had been cleared by the Fire Department. Procedures for staff to follow may be found in the Teachers' Handbook.

*Adopted prior to March 25, 1991  
Revised September 30, 1996  
Reviewed May 9, 2005*

---

# POLICY STATEMENTS OF THE WRENTHAM SCHOOL COMMITTEE

---

WRENTHAM PUBLIC SCHOOLS



WRENTHAM, MASSACHUSETTS



**POLICY STATEMENTS  
OF THE  
WRENTHAM SCHOOL COMMITTEE**

**WRENTHAM PUBLIC SCHOOLS**



**WRENTHAM, MASSACHUSETTS**

November 2016

# **INTRODUCTION**

## **MANUAL NOTES**

### **I. MANUAL CODING**

This manual is divided into ten sections, or chapters, each bearing an alphabetical code:

- A. Foundations and Basic Commitments
- B. School Committee Governance and Operations
- C. General School Administration
- D. Fiscal Management
- E. Support Services
- F. School Council
- G. Personnel
- H. Negotiations
- I. Instruction
- J. Students

Sub-classification under each heading is based on logical sequence and alphabetical sub-coding.

### **II. SPECIAL SYMBOLS USED**

- E Exhibit: This symbol following a code indicates that the statement is a reference document, such as a calendar, application form, etc., rather than a policy.

### **III. REFERENCES**

Reference to the state laws direct the reader of the manual to sections of the law that relate to a particular policy topic. Unless otherwise noted, all references are to General Laws of the Commonwealth of Massachusetts (cited as M.G.L. chapter and section).

### **IV. NEW POLICIES**

Policy development is a continuing process. So from time to time, new policies, regulations, and reference documents will be developed, coded according to the classification system, and issued for insertion in the manual

## **TABLE OF CONTENTS**

### **❖ INTRODUCTION**

- i MANUAL NOTES
- ii TABLE OF CONTENTS
- v WRENTHAM SCHOOL POLICY CALENDAR

### **❖ SECTION A: FOUNDATIONS AND BASIC COMMITMENTS**

- AA MISSION STATEMENT
  - AAB WRENTHAM PUBLIC SCHOOL - A SINGLE UNIT
- AB GOALS FOR THE WRENTHAM PUBLIC SCHOOLS
- AC QUALITY
- AD SCHOOL CHOICE
- AE WELLNESS POLICY
  
- AF FINGERPRINT POLICY

### **❖ SECTION B: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS**

- BA SCHOOL COMMITTEE POWERS AND DUTIES
  - BAA SCHOOL COMMITTEE MEMBER AUTHORITY
  - BAB SCHOOL COMMITTEE MEMBER ETHICS
- BB SCHOOL COMMITTEE ORGANIZATIONAL MEETING
  - BBA SCHOOL COMMITTEE OFFICERS
- BC SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP
- BD EXECUTIVE SESSIONS
- BE RULES OF ORDER
  - BEA POLICY DEVELOPMENT AND ADOPTION PROCEDURE
- BF PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS
- BG COMMUNICATION POLICY
  - BGA SCHOOL COMMITTEE RECOGNITION POLICY
- BH SCHOOL COMMITTEE MEMBERS AS VOLUNTEERS
- BI EVALUATION OF THE SCHOOL COMMITTEE
  - BI:EA EXHIBIT: EVALUATION OF THE SCHOOL COMMITTEE
  - BI:EB EXHIBIT: SELF-EVALUATION OF THE SCHOOL COMMITTEE

### **❖ SECTION C: GENERAL SCHOOL ADMINISTRATION**

- C HIRING ADMINISTRATIVE PERSONNEL
- CA SUPERINTENDENT
  - CAA QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
  - CAAB EMPLOYMENT OF PRINCIPALS
  - CAB LINE AND STAFF RELATIONS
  - CAC EVALUATION OF THE SUPERINTENDENT
  - CAC:EA EXHIBIT: EVALUATION OF THE SUPERINTENDENT

- CB PRINCIPAL
  - CBA QUALIFICATIONS AND DUTIES OF PRINCIPAL
- CC ASSOCIATE PRINCIPAL OR ASSISTANT PRINCIPAL
  - CCA QUALIFICATIONS AND DUTIES OF ASSOCIATE OR ASSISTANT PRINCIPAL
- CE REPORT ON THE EVALUATION OF PRINCIPAL AND ASSOCIATE OR ASSISTANT PRINCIPAL

#### ❖ SECTION D: FISCAL MANAGEMENT

- DA ELECTRIC BILLS
- DB BUDGET - NEW LINE ITEMS
- DC REIMBURSEMENT PROCEDURES FOR SCHOOL COMMITTEE MEMBERS
- DD TUITION COLLECTION
- DE PRESCHOOL AND KINDERGARTEN TUITION
- DF BEFORE AND AFTER SCHOOL PROGRAM TUITION

#### ❖ SECTION E: SUPPORT SERVICES

- EA STUDENT ACCIDENT/NOTIFICATION TO SCHOOL COMMITTEE MEMBERS
- EB BOMB SCARES
  - EBCFA MASKS/FACE COVERINGS
- EC TRANSPORTATION POLICY
  - ECA BUS DRIVER RULES AND REGULATIONS
  - *ECA:E EXHIBIT: GUIDELINES FOR EFFECTIVE BUS DISCIPLINE*
  - ECB BUS RULES FOR PUPILS
  - ECC BUS EVACUATION DRILL PROCEDURE
  - *ECC:E EXHIBIT: SCHOOL BUS DRIVERS' "SCRIPT" FOR BUS EVACUATION*
- ED BUS MONITORS
- EE BUSES - USE OF
  - EEA BUS USE - NO SMOKING DRINKING TOBACCO OR DRUGS ALLOWED
- EF SCHOOLS - FACILITY USE
  - EFA No Smoking Policy
- EG SCHOOL VOLUNTEERS
- EH SCHOOL COUNSELING
- EJ FIRST AID
- EK NON-APPROVED/PRIVATE ROAD BUS POLICY
- EL SECURITY CAMERA POLICY

#### ❖ SECTION F: SCHOOL COUNCIL

- FA SCHOOL COUNCIL STRUCTURE, SCOPE OF AUTHORITY AND SCHOOL IMPROVEMENT PLAN

❖ **SECTION G: PERSONNEL**

- GA FACULTY POLICY HANDBOOK
- GC ADMINISTRATOR EVALUATION
- GD SCHOOL COMMITTEE MEETINGS -DISCUSSION OF STAFF MEMBERS
- GG SCHOOL/POLICE MEMORANDUM OF UNDERSTANDING CONCERNING SUBSTANCE ABUSE
  - GGA DRUG FREE WORKPLACE
  - GGB SEXUAL HARASSMENT POLICY
- GK POSTING OR ADVERTISEMENT OF POSITIONS
- GM CLASS SIZE
- GO HOMEWORK POLICY
- GP PARENT-TEACHER CONFERENCES
  - GPA PARENT-TEACHER CONFERENCES - KINDERGARTEN
- GR SUBSTITUTE TEACHER SALARY POLICY
  - GRA SUBSTITUTE NURSE SALARY POLICY
- GS CRIMINAL RECORD SEARCH
- GT STAFF TECHNOLOGY USE POLICY AND AGREEMENT

❖ **SECTION I: INSTRUCTION**

- IA SCHOOL CALENDAR
- IB STUDENT TRIPS
- IC STANDARDIZED TESTING
- ID CURRICULUM DEVELOPMENT
- IE HEALTH CURRICULUM
  - IEA HEALTH HOME EDUCATION POLICY
- IF HOME EDUCATION POLICY
  - IF:EA EXHIBIT:HOME EDUCATION LEGAL REFERENCES
  - IF:EB EXHIBIT:HOME EDUCATION APPLICATION
- IG STUDENT TECHNOLOGY USE POLICY AND AGREEMENT
- IH SCHOOL CEREMONIES AND OBSERVANCES
- IHAMB TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

❖ SECTION J: STUDENTS

- JA THE EQUAL EDUCATIONAL OPPORTUNITY REGULATIONS
- JB KINDERGARTEN ENTRANCE AGE
  - JBA KINDERGARTEN PARENT NOTIFICATION
- JC TRANSFER STUDENTS
- JD NON-RESIDENT STUDENTS
- JE CHILDREN OF NON-RESIDENT TEACHERS
- JG STUDENT CONDUCT AND DISCIPLINE
- JH STUDENT DISMISSAL
- JI PREGNANT STUDENTS
- JJ SOLICITATION
- JK DRESS CODE
- JL SCHOOL SAFETY
- JM ADMINISTRATION OF MEDICINE TO STUDENTS
- JN PHYSICAL RESTRAINT OF STUDENTS
  - JNE *EXHIBIT: INCIDENT REPORT*
- JO NON-CUSTODIAL PARENTS RIGHTS
  - JO:EA *EXHIBIT: NOTICE TO CUSTODIAL PARENT; NON-CUSTODIAL PARENT HAS REQUESTED STUDENT RECORDS*
  - JO:EB *EXHIBIT: AFFIDAVIT FOR NON-CUSTODIAL PARENT REQUESTING STUDENT RECORDS*
- JP ELECTRONIC DEVICE POLICY
- JQ DISTRIBUTION OF NOTICES BY STUDENTS
- JR LIFE THREATENING ALLERGIES OR OTHER MEDICAL CONCERNS
- JS BULLYING AND CYBERBULLYING POLICY

# Wrentham School Policy Calendar

<b>January</b> <b>BI</b> School Committee Evaluation <b>IA</b> School Calendar Vote	<b>February</b> <b>CAC</b> Interim Superintendent Goals Report	<b>March</b> <b>BD</b> Review for declassification executive session minutes
<b>April</b> <b>AD</b> School Choice vote <b>BB</b> First meeting after elections; elect chair, etc. <b>FA</b> School Council to submit Improvement Plan <b>ECA-E</b> Review Bus Rules <b>JG</b> Review Code of Conduct	<b>May</b> <b>AB</b> Introduce new goals. <b>CAC</b> Chair sends superintendent evaluation forms. <b>ECC</b> Bus Evacuation Drill <b>IA</b> School Committee vote on school calendar	<b>June</b> <b>AB</b> Adoption of new goals for upcoming year. <b>CAC</b> Superintendent Evaluation <b>EA</b> Annual Safety Report <b>JE</b> Teachers of non-resident students report to superintendent <b>ID</b> Curriculum Development
<b>July</b> <b>EC</b> Notification to school of kindergarten babysitter in different bus zone <b>GA</b> Faculty Handbook review <b>IF</b> Home Education notification to superintendent <b>JA</b> Equal Opportunity Policy review <b>JBA</b> Kindergarten session parent notification	<b>August</b> <b>EC</b> Bus Orientation for Kindergarten <b>ECA</b> Superintendent receives bus driver list <b>EC</b> Bus driver list approved by SC <b>ECC:E</b> Review Bus Evacuation Script	<b>September</b> <b>EG</b> Volunteer Requirements Meeting <b>GA</b> Faculty Handbook distrib. <b>GGB</b> Sexual Harassment Policy distribution <b>JA</b> Notify parents of Equal Educational Opportunity <b>JM</b> Review Medication Policy
<b>October</b> <b>ECC</b> Bus Evacuation Drill	<b>November</b>	<b>December</b> <b>BI</b> Send out School Committee Evaluation Forms, notice to parents

## **SECTION A: FOUNDATIONS AND BASIC COMMITMENTS**

Section A of the policy classification system is a repository for statements related to the district's legal role in providing public education and the underlying principles on which the district operates. The policies in this section provide a setting for all of the school committee's other policies.



## **MISSION STATEMENT**

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

### **Vision Statement**

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

*September 8, 2009*

**AAB**

## **WRENTHAM PUBLIC SCHOOL - A SINGLE UNIT**

The school committee considers the Wrentham Public Schools to be a single unit. For educational and administrative purposes, the Wrentham Public School is considered a K-6 entity regardless of which grade is housed in which building.

*October 25, 1993*

*Revised August 23, 1994*

*Reviewed December 13, 2004*

## **GOALS FOR THE WRENTHAM PUBLIC SCHOOLS**

Goals will be established each year by the school committee in consultation with the superintendent.

A progress report by the superintendent summarizing the pre-established goals of the current school year will be presented at a meeting in May.

Goals for the following school year will be introduced at the May meeting.

These goals will be mutually agreed upon, approved, and adopted by the school committee at a meeting in June.

*Revised September 9, 1996*

*Revised May 11, 1998*

*Revised September 16, 2002*

*Revised October 15, 2002*

*Reviewed January 10, 2005*

AC

## QUALITY

The school committee is committed to promoting high standards of quality in every aspect of administration, education, and maintenance of the Wrentham Public Schools. All school personnel are encouraged to strive for the best quality product and result in everything they do.

*May 23, 1994*  
*Reviewed December 13, 2004*

**AD**

## **SCHOOL CHOICE**

Under M.G.L. Chapter 76, Section 12B, the school committee, after a public hearing, will vote prior to June 1<sup>st</sup> of each year to determine if the Wrentham Elementary School will withdraw from the school choice program.

*Approved May 11, 1998  
Reviewed December 13, 2004  
Revised February 13, 2007*

## **WELLNESS POLICY**

The Wrentham Public Schools recognizes the important relationship between wellness, academic success, and lifelong health. The intent of this policy is to outline the school's commitment in support of wellness in the areas of nutrition, physical activity and other school based activities that promote health and wellness. As mandated by section 204 of Public Law – June 30, 2004: Child Nutrition and WIC Reauthorization Act of 2004 the Wrentham Public Schools has established the following policy. Please refer to the Wellness Policy Implementation Procedure in the Wrentham Public Schools Parent and Student Handbook, available on the Wrentham Public Schools website, for guidelines on the use of food in the schools.

### **Mission Statement**

The Wrentham Public Schools in collaboration with the community promotes safe and healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment.

### **Child Nutrition Program**

Students' lifelong eating habits are greatly influenced by the type of food and beverages available to them. The goal of establishing nutrition standards is to ensure the availability of healthy food choices sold or served in school. An environment that promotes lifelong sound nutritional practices will be fostered.

### **Nutrition Education**

The school will aim to teach, encourage, and support lifelong nutritional behaviors. We shall assist families and the community with nutrition education and nutritional education materials. The school will support parents' efforts to provide a healthy diet for their children.

### **Physical Activity**

The school will aim to teach, encourage, and promote an understanding of the benefits of a physically active and healthy lifestyle. Opportunities for physical fitness, both structured (K-6 physical education curriculum) and activity (recess, movement, and after school activities) will be supported and strongly encouraged.

### **School Based Activities**

Other school based activities will create an environment that provides consistent wellness messages, is conducive to healthy lifestyle choices, and supports social, mental, and emotional well-being in order to promote academic success.

### **Monitoring and Evaluation**

The Superintendent of Schools shall establish a Wellness Committee to help implement, monitor, review, and evaluate school nutrition and physical activity policies and to make periodic recommendations to the School Committee on revisions to said policies or to policies that pertain to other important school health issues. The Wellness Committee shall also serve as a resource to school staff for implementing said policies. The Wellness Committee shall consist of individuals from both the school system and the community.

School food service staff will ensure compliance with nutritional policies and any other applicable state or federal policies within school food service areas and will report on this matter to the Superintendent of Schools.

*Approved September 12, 2006*  
*Revised September 15, 2015*

## **POLICY GOVERNING FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI) CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES**

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

### **I. Requesting CHRI checks**

Fingerprint-based CHRI checks will only be conducted as authorized by M.G.L. c. 71, §38R and 42 U.S.C.

§ 16962, in accordance with all applicable state and federal rules and regulations, and in compliance with

M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00, et seq. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment [<http://www.identogo.com/FP/Massachusetts.aspxIdentoGO>, Provider Identification Number (03500000)].

### **II. Access to CHRI**

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Title 28, U.S.C, § 534, Pub. L. 92-544 and Title 28

C.F.R. 20.33(b) provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

### **III. Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance

with the most recent CJIS Security Policy (<http://www.mass.gov/eopss/law-enforce-and-cj/cjis/fbi-cjis-security-policy.html>), have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.



School Committee Policy Statement of the Wrentham Public Schools  
In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

#### IV. Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the Business Office of the Wrentham Public Schools.

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of Wrentham Public Schools.

## **V. CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at Wrentham Public Schools will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCTIS.

## **VI. Determining Suitability**

In determining suitability, Wrentham Public Schools may consider factors in addition to CHRI. These factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof.

A record of the suitability determination will be retained. The following information will be included in the determination:

- A. The name and date of birth of the employee or applicant;
- B. The date on which the school employer received the national criminal history check results; and,
- C. The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

## **VII. Relying on Previous Suitability Determination**

Wrentham Public Schools may rely on previous suitability determinations conducted by public school districts and educational collaboratives so long as those determinations comply with 603 C.M.R. 51.00 et seq.

School Committee Policy Statement of the Wrentham Public Schools  
**VIII. Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, Wrentham Public Schools will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances to correct or complete the CHRI.

#### IX. Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCTIS and the FBI.

The following information will be recorded in the log:

1. Subject Name;
2. Subject Date of Birth;
3. Date and Time of the dissemination;
4. Name of the individual to whom the information was provided;
5. Name of the agency for which the requestor works;
6. Contact information for the requestor; and
7. The specific reason for the request.

#### X. Reporting to Commissioner of Elementary and Secondary Education

Pursuant to M.G.L. Ch 71, § 71R and 603 CMR 51.07, if Wrentham Public Schools dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, Wrentham Public Schools shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record check results. Wrentham Public Schools shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if Wrentham Public Schools discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to 603 CMR 7.15(8)(a), Wrentham Public Schools shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether Wrentham Public Schools retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has

School Committee Policy Statement of the Wrentham Public Schools  
made a report pursuant to 603 CMR 51.07(2) to the Commissioner and shall also send a copy  
of the criminal record check results to the employee or applicant.

*Draft for Review August 19, 2014*

## **SECTION B: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS**

Section B of the policy classification system is a repository for statements about the school committee - how it is elected, organized; how it conducts its meetings and operates. This section includes bylaws and policies establishing the committee's internal operating procedures.

## SCHOOL COMMITTEE POWERS AND DUTIES

The school committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies, goals and practices for the proper education of the children of the community.

The committee takes a broad view of its functions. It sees them as:

1. Policymaking: The committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. Appraisal and Self-Evaluation: The committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources: The committee is responsible for the review and approval of a budget that will enable the school system to carry out the committee's policies.
4. Public relations: The committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation: The committee is responsible for establishing educational goals that will guide the committee and the staff in working together for the continuing improvement of the educational program, consistent with the requirements of law and statewide goals and standards established by the board of education.
6. Communication: School committee members shall communicate issues of concern to the superintendent in a timely manner. (Ref. Policy CAC-I)

Legal Reference: M.G.L. - 71:37

*March 25, 1991*

*Revised August 9, 1994*

*Revised July 31, 1995*

*Reviewed January 21, 2005*

## **SCHOOL COMMITTEE MEMBER AUTHORITY**

### **Authority**

Because all powers of the school committee derived from state laws are granted in terms of action as a group, members of the school committee have authority only when acting as a committee legally in session.

The school committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the committee.

No member of the committee, by virtue of the office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The school committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the committee sitting in formal session.

### **Duties**

The duties and obligations of the individual committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and school committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this school committee and school department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work harmoniously with other committee members without trying either to dominate the committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in committee impartially for the good of the town.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.
8. To represent the committee and the schools to the public that promotes interest and support.
9. To refer questions and complaints to the proper school authority.
10. To comply with the accepted code of ethics for school committee members.



11. To complete a state-required eight (8) hour professional development training for all new members. Upon completion of said training the Superintendent of Schools will notify the Town Clerk in writing
12. To complete an orientation with the current School Committee Chair Superintendent of schools and others as needed (new School Committee members).

*March 25, 1991*

*Revised March 14, 2005*

## **SCHOOL COMMITTEE MEMBER ETHICS**

(Massachusetts Association of School Committees Code of Ethics)

### **Preamble**

The acceptance of a code of ethics implies the understanding of the basic organization of school committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a school committee member binds the individual member to adherence to those state laws which apply to school committees, since school committees are agencies of the state.

This code of ethics delineates three areas of responsibility of school committee members in addition to that implied above:

- community responsibility
- responsibility to school administration
- relationships to fellow committee members.

A school committee member in relations with the community should:

- Realize that the primary responsibility is to the children
- Recognize that the basic function is to be policy-making and not administrative
- Remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made
- Be well informed concerning the duties of a committee member on both a local and state level
- Remember that he/she represents the entire community at all times
- Accept the office as a committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from committee activities

A school committee member in relations with the school administration should:

- Endeavor to establish sound, clearly-defined policies which will direct and support the administration
- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration
- Give the chief administrator full responsibility for discharging professional duties and hold him/her responsible for acceptable results
- Refer all complaints to the administrative staff for solutions and only discuss them at committee meetings if such solutions fail

A school committee member in relations with fellow committee members should:

- Recognize that action at official meetings is binding and that one alone cannot bind the committee outside of such meetings
- Realize that one should not make statements or promises of how one will vote on matters that will come before the committee

School Committee Policy Statement of the Wrentham Public Schools

- Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions
- Not withhold pertinent information on school matters either from members of the committee or from members of other committees who may be seeking help or information on school problems
- Make decisions only after all facts on a question have been presented and discussed.

Source: Massachusetts Association of School Committees

*March 25, 1991*

*Reviewed January 21, 2005*

*Revised April 10, 2007*

## SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the school committee, at its first regular meeting following the town's annual elections, will elect from its membership a chairperson, a vice-chairperson, a secretary, and a representative to the King Philip Regional school committee, all of whom will hold their respective offices for a term of one year or until a successor is elected.

This meeting will be called to order by the superintendent of schools. A chairperson will be elected and the meeting turned over to him/her.

1. A majority of the members of the school committee will constitute a quorum. The election will proceed as follows:
2. Nominations for the office of chairperson will be made from its membership. The chair will be elected by a majority vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
3. Upon election, the new chairperson will preside, calling for the election of a vice-chairperson, secretary, and a representative to the King Philip Regional school committee, in order. The procedure used for their election will be the same as that for electing the chair.
4. A policy subcommittee will be appointed by the chair. Said subcommittee will be considered a standing committee. (Ref. Policy BEA).
5. Other subcommittees will be formed as needed.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the school committee. The elections will be conducted as described above.

Following election of officers at its organizational meeting, the school committee will proceed into such regular or special business as scheduled on the agenda.

*August 24, 1992*  
*December 12, 1994*  
*Revised October 27, 1997*  
*Revised March 14, 2005*

## **SCHOOL COMMITTEE OFFICERS**

### **Duties of the Chairperson**

The chair of the school committee has the same powers as any other member of the committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with the office and those required by law, state regulations, and this committee. In carrying out these responsibilities, the chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the committee
2. Consult with the superintendent in the planning of the committee's agendas
3. Confer with the superintendent on crucial matters that may occur between committee meetings
4. Appoint subcommittees, subject to committee approval
5. Call special meetings of the committee as found necessary
6. Be public spokesperson for the committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all committee meetings

As presiding officer at all meetings of the committee, the chair will:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the committee in its proper order
3. Enforce the committee's policies relating to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if this is not clear to members
6. Restrict discussion to the question when a motion is before the committee
7. Answer all parliamentary inquiries
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

### **Duties of the Vice-Chairperson**

The vice-chair of the committee will act in the absence of the chair as presiding officer at the committee and will perform such other duties as may be delegated or assigned to him/her.

### **Secretary**

The secretary will keep or cause to be kept an accurate journal of all committee meetings; will comply with state law and committee policy regarding notification of meetings; and will render such reports as may be required by the state or town.

### **King Philip Representative**

A Representative will be elected to the King Philip Regional School Committee with all the rights and privileges of that Committee.

### **Treasurer**

The Treasurer of the Town serves as the Treasurer of the school committee.

*March 25, 1991  
Reviewed January 21, 2005*

## **SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

The committee will leave to the superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school system. While the committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

- The superintendent will have the privilege of asking guidance from the committee with respect to matters of operation whenever he/she wishes. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the committee for advice and direction.
- The superintendent will assist the committee in reaching sound judgments and establishing policies, and will place before the committee all relevant facts, information, and reports necessary to keep the committee adequately informed of situations or business at hand.

*March 25, 1991  
Reviewed January 21, 2005*

## EXECUTIVE SESSIONS

All meetings of the school committee are open to attendance by the public and media representatives. However, the committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The committee will first convene in an open session for which due notice has been given.
2. The chair (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The chair or presiding member will state before entering the executive session whether the committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual.
2. The discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.
3. Strategy with respect to collective bargaining, litigation, or negotiations with nonunion personnel, if an open meeting might have a detrimental effect. Collective bargaining or negotiations with nonunion personnel may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. And to comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. To consider and interview applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicants.
9. To meet or confer with a mediator

(In the first two cases listed, an open meeting will be held if the individual involved so requests.)



School Committee Policy Statement of the Wrentham Public Schools

Accurate records of the proceedings conducted in an executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The committee will review executive session minutes for possible declassification at least once each year.

All votes taken in executive session will be recorded roll call votes and will become part of the minutes of executive sessions.

LEGAL REFS: M.G.L. 39:23a; 39:23B

*March 25, 1991*

*Revised April 7, 1997*

*Reviewed January 21, 2005*

*Revised April 10, 2007*

## **RULES OF ORDER**

Roberts' Rules of Order, Newly Revised will govern the proceedings of the committee, except when those rules are in conflict with the committee's approved policies and regulations.

In accordance with Robert's Rules, the committee may suspend parliamentary rules of order by a two-thirds vote.

*March 25, 1991  
Reviewed January 21, 2005*

## **POLICY DEVELOPMENT AND ADOPTION PROCEDURE**

The procedure by which policies shall be presented to, researched, adopted and/or revised by the school committee is as follows:

1. New Policy Suggestions and/or Policy Revisions are proposed directly to the policy subcommittee at a school committee meeting. (Reference Policy BB)
2. The Policy Subcommittee researches the policy and seeks input from all concerned parties within the school community.
3. The Policy Subcommittee submits a draft policy for the review of the school committee. During the meeting at which the policy is read and reviewed, input from committee members, school staff, administration, and the public will be heard.
4. The Policy Subcommittee does further research, if necessary, and makes revisions taking into account suggestions received.
5. The Revised Policy is resubmitted to the school committee for a second reading. At this meeting, all efforts shall be made to finalize the policy.
6. The school committee either adopts or rejects the policy.
7. If the policy is adopted, the approved policy is passed along to the superintendent for:
  - a. Implementation
  - b. Development of supporting practices
  - c. Distribution to all staff — a coded and dated copy of the policy
  - d. Placement in policy books kept in school offices as resources for the school community
8. This policy development and adoption procedure does not disallow the immediate adoption or revision of policies when the school committee votes to do so.

Any policy immediately adopted under Step 8 must then go through the process in Steps 1 - 6 and be reconsidered at a subsequent meeting.

*November 14, 1994*  
*Reviewed January 21, 2005*

## **PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

In order to provide for full and open communication between the public and the school committee, the committee authorizes several avenues for the exchange of information, ideas, and opinions. All of the following operate within the framework of the committee's scheduled meetings:

1. Written correspondence may be directed to the committee through the superintendent for consideration at a meeting.
2. The school committee will set aside a period of time during the meeting at which the chair can entertain communications from the public from areas that are not covered by the communication policy. (Reference Policy BG) A response, when required, will be issued on or before the next school committee meeting.
3. From time to time, the school committee may schedule a public hearing on any matter of concern to the community.

All meetings of the committee will be presided over by the chair with the purpose of conducting the business of the committee in a responsible and expeditious manner. The chair will have authority to regulate and limit public participation within the provisions of this policy. The committee may determine to limit or alter this authority by majority vote. However, by law, "no person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent."

M.G.L. - 39:23C

*February 23, 1981*

*March 25, 1991*

*January 29, 1992*

*Revised March 14, 2005*

## COMMUNICATION POLICY

In order that parents may become acquainted with the proper way in which questions or concerns about a particular problem will be resolved by the school, the school committee adopted the following policy. The purpose of the policy is to get answers to questions and to have concerns aired in an orderly manner. If anyone ever has a question, the best person to contact is the individual most directly involved. This usually means the classroom teacher. There are other occasions when you may need to contact the associate or assistant principal or principal.

The school committee policy to be followed is as follows, unless the situation pertains to a personnel matter:

1. When a school committee member receives a communication, he/she will advise the person making the communication to contact the individual most directly involved.
2. If the person receives no satisfaction, in his/her opinion he/she will then be advised to contact the administrator(s) or the superintendent as the case may be.
3. If the person still does not receive satisfaction, in his/her opinion, he/she will be advised to contact the superintendent of schools.
4. If no satisfaction at that level he/she will be asked to present the issue to the school committee member in writing. When this occurs the member will inform the superintendent to contact the administrator, as the communication will then be presented to the full committee at their next meeting.
5. If the person with the issue does not wish to contact the administrator he/she may put the communication in writing and present it to the school committee member who will give it to the superintendent. He/she will then advise the appropriate administrator to contact the person in a tactful manner and try to resolve the situation. If it is not resolved to the person's satisfaction it will then be brought before the committee as in step four.

*Adopted prior to March 25, 1991*

*Reviewed January 21, 2005*

*Revised February 13, 2007*

## **SCHOOL COMMITTEE RECOGNITION POLICY**

All formal recognition of student, faculty, parent or community individuals or groups should be awarded through the recommendation of the Superintendent of Schools.

*June 29, 1994*  
*Reviewed January 21, 2005*

## **SCHOOL COMMITTEE MEMBERS AS VOLUNTEERS**

School committee members are allowed to volunteer in the school system.

*May 22, 1978*

*Reviewed January 21, 2005*

## **EVALUATION OF THE SCHOOL COMMITTEE**

### **Purpose**

The school committee members will conduct an annual evaluation in January, in two parts, to determine their effectiveness, commitment and accountability to the school system.

### **Procedure**

The school committee will be evaluated by two instruments. The Evaluation of the School Committee, Exhibit A, will be published in the Superintendent's newsletter, or any other appropriate form of communication. All responses will be made directly to the superintendent. The chairperson and the superintendent will meet to review all responses and shall compile a list of comments for review by the committee.

The Self-Evaluation of the School Committee, Exhibit B, will be completed by the school committee members. Members will evaluate themselves to determine their performance as a committee.

The committee chairperson will compile results of said evaluation and at the next school committee meeting, or prior to that meeting, submit a compilation of the results. School committee members may discuss any specific items in the public meeting, if they so choose.

*Approved June 8, 1998  
Reviewed January 21, 2005  
Revised December 9, 2008*



## **EXHIBIT A: EVALUATION OF THE SCHOOL COMMITTEE**

---

### **Instructions**

This evaluation instrument will be published in the Superintendent's newsletter, or other appropriate form of communication, timed to allow response and compilation of results for a January meeting of the school committee. All responses will be submitted directly to the superintendent. The chairperson and the superintendent will meet to review all responses and shall compile a list of comments for review by the committee.

The school committee, adhering to current policy, is conducting an annual self-evaluation to determine their effectiveness, commitment and accountability to the school system.

The school committee is an elected governing body responsible for determining policies, goals and objectives for the proper education of the children of the community, adopting a budget to provide the necessary resources to the school system, and ongoing review and evaluation of the school system's performance.

Input to the superintendent is requested on the performance of the school committee relative to these responsibilities. The names of all respondents will be kept confidential.

*Approved June 8, 1998  
Reviewed January 21, 2005  
Revised December 9, 2008*

## **EXHIBIT B: SELF-EVALUATION OF THE SCHOOL COMMITTEE**

---

### **Instructions**

On a copy of the Self-Evaluation of the School Committee the scoring is done as follows:

E Exceeds Expectations

M Meets Expectations

N Needs Improvement

Feel free to add comments, if you so desire. Please return to the Chairperson during the month of December.

### **I. Governance**

The School Committee is a governing body, charged with setting educational goals and objectives for the school system, adopting policies that enable the administration to achieve these goals and objectives, adopting a budget to provide necessary resources, the hiring and evaluation of the Superintendent, and the ongoing review and evaluation of the school system's performance in fulfilling its mission.

1. \_\_\_\_ The committee's policies are clear and up-to-date.
2. \_\_\_\_ The committee regularly evaluates its progress relative to the goals and objectives that have been adopted.
3. \_\_\_\_ The committee allows the Superintendent to perform his/her duties as the administrator of the school system.
4. \_\_\_\_ The committee members take part in educational workshops and conferences to help them make informed decisions.

### **II. Operations**

Any group or team functions best when the norms, rules and dynamics are spelled out, easily understood, and agreed upon. Aside from certain Massachusetts General Laws and Robert's Rules of Order, the School Committee generally develops its own way of doing things.

5. \_\_\_\_ Roles of committee officers are defined in committee policy and understood by all members.
6. \_\_\_\_ New members receive introductory training and orientation when they join the committee.
7. \_\_\_\_ Procedures and protocols for committees operations are published and understood.

### **III. Member Relations**

Group dynamics and teamwork are an extremely important part of School Committee success. Members can have strong opinions on issues yet still remain open-minded and willing to work out differences. How committee members treat each other goes a long way in affecting the ultimate success of the committee as a whole and as individuals.

8. \_\_\_\_ Members treat each other with courtesy and respect.
9. \_\_\_\_ All members are encouraged to voice opinions and take positions on issues.
10. \_\_\_\_ Members respect the will of the majority and support decisions once they are made.
11. \_\_\_\_ Members share pertinent information with each other to prevent surprises and promote informed decision making.
12. \_\_\_\_ Members understand the role of the individual as part of the whole group.

### **IV. Committee/Superintendent Relations**

The Superintendent is a critical member of the management team, implementing School Committee policies and leading the school system in the direction set by the School Committee.

13. \_\_\_\_ The Superintendent and Committee members treat each other with mutual respect and professionalism.
14. \_\_\_\_ Both the Committee and the Superintendent operate on a “no-surprises” model.
15. \_\_\_\_ School Committee members keep open lines of communication with the Superintendent.

### **V. Strategic Planning and Fiscal Management**

The School Committee is accountable to the community for the responsible management of the school system's finances. It is also responsible for providing the resources necessary to enable the school system to perform its mission.

16. \_\_\_\_ A long term, strategic plan exists and is regularly reviewed.
17. \_\_\_\_ The budget process is documented and published.
18. \_\_\_\_ The Committee and the Superintendent present and advocate the budget to the community.
19. \_\_\_\_ The Committee evaluates the monthly budgets and financial statements for the school system.
20. \_\_\_\_ The Committee and the Superintendent work with the Town during the budget planning stages.

## **VI. Community Relations**

The School Committee is the chief advocate for students in the community. As such, it needs to strive for a positive relationship between the community and the school system. The perception of the school system's quality impacts nearly all facets of the system and is an integral component of School Committee success in advocacy.

- 21. \_\_\_\_ The Committee encourages the inclusion of community members in as much decision making as practical.
- 22. \_\_\_\_ The Committee and the Superintendent work cooperatively with other branches of municipal government.
- 23. \_\_\_\_ The school system regularly reports its own progress and accomplishments.
- 24. \_\_\_\_ The Committee is accessible to the public, as a whole, on all school issues.

## **VII. Conduct of Meetings**

The quality of School Committee meetings affects not only the quality of committee decisions and committee credibility, but also the level of confidence the community has in the committee. School Committee decisions can be made only at these meetings, which often provide the public its only "window" into the school system. The meeting agenda is planned jointly by the Committee Chairperson and the Superintendent, and must be adhered to by the committee.

- 25. \_\_\_\_ Committee members "do their homework" and come prepared to make decisions.
- 26. \_\_\_\_ Public input is welcomed, and is done according to an established policy.
- 27. \_\_\_\_ Full and sufficient debate is allowed.
- 28. \_\_\_\_ Discussion is focused on issues, not personalities.
- 29. \_\_\_\_ Meetings are frequent enough to prevent overcrowded agendas.
- 30. \_\_\_\_ Executive sessions remain confidential until such time that the minutes are declassified.

*Approved June 8, 1998  
Revised March 14, 2005  
Revised December 9, 2008*

## **SECTION C: GENERAL SCHOOL ADMINISTRATION**

Section C of the policy classification system provides a repository for statements about the school district management, the administrative structure, and school building and department administration. It also is the location for personnel policies that pertain to one individual-the superintendent.

## **HIRING ADMINISTRATIVE PERSONNEL**

The following process should guide the hiring of administrators other than the superintendent: A search and screening committee shall be established with meaningful participation from school committee, administrator(s), teachers, parents, and community members (not parents of children in the school). Reasonable notice shall be given in advance of the establishment of the committee.

*December 13, 1993*

*Revised March 8, 1999*

*Reviewed April 11, 2005*

## **SUPERINTENDENT**

The school committee shall appoint a superintendent and fix his/her compensation in accordance with M.G.L. Ch. 71, Section 59.

The following process should guide the hiring of the superintendent of schools: A search and screening committee shall be established with meaningful participation from administrator(s), teachers, parents, and community members (not parents of children in the school). Reasonable notice shall be given in advance of the establishment of the committee. The finalist(s) will meet with the school committee.

As the chief administrator employed by the school committee, the superintendent has the duty of applying state law and the committee's policies to the operation of the school system in such a manner as to best serve the educational interests of the students and citizens of Wrentham. If policies are broadly stated in general terms, it becomes the superintendent's responsibility to interpret them to the school personnel. The superintendent shall be allowed to make decisions on the execution of established policies since he/she is responsible for the results. Such latitude enables the superintendent as much discretion as necessary in carrying out the school committee's objectives and performing the duties outlined in the Job Description (Policy CAA).

*Approved March 30, 1995  
Revised October 13, 1998  
Reviewed April 11, 2005*

## QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

POSITION TITLE: Superintendent of Schools  
REPORTS TO: School Committee  
TERMS OF EMPLOYMENT: Twelve months a year.  
Salary and benefits to be arranged with the committee.

### Qualifications

1. An earned Master's Degree or higher with a major in educational administration and supervision preferred.
2. Minimum of five years of public school experience in supervision and administration.
3. Experience in teaching and/or school administration at the elementary level (K-8) preferred.
4. A valid Massachusetts superintendent's certificate or certifiable by the Commonwealth of Massachusetts.

### Goal

To lead the school committee, staff, students and community in providing an optimum educational environment for public education.

### Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the Evaluation of the Superintendent form.

(REF. Policy CAC)

### Responsibilities

1. **General Duties:** The superintendent is the chief executive officer of the school committee and the administrative head of the school system. He/she is expected to do all within his/her power to ensure proper and efficient operation of the schools. The superintendent:
  - a. Attends and participates in all school committee meetings, being granted the same right as a member to participate in discussions but shall have no vote.
  - b. Prepares an agenda for each school committee meeting in cooperation with the school committee chairperson; is the corresponding agent except when the committee secretary or other agent is designated, and prepares news releases.
  - c. Acts as the official liaison to other town committees and serves in an advisory capacity where school interests are involved.
  - d. Administers the schools in conformity with Wrentham School Committee policies, rules, regulations and laws of the Commonwealth of Massachusetts and the Federal Government and keeps the school committee informed.



- e. Is responsible for the administration and supervision of the school system and is the professional leader of the school committee and teaching staff.
- f. Shall delegate to principals and other designated faculty members (employees) duties appropriate to their assignments.
- g. Prepares and submits to the committee recommendations relative to matters requiring committee action, placing before the committee such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- h. Serves on the policy subcommittee of the school committee and sees that all policies are implemented. In all emergency matters, and those not addressed by policy, the superintendent makes all administrative decisions within the school system.
- i. Is responsible for long-range curriculum development for the school system.
- j. Is responsible for recommending short and long term goals for the school system.
- k. Establishes and maintains beneficial and mutually cooperative school-community business interaction programs including an effective public relations program with community and press.
- l. Keeps the public informed about modern educational practices, educational trends, and the policies, practice, and problems in the school system.
- m. Prepares for the committee any and all forms or reports required by the state and federal governments.
- n. Recommends to the committee hours of attendance for all school sessions; prepares for adoption by the school committee the annual school calendar; is responsible for canceling school in the event of inclement weather and in other emergencies.
- o. Visits classrooms to gain firsthand information, and holds such meetings of teachers, administrators and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

**2. Personnel Employment and Evaluation:** The superintendent:

- a. Recruits, screens and employs the best-qualified and most competent administrators and other school-wide personnel. A screening committee will assist the superintendent in the selection of administrators. (Ref. Policy C)
- b. Assigns, transfers, supervises and evaluates the performance of personnel as the interest of the system may dictate, and reports such action to the committee for its information.
- c. Recommends employees for promotion, demotion, transfer, or dismissal, in consultation with the principal(s). (Ref. M.G.L. Ch. 71, Section 41)
- d. Evaluates all principals and other administrators each school year recommending promotion, demotion, transfer, or dismissal. (Ref. M.G.L. Ch. 71, Section 41)
- e. Prepares contract forms for professional status and non-professional status teachers and informs the committee of the same at a reasonable time before June 1 annually, and in all cases, notification will be made as required by law. (Ref. M.G.L. Ch. 71, Section 41)
- f. Advises the school committee in the collective bargaining process and provides the bargaining team with all necessary background data needed for effective contract negotiations.

- g. Assigns salaries to teachers and other employees on basis of adopted salary schedules.
- h. Develops in-service training programs and other suitable means for teacher professional development and education, to include but not be limited to those required by law and/or contract; maintains up-to-date records for each teacher concerning professional progress.
- i. Keeps records dealing with applications, references, examinations and service of all personnel.

**3. Curricula:** The superintendent:

- a. Appoints committees to review curricula and/or textbooks and make recommendations for additions and changes.
- b. Encourages the staff to study and revise, when necessary, all curriculum areas on a continuing basis.
- c. Advises the school committee on current trends and developments, professional issues, and brings faculty before the committee for reports on progress and evaluation of curricula

**4. Budget:** The superintendent:

- a. Observes a strict accounting of business records, care and maintenance of property, and within budgetary limitations, provides the school a maximum efficiency.
- b. Prepares the annual budget involving all school staff and the school council.
- c. Submits the budget to the school committee during the month of February.
- d. Administers the budget as approved by the school committee and submits to the committee quarterly financial reports by line item as actually spent.

**5. Facilities, Supplies and Equipment:** The superintendent:

- a. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
- b. Receives applications and approves the use of school facilities in accordance with policies adopted by the school committee.
- c. Reports to the school committee on facilities' current conditions and determines biannually the short- and long-range building needs.
- d. Makes recommendations with reference to (c) above regarding the location and size of new buildings and school sites; additions to existing sites; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the system.
- e. Recommends supplies needed on basis of their contribution to efficient operation of the school system and benefit to instructional program.
- f. Is the purchasing agent for the school system. Keeps records of and approves all purchases of supplies and services within the guidelines of state and federal laws, and school committee policies.
- g. Arranges for use and care of supplies and equipment.

**6. Superintendent Professional Development:** The superintendent:

- a. Keeps informed of modern educational thought and practices by advanced study, visiting school systems elsewhere, attending educational/professional conferences, or by other appropriate means. He/she shall be reimbursed from budgeted school funds for expenses thus incurred.

**7. Health, Welfare and Conduct of Pupils:** The superintendent:

- a. Shall be responsible for the administration of all matters related to the health, welfare, and conduct of pupils in the Wrentham Public Schools.
- b. Shall publish the district's policies pertaining to the conduct of teachers and students in accordance with M.G.L. Chapter 71, Section 37H. (Ref. Policy JG).

*Date of Adoption: September 23, 1991*

*Revised: October 28, 1991*

*Revised: March 30, 1995*

*Reviewed April 11, 2005*

## EMPLOYMENT OF PRINCIPALS

Principals and associate or assistant principals shall be employed by the Wrentham Public Schools under individual contracts of employment. Said contracts shall be negotiated with the superintendent of schools, at levels of compensation/benefits determined in accordance with policies established by the school committee, including a salary range for each position. The compensation/benefits, above referenced, may be exceeded only with the approval of the school committee.

Contracts issued to principals may be up to three years in length, at a level of compensation/benefits determined by the school committee.

As a condition of employment, each principal, associate principal or assistant principal must maintain current certification, adhere to the policies and goals of the school committee and the directives of the superintendent, and annually before April 1 must submit with the school council the school improvement plan for the school building(s) under his/her direction.

Legal Ref. Ch. 71 Sec. 41  
as Amended by Ch. 346 of the Acts of 1994  
*Adopted November 22, 1993*  
*Revised October 23, 1995*  
*Reviewed April 11 2005*  
*Revised April 10, 2007*

## **LINE AND STAFF RELATIONS**

The superintendent will establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility in addition to being avenues for a two-way flow of ideas.

*Date of Adoption: September 23, 1991*

*Revised: September 27, 1995*

*Reviewed April 11, 2005*

## EVALUATION OF THE SUPERINTENDENT

### Purpose

This evaluation instrument is to provide criteria upon which the school committee can evaluate the superintendent's performance and subsequently determine his/her composite rating; and, to identify specific areas of concern within the school system and to establish plans for addressing them. The committee and the superintendent recognize that, in addition to the objectives mutually agreed upon, the superintendent is expected to perform all duties and responsibilities at a level satisfactory to the committee. It is incumbent upon each school committee member to maintain, throughout the year, information that will facilitate an objective and complete evaluation. (Ref. Policy BA-6) This should include, but not be limited to, goals established and accomplished, and when applicable, participation in negotiations.

### Evaluation procedure

1. The superintendent will complete a self-assessment and draft goals for the School Committee to review. The goals will align with the district goals and become the Superintendent's Annual Plan.
2. An interim progress report by the superintendent summarizing progress toward the Superintendent's Annual Plan will be presented at the first meeting in February (Mid-Cycle Goals Review).
3. Evaluation forms will be completed and sent by the individual committee members to the chair by May 15th.
4. The chair will develop the composite rating and submit it to the superintendent by June 1<sup>st</sup>.
5. The school committee meets with the superintendent for public evaluation the first meeting in June (Summative Evaluation). It will be the first agenda item.

*Adopted prior to March 25, 1991*

*Revised September 11, 1995*

*Revised May 11, 1998*

*Revised April 11 2005*

*Revised September 15, 2015*

## EXHIBIT A: EVALUATION OF THE SUPERINTENDENT

---

### Instructions

On a copy of the Evaluation of the Superintendent score each criterion on the composite rating system in the range from 0-7 in increments of .25;

0-2 unsatisfactory

3-5 satisfactory

6-7 commendable

Add comments after each section if so desired. (*Example score:6.25*)

### SCORE

#### I. RELATIONSHIPS WITH THE SCHOOL COMMITTEE

- \_\_\_\_\_ 1. Keeps the committee informed on issues, needs, and operation of the school system.(Ref. Policy BA-6)
- \_\_\_\_\_ 2. Offers professional advice to the committee on items requiring committee action, with appropriate recommendations based on thorough study and analysis.
- \_\_\_\_\_ 3. Interprets, executes and supports the intent of committee policy.
- \_\_\_\_\_ 4. Seeks and accepts constructive criticism of his/her work.
- \_\_\_\_\_ 5. Has a harmonious working relationship with the committee.
- \_\_\_\_\_ 6. Informs the committee of changes in personnel. Supporting data is supplied where applicable.
- \_\_\_\_\_ 7. Accepts his/her responsibility for maintaining liaison between the committee and personnel, working toward a high degree of understanding between staff and the committee and the committee and staff.
- \_\_\_\_\_ 8. Remains impartial toward the committee, treating all committee members alike.
- \_\_\_\_\_ 9. Goes directly to the individual committee member(s) when a difference of opinion exists, in an earnest effort to resolve the difference immediately.
- \_\_\_\_\_ 10. Follows up on committee inquiries.

### COMMENTS:

SCORE

## II. EDUCATIONAL LEADERSHIP/CURRICULUM

- \_\_\_\_\_ 1. Initiates avenues of educational innovation.
- \_\_\_\_\_ 2. Guides staff, committee, and community in studying and developing curriculum improvement.
- \_\_\_\_\_ 3. Continually evaluates the results of implemented programs.
- \_\_\_\_\_ 4. Utilizes the abilities and talents of the entire professional staff and lay people of the community in curriculum development.
- \_\_\_\_\_ 5. Assures that the school's curriculum and its implementation reflect the principles of the state's Common Core of Learning and Curriculum Frameworks.
- \_\_\_\_\_ 6. Encourages staff members to investigate curriculum changes through visits to other schools, reading, research, or experimentation.
- \_\_\_\_\_ 7. Ensures that all staff are evaluated by appropriate administrators, as per school committee policy.
- \_\_\_\_\_ 8. Effectively addresses results of evaluations, observations and concerns.
- \_\_\_\_\_ 9. Is proactive and progressive in attitude and action.

COMMENTS:



SCORE

**III. STAFF AND PERSONNEL RELATIONS**

- \_\_\_\_\_ 1. Develops and executes personnel procedures and practices.
- \_\_\_\_\_ 2. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.
- \_\_\_\_\_ 3. Plans and implements a professional development program for staff.
- \_\_\_\_\_ 4. Organizes staff so that administrative decision making takes place at appropriate levels.
- \_\_\_\_\_ 5. Maintains accessibility and open channels of communication.
- \_\_\_\_\_ 6. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation.
- \_\_\_\_\_ 7. Maintains high staff morale.

COMMENTS:

SCORE

**IV. BUSINESS AND FINANCE**

- \_\_\_\_\_ 1. Presents the budget to the school committee in a clear and concise manner.
- \_\_\_\_\_ 2. Places the educational welfare of the school children before other considerations in making recommendations.
- \_\_\_\_\_ 3. Determines that funds are spent wisely, and adequate controls and accounting are maintained.
- \_\_\_\_\_ 4. Evaluates financial needs of the school system - plant, facilities, equipment, and supplies.
- \_\_\_\_\_ 5. Maintains records for the school, including a system of financial accounts.
- \_\_\_\_\_ 6. Is effective in securing funding for the system.
- \_\_\_\_\_ 7. Presents quarterly budget reports to the committee.

COMMENTS:

SCORE

**V. FACILITIES**

- \_\_\_\_\_ 1. Oversees maintenance of buildings and grounds and assures their safety.
- \_\_\_\_\_ 2. Deals with daily emergency needs.
- \_\_\_\_\_ 3. Provides recommendations to the committee concerning school building repairs and improvements and site needs for the succeeding fiscal year.
- \_\_\_\_\_ 4. Formulates long term capital improvement program with annual review.

COMMENTS:

SCORE

**VI. COMMUNITY RELATIONS**

- \_\_\_\_\_ 1. Seeks to achieve community understanding of the system's educational goals.
- \_\_\_\_\_ 2. Strives to enhance the respect and support of the community for the schools.
- \_\_\_\_\_ 3. Solicits opinions from groups and individuals interested in educational matters.
- \_\_\_\_\_ 4. Maintains good relations with news media.

COMMENTS:

School Committee Policy Statement of the Wrentham Public Schools

SCORE

**VII. PERSONAL QUALITIES/PROFESSIONAL DEVELOPMENT**

- \_\_\_\_\_ 1. Communicates effectively with staff members, the committee, and the public.
- \_\_\_\_\_ 2. Demonstrates ability to work well with individuals and groups.
- \_\_\_\_\_ 3. Possesses the necessary energy to meet the responsibilities of the position.
- \_\_\_\_\_ 4. Maintains poise and emotional stability in the full range of professional activities.
- \_\_\_\_\_ 5. Maintains a professional appearance.
- \_\_\_\_\_ 6. Maintains professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, or meeting with other superintendents.
- \_\_\_\_\_ 7. Shows good judgment and common sense in resolving issues.

COMMENTS:

School Committee Policy Statement of the Wrentham Public Schools  
AREAS FOR IMPROVEMENT:

STRENGTHS:

SPECIFIC RECOMMENDATIONS:

School Committee Member \_\_\_\_\_ Date \_\_\_\_\_

*Adopted prior to March 25, 1991  
Revised September 11, 1995  
Revised May 11, 1998  
Revised April 11 2005*

## PRINCIPAL

### Position Description

The principal is the educational administrator and manager of the Wrentham Public Schools and shall supervise the operation and management of the school and school property, subject to the supervision and direction of the superintendent.

(Ref. M.G.L. Ch. 71, Section 59B)

*Adopted prior to March 25, 1991*

*Revised September 11, 1995*

*Reviewed April 11, 2005*

## QUALIFICATIONS AND DUTIES OF PRINCIPAL

POSITION TITLE: Principal  
REPORTS TO: Superintendent of Schools  
TERMS OF EMPLOYMENT: 12 months a year.  
Salary and work year to be negotiated (Ref. Policy CAAB).

### Qualifications

1. An earned Master's Degree
2. Valid certification as an Elementary Principal
3. A minimum of five years of experience in the field of public education, including experience as an elementary classroom teacher.

### Goal

To provide the staff and students with the educational leadership to achieve the mission of the Wrentham Public Schools.

### Evaluation

The principal will be evaluated annually by the superintendent. (Ref. Policy CAA 2)

### Responsibilities

#### 1. Duties

- a. The principal shall comply with the rules and regulations set forth under the laws of the Commonwealth of Massachusetts.
- b. As head of the school the principal shall be responsible for the enforcement of the rules and regulations of the Wrentham School Committee and the superintendent, and for the guidance and direction of teachers and the government of the school.
- c. The principal shall supervise the teachers regarding methods of instruction, modes of discipline, and fitness for service. The principal shall evaluate all teachers and other personnel under his/her jurisdiction, shall keep a written record of such evaluation.
- d. The principal is responsible for the assignment of certified personnel within the school, with the approval of the superintendent of schools.
- e. The principal shall have control of the placement and discipline of all pupils.
- f. The principal shall, in consultation with professional staff of the building(s), promote participatory decision making among all professional staff for the purpose of developing educational policy. (Ref. M.G.L. Ch. 71, Section 59B).
- g. The principal fosters sound interpersonal relationships among students, teachers, administrators and parents.
- h. A principal shall be co-chair of the school council in accordance with M.G.L. Chapter 71, Section 59C and district Policies F and FA (School Council).
- i. The principal accepts accountability for the overall effectiveness of the school.



- j. The principal shall be responsible for a good public relations program in consultation with the superintendent.
- k. The principal shall cause to be kept adequate records for the school.
- l. The principal shall furnish to the school committee and superintendent, in writing or otherwise, such information as they may require and shall render to them whatever assistance they may deem necessary for the proper administration of the school system. It is the responsibility of the principal to bring to the attention of the superintendent matters which are of concern to the school.
- m. The principal shall act in an advisory capacity to the superintendent in all matters pertaining to the building, curricula, and staff.
- n. The principal shall see to the safekeeping of the buildings, the furniture, books, and apparatus contained therein, and shall have the care of all supplies, textbooks, and apparatus belonging to the school.
- o. Under the direction of the superintendent, the principal shall have immediate supervision of the buildings and custodians. The principal shall have charge of buildings during school hours, prescribing such rules as shall insure their being kept in a neat and proper condition.

**2. Curriculum:** The principal of the Wrentham Public Schools shall have immediate responsibility for the study and advancement of the curriculum. He/she shall keep the superintendent informed concerning curriculum research and development. (Ref. Policy CAA 3 and Policy ID) The principal is responsible for keeping his/her thinking current. The principal shall strive ever to understand and plan for the unique needs of the pupils of the Town of Wrentham. As educational leader, the principal:

- a. Should, in cooperation with his staff, direct, guide and coordinate the total educational program within the school. All other activities must directly support this central function, the improvement of instruction.
- b. Adapts the school's program and procedures to the requirements of the individual student and is sensitive to the needs of the individual teacher.
- c. Helps to establish and clarify short and long range school goals which are educationally sound and administratively feasible.
- d. Acts as a catalyst for innovative thinking and action on the part of others in the school, as well as suggesting ideas for program, curriculum, and organization.

**3. Hiring of Personnel:** The principal shall be responsible, consistent with district personnel policies and budgetary restrictions and subject to the approval of the superintendent, for hiring all teachers, instructional or administrative aides, and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval by the superintendent and subject to the provisions of this section. This section shall not prevent one person from serving as the principal of two or more elementary schools or the use of teaching principals in such schools. (Ref. Ch. 71, Section 59B).

The principal shall devise and continuously try to improve programs for the orientation of new teachers and for the professional improvement of all teachers and staff members under his/her direction.

**4. School-Home Relations:** The principal shall devise and use adequate procedures and a good program for development and maintenance of a two-way system of communication between home and the school. He/she shall constantly endeavor to create a better understanding of the educational objectives of the school.

**5. Textbooks:** A principal shall recommend to the superintendent the adoption of textbooks and instructional supplies in accordance with M.G.L. Ch. 71 Section 48. The principal will coordinate requests of teachers to assure standard purchases whenever possible.

**6. Student Evaluation:** The principal shall be responsible for administering instruments of evaluation and testing within the school. Such instruments should be one tool in the evaluation of student progress and the general progress of the school. The results of such evaluation shall be submitted to the superintendent of schools.

**7. Special Services:** The principal shall be responsible for the special services within the school such as health services, library services, audio-visual services, the extra-curricular, and transportation.

*Adopted prior to March 25, 1991  
Revised September 11, 1995  
Reviewed April 11, 2005*

CC

## **ASSOCIATE PRINCIPAL OR ASSISTANT PRINCIPAL**

### **Position description**

The associate or assistant principal supports the principal in supervision of the operation and management of the school and school property.

*Adopted October 23, 1995*

*Reviewed April 11, 2005*

## **QUALIFICATIONS AND DUTIES OF ASSOCIATE OR ASSISTANT PRINCIPAL**

POSITION TITLE: Associate Principal or Assistant Principal  
REPORTS TO: Principal  
TERMS OF EMPLOYMENT: Minimum of 10 months a year.  
Salary and work year to be negotiated.

### **Qualifications**

1. An earned Master's Degree
2. Valid certification as an administrator
3. A minimum of five years of experience in the field of public education, including experience as an elementary classroom teacher.

### **Goal**

To assist the principal in providing the staff and students with the educational leadership to achieve the mission of the Wrentham Public Schools.

### **Evaluation**

The associate or assistant principal will be evaluated annually by the principal.

### **Responsibilities**

#### **1. Duties**

- a. The associate or assistant principal shall comply with the rules and regulations set forth under the laws of the Commonwealth of Massachusetts.
- b. The associate or assistant principal shall be responsible for the enforcement of the rules, regulations and policies of the Wrentham School Committee and the superintendent.
- c. The associate or assistant principal serves as principal in the absence of the regular principal.
- d. The associate or assistant principal shall evaluate teachers and other personnel under his/her jurisdiction, and shall keep a written record of such evaluation.
- e. The associate or assistant principal is responsible for discipline of pupils and the annual review of the Code of Conduct. (Ref. Policy JG).
- f. The associate or assistant principal fosters sound interpersonal relationships among students, teachers, staff, administrators and parents.
- g. The associate or assistant principal shares accountability for the overall effectiveness of the school.
- h. The associate or assistant principal shall assist the principal with an effective public relations program.
- i. It is the responsibility of the associate or assistant principal to bring to the attention of the principal and the superintendent matters which are of concern to the school.

- j. The associate or assistant principal shall act in an advisory capacity to the principal in all matters pertaining to the building, curricula, and staff.
- k. The associate or assistant principal supports the principal in the safekeeping of the buildings, the furniture, books, and apparatus contained therein.
- l. The associate or assistant principal performs such tasks and assumes responsibilities as the principal may from time to time assign.

## **2. Curriculum**

The associate or assistant principal of the Wrentham Public Schools shall share responsibility for the study and advancement of the curriculum. The associate or assistant principal is responsible for keeping his/her thinking current. The associate or assistant principal shall strive to understand and plan for the unique needs of the pupils of the Town of Wrentham. The associate or assistant principal:

- a. Will serve and/or chair curriculum committees at the direction of the principal and/or superintendent.
- b. Adapts the school's program and procedures to the requirements of the individual student and is sensitive to the needs of the individual teacher.
- c. Helps to establish and clarify short and long range school goals which are educationally sound and administratively feasible.
- d. Acts as a catalyst for innovative thinking and action on the part of others in the school, as well as suggesting ideas for program, curriculum and/organization.

## **3. Hiring of personnel**

The associate or assistant principal will aid the principal in the hiring of personnel.

## **4. School-home relations**

The associate or assistant principal, through a two-way system of communication between home and the school, shall constantly endeavor to create a better understanding of the education objectives of the school.

*Adopted prior to March 25, 1991  
Revised October 23, 1995  
Reviewed April 11, 2005*

CE

## **REPORT ON THE EVALUATION OF PRINCIPAL AND ASSOCIATE OR ASSISTANT**

The evaluation of the principal and associate or assistant principal will be conducted by the superintendent of schools each year.

*March 22, 1993*  
*Revised September 9, 1996*  
*Reviewed April 11, 2005*

## **SECTION D: FISCAL MANAGEMENT**

Section D of the policy classification system provides a repository for statements concerning district fiscal affairs and the management of district funds.

**DA**

## **ELECTRIC BILLS**

The superintendent has authority to send the schools' electric bills to the Town Accountant and the Town Treasurer upon receipt of the bills. The purpose of this is to avoid the interest payments on overdue bills.

*Adopted prior to March 25, 1991*  
*Reviewed May 9, 2005*



DB

## **BUDGET - NEW LINE ITEMS**

All new positions (including positions that have not been funded in the present fiscal year), all new line items, or previously unfunded line items have to be voted in by a majority of the school committee.

*February 10, 1986*  
*Revised September 9, 1996*  
*Reviewed May 9, 2005*

**DC**

## **REIMBURSEMENT PROCEDURES FOR SCHOOL COMMITTEE MEMBERS**

School committee members will be reimbursed for conference expenses and approved meetings.

*June 6, 1978*  
*Revised October 13, 1998*  
*Reviewed May 9, 2005*

## **TUITION COLLECTION**

The Wrentham Public Schools provides learning opportunities to students that often extend beyond the amount of time required or reimbursed by the Commonwealth of Massachusetts. In those cases, the Wrentham Public Schools must charge and collect tuition for these programs. All monies are placed in a Town approved revolving account and used to support the said programs.

Tuition will be collected as follows:

1. A deposit will be collected and allocated for the last month of tuition.
2. Tuition will be due the first of each month.
3. Parents/Guardians will receive a reminder at least 5 days before tuition is due.
4. The Wrentham Public Schools/School Committee reserves the right to charge a late fee to parties that are 15 days or more delinquent. The School Committee will set the amount of the late fee before each school year. The amount of such late fee, and the fact that there may be a late fee, will be publicized to the parents whose children participate in a program for which tuition is charged.
5. The Wrentham Public Schools/School Committee reserves the right to use alternative methods of collection for delinquent tuition bills.

*Adopted August 28, 2007*

## **PRESCHOOL AND KINDERGARTEN TUITION**

The Wrentham Public Schools believes that providing early education to its students develops a strong foundation for lifelong learning.

In order to provide schooling for 3 and 4 year olds, as well as a Transitional and Full Day Kindergarten option, tuition must be charge to fund these programs. Tuition will be used to fund teachers, aides, supplies, materials and utilities.

The following are guidelines:

- Each year the School committee will vote to establish the tuition rates for the following year. These rates will appear on all materials that advertise the program.
- There will be no tuition discounts. All students must pay full School Committee established tuition.
- Financial hardships may be appealed in writing to the Superintendent of Schools.

*Adopted May 13, 2008*

**DF**

## **BEFORE AND AFTER SCHOOL PROGRAM TUITION**

The Wrentham Public Schools believes that student learning extends beyond the allotted hours of the school day and year. We extend opportunities to learn for children and charge a tuition cost to fund the programs.

The following guidelines for these programs will be observed:

- There will be no tuition discounts granted. These programs are self-sustaining and families are not required to participate.
- The cost of the program will be determined by the program instructor and the Superintendent of Schools. Tuition will fund staff, supplies, materials, and/or travel.
- Teachers will be compensated as outlined by Collective Bargaining Agreement with the Committee.
- Financial hardships may be appealed in writing to the Superintendent of Schools.

*Adopted May 13, 2008*

## **SECTION E: SUPPORT SERVICES**

Section E of the policy classification system provides a repository for statements on non-instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and their management (not construction), transportation, and food services.

**EA**

**STUDENT ACCIDENT/NOTIFICATION TO SCHOOL COMMITTEE  
MEMBERS**

The superintendent will inform the school committee chairperson or designee within 48 hours of an accident which requires a student to be dismissed for treatment.

*April 22, 1991*  
*Revised April 8, 1996*  
*Revised June 13, 2005*

**EB**

## **BOMB SCARES**

In case of a bomb scare the children would be allowed back into the buildings after the buildings had been cleared by the Fire Department. Procedures for staff to follow may be found in the Teachers' Handbook.

*Adopted prior to March 25, 1991  
Revised September 30, 1996  
Reviewed May 9, 2005*



## **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.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -  
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks -  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>  
Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>  
Commonwealth of Massachusetts – Mask Up MA! –  
<https://www.mass.gov/news/mask-up-ma>

Approved:

## **TRANSPORTATION POLICY**

It is the intent of the school committee to comply with the letter and spirit of the laws of the Commonwealth of Massachusetts, and regulations of the Registry of Motor Vehicles, the Department of Education, and Federal Department of Transportation, pertinent to transportation of pupils, and these govern any areas not covered by specific declaration of policy.

### **Eligibility**

All school pupils in grades K-3 and children in Grades 4-6 residing more than 1 1/2 miles from the school which they attend are entitled to transportation privileges. Exceptions to this policy may be made when road conditions do not provide for the physical safety of the children and when the health of pupils makes this service essential.

### **Riding Limits, Routes, and Bus Stops**

Bus routes are established under the direction of the superintendent in cooperation with the bus contractor so that an authorized bus stop is available within a reasonable walking distance of the home of every resident pupil entitled to transportation, and that distance does not exceed one mile. Bus routes are developed to minimize the total amount of time a student must spend on a school bus.

Authorized bus stops are located at convenient intervals in places where pupils may be loaded and unloaded, cross roads, and await the arrival of buses under the safest possible conditions.

### **Procedure to Request a Bus Stop Change or Addition**

A parent request to change or add another bus stop must be made in writing to the building principal. The principal will then copy the request and submit it to the bus company liaison. A meeting will take place to determine the possibility of accommodating the request. The decision will be communicated to the parents within ten school days of the request.

A parent will have the right to appeal to the Superintendent of Schools. If the request involves a safety issue, not a convenience issue, the superintendent will confer with the Wrentham Police Department. The superintendent's decision will be final.

### **Kindergarten Bus Routes**

Kindergarten buses should go down streets where a turn-around is available. Bus drivers will take Kindergarten students back to school if no person is there to meet them. There will be a bus orientation for Kindergarten students and their parents in August.

### **Kindergarten Zones**

Parents of kindergarten youngsters should notify the school by July 15th if they are having a babysitter for the youngster for the entire school year who is located in a different kindergarten zone than the child's residence.

**Bus Contractor**

Transportation contractors must submit a list of bus drivers and substitute drivers to the superintendent of schools. Bus contractors are subject to all statutes of the Commonwealth of Massachusetts governing buses, drivers, inspections, and licensing.

*Approved April 8, 1996*

*Reviewed May 9, 2005*

*Revised June 15, 2007*

## **BUS DRIVER RULES AND REGULATIONS**

### **Bus Driver Regulations**

1. The contractor must obtain and keep on file statements that all drivers, regular or spare, have complied with all requirements of the Commonwealth of Massachusetts, the Registry of Motor Vehicles, Department of Education, and Federal Department of Transportation pertinent to transportation of pupils, relative to the licensing and health of school bus drivers, including physical and driver examinations. A copy must also be filed with the superintendent of schools.
2. The contractor must file with the superintendent of schools the names, addresses, and telephone numbers of all bus drivers who will operate a bus or buses, before the opening of schools in September of each year, and see that the above requirements are completed.
3. Smoking in a bus is prohibited.
4. Drivers will not leave a bus unattended when children are in the bus. In an emergency the driver's first concern must be for the safety of the children.
5. Chapter 90, Section 7-B (4) - as amended. Each school bus shall be operated by a person twenty-one years of age or over who is licensed under Section 8-A, etc.
6. Chapter 90, Section 7-B (3) - all doors shall be kept closed while the bus is in motion. (5) - No fueling shall take place while any school bus is occupied by passengers.
7. Chapter 90, Section 17. No person shall operate a school bus at a rate of speed exceeding 40 m.p.h. while actually engaged in carrying children, except on limited access highways where the posted speed limit is the allowable standard.
8. The superintendent has the right to withdraw or revoke the approval of any driver.
9. It will be a condition of employment that each driver must carry out the policies of the Wrentham School Committee.

### **Requirements of the Contents of the School Transportation Vehicle**

A copy of the vehicle route should be placed in each bus prior to the beginning of school.

Emergency numbers such as police, school, garage, hospital, etc., must be posted in each bus.

Drivers are expected to keep their buses clean at all times.

### **Supervision of Riders**

Bus drivers are responsible for the safety of children riding to and from school. Although discipline on buses is a driver responsibility, the main job is to drive the bus safely and in accordance with rules and regulations.

*General*

1. Pupils transported in a bus are under the authority of and directly responsible to the driver of the vehicle.
2. Continued disorderly conduct or persistent refusal to submit to the authority of the driver is sufficient reason for a pupil to be denied transportation on a bus.
3. No vehicle driver can require any pupil to leave the vehicle before such pupil has reached his/her destination, except in cases of emergency.
4. A bus cannot be put in motion until all pupils are seated.
5. No bus can stop to load or discharge pupils except at regularly designated stops, except in cases of emergency.
6. No pupil can engage in unnecessary conversation with the driver while the vehicle is in motion.
7. Smoking in a bus is prohibited.
8. No persons should be allowed to occupy a position in a bus that interferes with the vision of the driver to the front, to either side of him, or through the mirror to the rear, or with the operation of the vehicle.
9. Nothing can be thrown within the vehicle or out the windows.
10. The drivers shall be at all times courteous and exemplary in speech and action before said children.

*Discipline*

Nothing herein shall prevent a driver from verbally reprimanding a child for action that might cause harm to self or others. Any violations of the rules and regulations for student behavior on school buses must be reported at the end of each trip to the principal, associate principal or assistant principal. The action taken should be reported to the driver so the driver knows what action has been taken. However, under no circumstances shall a driver remove a child from a school bus. Guidelines for appropriate disciplinary measures are to be reviewed each year by drivers (see ECA:E).

1. Drivers must not remove a child from a bus as a disciplinary measure, except at the child's designated bus stop.
2. Drivers must not touch a child, except to assist them or to render first aid.
3. Bus drivers have no authority to appoint students as bus monitors and must not do so. If repeated misbehavior problems arise, they may take any or all of the following actions:
  - a. Report each incident to the designated authority
  - b. Request that the school principal or designee board the bus and talk to the students
  - c. Require individual passengers to sit in the front seats so they can be observed
  - d. As a last resort, bring the bus back to school

4. Extreme cases of misbehavior on the bus or at bus stops should be reported to the school principal. Extreme discipline procedures are as follows:
  - a. Stop the bus at the edge of the road. Turn off ignition
  - b. Set emergency brake
  - c. Separate the fighters (if applicable)
  - d. Send two children to call the school official
  - e. The school official will decide how to get the children home
  - f. As a last resort, call the police to come to the scene
5. Suspension of a pupil from riding the bus must be administered by the proper authority, usually the school principal.
6. School principals will administer punishment when rule infractions are reported. Reports must be prompt, and punishment should be administered as soon as possible after it has been reported.

#### *Accidents*

In spite of all precautions, the possibility of accidents cannot be entirely eliminated. Drivers should be trained so, if and when accidents do occur, they know how to meet the emergency. The following procedures are recommended to drivers:

1. Stop the bus at the edge of the road.
2. Turn off the ignition.
3. Keep calm, and never lose your temper. Do not argue or try to place the blame for the accident.
4. Set out reflective triangles.
5. Make pupils as safe and comfortable as possible, moving them to a safe and comfortable location if necessary.
6. Under no condition allow children to proceed home by begging rides or walking.
7. If necessary, send two responsible pupils for the type of help needed.
8. Notify school officials and the police.
9. Get the names and addresses of all persons involved in the accident and all witnesses.

**In accidents involving injury**, the following procedures should be observed:

1. Do not move injured persons unless absolutely necessary and then only when the extent of the injury has been determined and such movement is deemed safe.
2. Keep onlookers away from the injured.
3. Keep injured persons lying down to prevent fainting and shock.
4. Give first attention to persons who appear to have stopped breathing or who are bleeding excessively.
5. Keep the patient warm, comfortable, and promote an ease of mind in any way possible.
6. Send a responsible person to call a physician or ambulance, giving information concerning location of the accident and the injured person, the nature and possible extent of injuries, and the supplies available at the scene of the accident, as well as what first aid is being given.
7. Avoid allowing the patient to see the injury.

REF: M.G.L. Ch. 90, sec. 17

*Approved April 8, 1996*

*Revised December 14, 1998*

*Reviewed May 9, 2005*



**EXHIBIT: GUIDELINES FOR EFFECTIVE BUS DISCIPLINE**

---

Good pupil control is mainly the responsibility of the school bus driver. The driver, along with the administrator(s), should discuss the transportation regulations with the students.(Ref. ECB, Bus Rules for Pupils) Additionally, bus drivers will be given Exhibit ECA:E each September. Points the driver should consider:

1. The passengers are not mature with adult attitudes.
2. The driver can expect a variety of discipline problems that will tax his/her ingenuity.
3. The changing of attitudes requires time.
4. Development of socially acceptable attitudes is a process that continues throughout life.
5. The driver should have an understanding of the problems and aspirations of students:
  - Most students want to act older than they are.
  - Most students want adults to recognize their good traits and/or abilities.
  - Pupils dislike being singled out for disciplining in the presence of a group.
  - Some students will create problems in order to get recognition.
  - Students who normally comply with regulations may create problems if the driver is too lax, indifferent, or unreasonable in his/her demands.
6. The driver should try to analyze his/her own attitudes and should not permit his personal problems to be reflected in his actions or judgments while dealing with pupils.
7. The driver should strive to make the student's time on the bus most pleasant.
8. A smile or a friendly greeting can do much to promote a pleasant atmosphere on the bus.
9. Maintain a businesslike, yet friendly relationship with all students.
10. Never participate in rumors and gossip.
11. Compliment good conduct, abilities, dress, habits, and good deeds.
12. Find something good in the worst to justify praise.
13. Give the problem students responsibilities when the opportunity arises. Make it possible for them to help on occasions. Ask for their advice or judgment when possible.
14. Make the pupils feel that they are a part of the total transportation program:
  - Develop competitive desire to make their bus the safest and most efficient in the fleet.
  - Encourage respect for public property.

15. Be reasonable with violators.
16. Encourage students to be courteous to others.
17. Let the student have a chance to reason out his/her errors and make amends.
18. Be firm with students when necessary:
  - Avoid arguments with students.
  - Avoid making threats.

*Approved April 8, 1996*  
*Reviewed May 9, 2005*

## **BUS RULES FOR PUPILS**

(To be included in the Code of Conduct Handbook, Ref. Policy JG)

### **Waiting for the Bus**

1. Be on time for the bus but do not arrive at the stop earlier than 10 minutes before the time at which the bus usually arrives.
2. Do not allow younger children who are not yet attending school to accompany you to the bus stop.
3. Observe all safety precautions while waiting for the bus:
  - Do not play in the roads
  - If possible, avoid crossing streets
  - Whenever you must cross a street, do so only if you are sure that no moving vehicles are approaching from either direction
  - Do not push, pull, or chase any other pupils
  - Avoid trespassing on private property and being noisy
4. As your bus approaches, line up at least six feet off the highway, and do not approach the bus until it has stopped and the driver has opened the door. Again, avoid pushing others in the line.

### **Loading the Bus**

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

### **Riding the Bus**

1. Do not eat food on the bus.
2. Do not throw anything on the bus.
3. Avoid extending your arms or any other parts of your body out of the windows.
4. Do not change seats while the bus is moving.
5. Avoid shouting, foul language, and other excessive noise that may distract the driver and lead to a serious accident.
6. Help keep the bus clean and sanitary.
7. Be courteous to other pupils and to the driver.
8. Listen carefully and obey any directions issued by the driver.
9. Upon boarding the bus in the morning, remain on the bus until arrival at school.
10. Students who disembark from the bus in the afternoon prior to arriving at their original morning pick-up point will not be allowed back on the bus again that day.

### **Unloading the Bus**

1. Do not leave your seat until the bus has come to a complete stop and the driver has opened the door.
2. Again, obey any directions issued by the driver.
3. Leave the bus quickly but in a courteous manner without pushing other pupils.
4. 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.
5. Again, be sure to observe all safety precautions as you travel from your bus stop to your home.
6. Violation of the bus rules may result in a loss of bus privileges.

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

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

### **Accidents**

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

*May 27, 1986*  
*Revised: October 15, 1991*  
*Revised: January 25, 1994*  
*Revised April 8, 1996*  
*Reviewed May 9, 2005*

## **BUS EVACUATION DRILL PROCEDURE**

Bus Evacuation Drills will be held twice a year. Suggested times would be in the Fall by October 15 and in the Spring before May 1. The front door and rear door emergency exit drill and the joint front door/rear door emergency drill will be held in the Fall and Spring. The dates and times of the drill will be determined by a principal and the Bus Company Coordinator.

The following procedure should be used in each drill:

1. All students will report to their buses ready for home.
2. Walkers will report to the extra bus ready for home.
3. A minimum of 2 teachers will be assigned to each bus. (3 teachers for rear door drill.)
4. One teacher will be assigned to a spot 100 feet away from the bus. Students must be introduced to teacher so they will know who to go to when they disembark.
5. For front door drill, one teacher will stand on ground outside bus for student assistance.
6. For rear door drill, 2 teachers will stand on ground outside rear door for student assistance.
7. For joint front door/rear door drill the teachers follow rear door assignments.
8. Side door drills where applicable.
9. Note: Teachers should encourage students to bend knees when they jump. (Do not jump into teachers' arms). Do not reach up and pull children out. You may lend a helping hand, palms up.
10. Bus driver will discuss evacuation procedure with students, using script ECC:E.
11. When students disembark, they must immediately go to area where designated teacher is waiting and wait quietly until the "all clear" is given to return to the bus to go home.

The following points are to be covered by the bus driver during the drill:

1. Remain seated during instruction.
2. Wait for directions from driver.
3. Exit bus as directed.
4. Leave books, lunch boxes, back packs (all personal belongings) on bus.
5. Gather at safe location, 100 ft. away.

These procedures shall be renewed annually before the beginning of school to ensure they reflect the current physical characteristics of the bus fleet.

*June 8, 1992*  
*Revised January 25, 1994*  
*Revised April 8, 1996*  
*Reviewed May 9, 2005*

ECC:E

## EXHIBIT: WRENTHAM SCHOOL BUS DRIVERS' "SCRIPT" FOR BUS EVACUATION

---

*(To be reviewed annually, Ref. ECC)*

We are going to be doing Bus Evacuation.

**Evacuation** means getting off the bus **safely** in the **shortest time possible** and in an orderly way.

**Usually it is safer to stay on the bus.**

Evacuate the bus **only** when there is more danger **on** the bus than off.

**Three Situations** require evacuation:

1. **FIRE** - evacuate immediately if the engine or any part of the bus is on fire
2. **DANGER of FIRE** - evacuate if the bus is **near an existing fire** and moving the bus away is not possible or if **smoke is seen** or there is a **smell of gasoline**
3. **UNSAFE POSITION** - evacuate if the bus is **on railroad tracks, near water or a cliff** where the bus might move - go into the water or over a cliff or where there is **danger of collision** such as a position over a hill or around a curve where the bus would not be seen

**Types of Evacuation:\***

1. **FRONT DOOR**
2. **REAR DOOR** - done when front door is blocked
3. **FRONT and REAR DOOR** - done only when there is extreme danger on the bus
4. **SIDE DOOR**
5. **ROOF HATCHES**

\*Drivers have all been trained in proper bus evacuation procedures, and will do different types as required.

*February 14, 1994  
Revised April 8, 1996  
Reviewed May 9, 2005*

**ED**

## **BUS MONITORS**

If and when bus monitors are hired, their duties will include inside and outside the bus.

*January 25, 1994*  
*Approved April 8, 1996*  
*Reviewed May 9, 2005*

EE

**BUSES - USE OF**

*Approved April 8, 1996  
Eliminated June 14, 2005*



**EEA**

**BUS USE - NO SMOKING DRINKING TOBACCO OR DRUGS ALLOWED**

No smoking, drinking, tobacco or drugs are allowed on school buses.

*Adopted prior to March 25, 1991*

*Approved April 8, 1996*

*Revised August 26, 1996*

*Reviewed May 9, 2005*

## SCHOOLS - FACILITY USE

The Wrentham Public Schools are a community resource, and it is our policy to make them available to members of our community insofar as possible. Events sponsored by the Wrentham Public Schools have first priority, followed by those of the Town of Wrentham. Other groups will be granted the privilege of using the school facilities on a “first come first served” basis each year. If the school or town should need a particular room that has been scheduled by another group, every effort would be made to find another suitable room, and notification of the change would be made as soon as possible.

To maintain the facilities at the highest level for our students, there will be no building use after 6:00 PM on days designated for major floor maintenance

There will be an hourly fee structure associated with use of Wrentham school facilities. The fee structure will be based upon the category of the group and the time of use. The fee structure is given in Exhibit EF:E.

Use of the kitchen facilities is permitted after consultation with the food service director. A member of the kitchen staff and associated fees may be required, as determined by the food service director.

Any group using the facilities wishing to contribute to the Wrentham Public Schools may make a donation to the *Wrentham Public Schools*.

### Procedure

The group requesting the use of the school facilities from the superintendent of schools shall:

1. Obtain and complete a Facilities Use Form, from the office of the superintendent of schools.
2. Only use the facilities on days when school is in session, and no later than 10:00 PM. Exemptions to this rule will be granted by the superintendent of schools, (i.e. the Cub Scout Blue and Gold Banquets).
3. If granted an exemption to use a facility when school is not in session or later than 10:00 PM, must arrange in advance for a responsible adult to obtain a key and be instructed in the use of the security system. Keys must be returned on the first school day following that use.
4. Notify the superintendent’s office if for any reason the group will not be using the facilities on the dates requested.
5. A responsible adult must be in the building prior to the arrival of others.
6. Ensure that all children are properly supervised at all times and that no one enters classrooms or other areas of the building.

7. Leave the facilities clean and return chairs or tables to their original positions, unless otherwise directed by the custodian on duty.
8. Be financially responsible for any damage done to the school facilities.

A group may lose the privilege of using the school facilities for failure to abide by any or all of the above regulations.

*Adopted prior to March 25, 1991*

*Revised August 26, 1996*

*Revised March 10, 2003*

*Reviewed May 9, 2005*

*Revised November 14, 2006*

EFA

## **NO SMOKING POLICY**

It is the policy of the Wrentham Public Schools that the use of tobacco or tobacco products while in school or on school property, including athletic fields, is prohibited. This prohibition is in effect both during school and non-school hours.

*Adopted June 16, 1994*

## SCHOOL VOLUNTEERS

The Wrentham School Committee encourages volunteer participation by individuals and groups in the schools and for off-school activities before, during and after school hours.

A volunteer shall be defined as a non-paid person functioning under the sponsorship of the school committee and at the direction of the administrator responsible for the volunteer program. The school administration shall be responsible for direction of the volunteer program.

Requirements of volunteers:

1. All volunteers shall be registered with the school administration.
2. All health regulations pertinent to regular staff shall also apply to volunteers.
3. All volunteers will receive instruction in universal precautions.
4. Volunteers shall work with the guidelines established by administrators responsible for the program.
5. Volunteers may perform tasks assigned by their supervisors, excluding access to student cumulative records.
6. Volunteers shall maintain strict confidentiality\* with all school and classroom information to which they have access while performing their volunteer activities.
7. All volunteers must have a criminal records (CORI) check and the Superintendent of schools shall determine if the volunteer is qualified.

\*Strict confidentiality shall mean that the volunteer may discuss any situation or issues with the teacher and the administrator responsible for the program.

*August 24, 1992*  
*Revised August 26, 1996*  
*Revised April 11, 2005*

## SCHOOL COUNSELING

It is the policy of the Wrentham Public Schools that school counseling is a supportive service available to children who are experiencing a crisis or trauma that interferes with their ability to function in the school setting or to children whose emotional and/or behavioral difficulties interfere with school functioning.

School counseling services generally consist of short-term supportive individual counseling sessions or group counseling sessions held during school hours. A variety of short-term supportive groups are offered at various times during the school year such as: "New Kids' Club", "Family Change" groups, "Cool Kids" (stress/anxiety management) groups and social skills groups. These groups are announced regularly through school notices.

The guidance staff is also available to consult with parents about various academic, behavioral and developmental issues that may arise with their children.

School counseling should not be considered a substitute for psychotherapy or the more intensive counseling services offered by HMOs, mental health clinics, private psychologists or social workers. Family therapy and home-based therapy is not available through the Wrentham Public Schools guidance staff, nor is evaluation of custody or visitation issues. The guidance staff can direct or assist parents or guardians in locating services provided in the community.

*Adopted January 10, 2000*

## FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid, and if warranted, call the local EMT's.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the student to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Procedures will be developed for the proper handling of an injury to, or sudden illness of, a student or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. In extreme emergencies, the school nurse or principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance, if at all possible.
4. The teacher or other staff member to whom a student is responsible at the time an accident occurs, will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the superintendent.
6. Whenever possible, a school nurse will accompany the ambulance if transport to the hospital is required.

*Adopted January 10, 2000  
Revised November 13, 2001*

**EK**

## **NON-APPROVED/PRIVATE ROAD BUS POLICY**

The Wrentham Public schools and the contracted bus company shall be in agreement as to whether or not the buses enter roads that are not Town approved roads or designated “private roads”. Both the Wrentham Public Schools and the contracted bus company acknowledge that non-Town-approved roads or private roads may not be maintained by the Town. It is the assumption of Wrentham Public Schools and the bus company that private roads will be maintained to the safety specifications of the bus company in order for a bus to enter. If the bus company feels that the road is not safe for students or buses, the bus company will not be required to enter the street or road and will notify the District immediately. Bus routes and bus stops established on a non-Town-approved road or private road will be decided upon using the same methodology as the approved Town roads, reviewed annually before the start of school.

*Adopted February 8, 2010*



## SECURITY CAMERA POLICY

The Wrentham School Committee supports the use of video cameras throughout the Wrentham Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only

### GENERAL STATEMENT OF POLICY

#### Signage and Notification

1. Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.
2. Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: Surveillance Cameras in Use for Security Purposes. School buses will have a posting of Video Surveillance on This Bus in plain sight for all riders to see.

#### Camera Placement

1. The security camera system is installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.
2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

#### Use of Video Recordings

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance.
2. The Wrentham Public School Security Camera System will be in operation and may be monitored by school personnel throughout the calendar year.
3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.
4. There will be no monitoring of live recordings, except in the case of a suspected emergency or safety concern.
5. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, etc.).

Data Storage

1. All video recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for a period of time at the discretion of the Superintendent or his/her designee.
2. Information obtained through video surveillance may only be used for disciplinary investigations, security or law enforcement purposes.
3. Any video recordings used for security purposes on school buses, in school buildings or grounds are the sole property of the Wrentham Public Schools. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or his/her designee.

REF: US Dept. of Justice Programs Published Research Report  
Family Educational Rights and Privacy Act  
M.G.L. Ch. 71, sec. 34E

*Adopted February 11, 2014*

## **SECTION F: SCHOOL COUNCIL**

In order to encourage participation in the education of our students by groups and individuals within the school and community and to foster communication between the groups influencing school based decision making, there shall be a Wrentham Elementary School Council formed according to the requirements of M.G.L. Ch. 71, Sect. 59C.

## **SCHOOL COUNCIL STRUCTURE, SCOPE OF AUTHORITY AND SCHOOL IMPROVEMENT PLAN**

### **Structure**

As defined by the principal and approved by the superintendent and school committee, the school council shall be composed of the following members: the principal, acting as co-chair, three teachers, chosen by their peers, four parents of children attending the school, chosen in elections held by the Wrentham Elementary Parent Teacher Organization; and three non-school members from the community, chosen by the principal and a member of the PTO board.

### **Scope of Authority**

As prescribed by law, the school council shall assist the principal in:

- identifying the needs of the students
- reviewing the annual school budget
- formulating a school improvement plan

To further communication within the school community and ensure that input from the school council is considered in the decision making processes of the school, the school council shall be invited to have a representative member on committees, formed within the school, that ultimately report to the school committee. The function of this representative is to give input regarding the Core Values, Mission Statement, and the School Improvement Plan.

The school council shall be represented by at least one co-chairperson as requested by the school committee at no fewer than three school committee meetings during the school year (for example: early in the year when goals for the school are being discussed, at budget time and when the School Improvement Plan is presented).

The school council shall be invited to designate a member to act as a liaison to the school committee.

The school council and school committee shall exchange meeting minutes in order to stay informed about the issues each is facing.

### **School Improvement Plan**

The school council shall submit a school improvement plan to the school committee for review and approval each year in April. The school committee shall respond to the plan within thirty (30) days.

In addition to the areas required by law, the school improvement plan must:

- consider the school's Mission Statement
- consider the general goals for the current year as described by the superintendent
- strive for the highest ideals and quality in all areas while keeping in mind budgetary realities
- adhere to the policies of the school district

If the school committee finds that the School Improvement Plan does not fully adhere to the above outlined parameters, it may request the school council to return with a revised plan within sixty (60) days.

*Approved January 23, 1995  
Reviewed June 16, 2005*

## **SECTION G: PERSONNEL**

Section G of the policy classification system provides a repository for personnel policies.

## **FACULTY POLICY HANDBOOK**

The Faculty Handbook will be reviewed and approved by the School Committee by the first meeting in September. Any changes in the Handbook will be highlighted at said meeting.

*Revised March 10, 1997*  
*Reviewed October 3, 2005*  
*Reviewed October 13, 2005*

GC

## **ADMINISTRATOR EVALUATION**

The school committee will review and approve any proposed changes to the Professional Administrator Standards which are used as the basis for administrative evaluations. Any changes in the standards will be highlighted at the first meeting in September.

*July 1, 1978*

*Revised March 10, 1997*

*Revised November 10, 2005*



**GD**

## **SCHOOL COMMITTEE MEETINGS -DISCUSSION OF STAFF MEMBERS**

A staff member is defined as any person employed by the Wrentham Public Schools. Staff members will not be discussed negatively at a School Committee meeting unless they have been informed that a discussion of their job performance and/or related conduct will take place and given the opportunity to be present.

*Adopted prior to March 25, 1991  
Revised November 10, 2005*

## **SCHOOL/POLICE MEMORANDUM OF UNDERSTANDING CONCERNING SUBSTANCE ABUSE**

### **Expectations of Teachers**

If a student needs immediate help and a teacher reasonably suspects a student is under the influence of a substance, a teacher must refer the student to an administrator or school nurse.

If a teacher observes students selling or in possession of an illegal substance or has received a report that a student is in possession of an illegal substance, a teacher should escort the student to the principal and present the charge or reasonable information for suspecting a violation of the school drug and alcohol code.

### **Expectations of School Administrators**

Once the building principal has been notified that a student is reasonably suspected of violating the drug and alcohol policy, that school official should give the student a chance to respond. If the student denies the charge and the administrator has a reasonable suspicion the charge has merit, the administrator may search the student and his or her immediate possessions. The administrator should make every effort to allow the student to explain his or her suspected behavior and only search a student if reasonable grounds exist and all other methods of student cooperation have been exhausted. If drugs or alcohol are not found but the administrator reasonably believes a student is under the influence of a drug or alcohol, the administrator should report the incident to the police but withhold the name of the student. Parents should be notified immediately by the school administrator.

Any and all illegal substances discovered during this process must be turned over to the police by the principal. If the student is found in possession of an illegal substance and the student is referred to the police, the parents should also be notified immediately.

### **Law Enforcement Response: Expectations of Police**

The local police must designate a person who would work closely with the schools regarding alleged drug and alcohol violations. If school and police officials are to be comfortable reporting incidents of drug use, they must develop a trust and understanding of the responsibility of each official agency. Ideally a juvenile police officer or officers who are skilled in working with young people and have knowledge of drug and alcohol laws should be the designated school/police liaison.

Police officials have a mechanism for school personnel to turn over to them any illegal substances discovered on school grounds while allowing the school officials to conduct an internal school investigation as to the source of those illegal substances.

If the police are called by the school because a student has been discovered in possession or selling or distributing drugs or alcohol the police would come to the school and take custody of that student. Parents must be notified of the situation immediately.

Precautions should be taken by both school and police officers to ensure that the educational process is not disrupted.

*Approved  
September 22, 1986  
Reviewed October 13, 2005*

## **DRUG FREE WORKPLACE**

In compliance with the Federal Drug-Free Schools and Communities Act amendments of 1989 (P.L. 101-226), the following policy is established:

1. All employees will be notified by published statement that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Wrentham Public Schools and further that employees found in violation of such prohibition will be subject to discipline up to and including termination and/or shall be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
2. It shall be the policy of the Wrentham Public schools to implement the procedures required and placed on file with Federal authorities entitled The Federal Drug-Free Schools and Communities Act.
3. All employees shall be given a copy of the certification statement.
4. All employees will:
  - a. be advised of the dangers of drug abuse in the workplace;
  - b. be advised that the Wrentham Public Schools intends to maintain a drug-free workplace;
  - c. be provided information regarding available drug counseling, rehabilitation and/or employee assistance programs for substance abuse; and
  - d. be advised that penalties may be imposed upon employees for drug abuse violations occurring in the workplace.
5. Reference also No Smoking Policy EFA

*September 10, 1990*  
*Revised March 10, 1997*  
*Reviewed October 13, 2005*

## **SEXUAL HARASSMENT POLICY**

All persons associated with this school system, including, but not necessarily limited to, the committee, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

### **Definition of Sexual Harassment**

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment, **particularly where:**

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.
4. Specific examples of conduct that might constitute sexual harassment are:
  - a. Requesting, implicitly or expressly, sexual favors.
  - b. Making, whether facetiously or not, sexually oriented remarks.
  - c. Making, whether facetiously or not, sexually oriented gestures.
  - d. Displaying sexually oriented or explicit material.

### **The Grievance Officer**

The committee will appoint the Superintendent of Schools as the sexual harassment grievance officer, and the Superintendent will appoint one additional staff member. The officers will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below. In the event that the complaint is lodged against the superintendent, the school committee chair will serve as the grievance officer in this instance only and will proceed as outlined below.

### **Procedure**

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s) to the grievance officers.
2. The grievance officers will attempt to resolve the problem in an informal manner through the following processes:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.

- c. The grievance officer will hold as many meetings with the parties as is necessary to gather facts.
  - d. On the basis of the grievance officers' perception of the situation he or she may attempt to resolve the matter informally through conciliation.
3. After reviewing the record the grievance officers may impose any sanctions deemed appropriate, up to and including termination or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible and retaliation against an employee (or any person) for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint of sexual harassment is unlawful.

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended  
45 Federal Regulation 74676 issued by EEO Com.  
M.G.L. Chapter 151B

Charges of sexual harassment can be filed with:

Massachusetts Commission Against Discrimination  
One Ashburton Place  
Boston, MA 02108  
(617) 727-3990  
United States Equal Employment Opportunity Commission  
One Congress Street  
Suite 1001  
Boston, MA 02114  
(617) 565-3200

This policy will be posted at all times and distributed upon hire and annually thereafter to all staff.

*June 29, 1994*  
*Revised October 15, 1996*  
*Revised November 10, 2005*

**GK**

## **POSTING OR ADVERTISEMENT OF POSITIONS**

All vacant positions, at a minimum, will be posted or advertised internally.

*June 12, 1978*  
*Revised March 10, 1997*  
*Revised November 10, 2005*

**GM**

## **CLASS SIZE**

The school committee realizes that effective classroom learning occurs when the number of students in the class is reasonable.

Reference: School Improvement Plan

*Adopted prior to March 25, 1991  
Revised November 10, 2005*

GO

## **HOMEWORK POLICY**

Homework, both written and unwritten, is an integral part of the curriculum and it should be given on a nightly basis. Long and short term assignments will be given with emphasis on follow-up to classwork, make-up work, review and skill reinforcement, study for tests, and projects. Individual pupil differences should be taken into consideration when assigning homework.

*Adopted prior to March 25, 1991  
Revised March 10, 1997  
Reviewed October 13, 2005*



## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held with parents at the close of the first and second terms of the school year.

*Adopted prior to March 25, 1991  
Revised March 10, 1997  
Reviewed October 13, 2005  
Revised April 14, 2015*

## GPA

### PARENT-TEACHER CONFERENCES - KINDERGARTEN

Policy GPA has three components: one for the teachers involved with the half-day session; one for teachers involved with the transition session; and one for the teacher involved in the full day session.

#### Half-Day Session:

1. Parent-teacher conferences are held with parents at the close of the first and second terms of the school year.
2. Conferences will be held using the following option: the teacher will be released from teaching responsibilities to hold conferences during the school day.

#### Transition Session:

1. Parent-teacher conferences are held with parents at the close of the first and second terms of the school year.
2. Conferences will be held after term 1 using the following option: the teacher will be released from teaching responsibilities to hold conferences during the school day.
3. Conferences will be held after term 2 during the two regularly scheduled conference days.

#### Full-Day Session:

1. Parent-teacher conferences will be held at the close of the first and second terms of the school year during the regularly scheduled fall and spring conference days.

*Adopted prior to March 25, 1991  
Revised November 10, 2005  
Revised April 14, 2015*

**GR**

## **SUBSTITUTE TEACHER SALARY POLICY**

1. Substitute teachers shall be paid a daily rate set by the administration.
2. The long term substitute pay rate will be established by the Superintendent, upon approval of the School Committee. A long term substitute is defined as a substitute in the same classroom for more than fifteen (15) consecutive days.
3. Substitute teachers will be paid on a days worked basis and will not be eligible for sick leave, etc.

*March 14, 1988*  
*Revised October 13, 1998*  
*Revised January 9, 2007*

**GRA**

## **SUBSTITUTE NURSE SALARY POLICY**

Substitute nurses shall be paid \$125.00 per day. After fifteen (15) consecutive days of substituting as a nurse, substitute nurses will be paid at the minimum rate for nurses under contract, prorated on a daily basis..

*March 13, 1989*  
*Revised October 13, 1998*  
*Revised August 25, 2015*

## CRIMINAL RECORD SEARCH

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Wrentham Public Schools is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, the Wrentham Public Schools will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Wrentham Public Schools may contact CHSB and request a detailed search consistent with CHSB policy.

- VII. If the Wrentham Public Schools reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
- a. Relevance of the crime to the position sought;
  - b. The nature of the work to be performed;
  - c. Time since the conviction;
  - d. Age of the candidate at the time of the offense;
  - e. Seriousness and specific circumstances of the offense;
  - f. The number of offenses;
  - g. Whether the applicant has pending charges;
  - h. Any relevant evidence of rehabilitation or lack thereof;
  - i. Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
- VIII. The Wrentham Public Schools will notify the applicant of the decision and the basis of the decision in a timely manner.

*Adopted August 26, 1996  
Revised February 10, 2003  
Revised November 10, 2005*

## **STAFF TECHNOLOGY USE POLICY AND AGREEMENT**

### **Introduction**

This Policy and Agreement outlines the acceptable use of technology hardware, software, systems, networks, websites, Internet connections and /or other equipment, hereafter referred to as “technology,” belonging to, or in possession and/or control of, the Wrentham Public Schools (WPS). This Policy shall apply to all WPS employees, officers, volunteers, agents or other representatives hereinafter referred to as “Users,” who utilize WPS technology. All users are required to sign this Agreement confirming that he/she read and understands this Policy and agrees to abide by this Policy.

Additionally, this Policy and Agreement shall be accessible at all times on the WPS website and in the offices of every building principal and the superintendent. All Users are required, and hereby agree, to remain up-to-date in their knowledge of the Policy and to comply with the Policy as updated at all times.

The superintendent, as liaison to the school committee, will inform staff, on a timely basis, of any and all changes made to this policy.

Any failure to comply with this Policy may constitute misconduct by the User and may result in discipline and/or legal action against the User.

### **I. Protection Measures**

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

The following guidelines should be followed:

- 1. Students will have teacher-supervised access to the Internet. Monitoring student use at every moment is not a reasonable expectation. Even with all the protection

measures in place, it is possible for a student to accidentally or purposely find material that is not consistent with the WPS educational mission.

2. If a student mistakenly accesses inappropriate information, he/she should immediately close the connection to the site and refrain from downloading any material. The student should then report the incident to the classroom teacher. The teacher will then report the incident to his/her building principal and provide the address of the site to the Director of Technology.
  3. Each student is expected to take individual responsibility for his/her appropriate use of the Internet.
  4. Best practice is to provide students with previewed websites that address the topic and meet the educational mission of the WPS. If students do need to search on the Internet, they should be using student safe search engines that are provided on the WPS website. Staff should be aware that searching for clip art or images is particularly vulnerable to unfiltered inappropriate content.
- H. Online communication is critical to our students' learning of 21st Century Skills. Web 2.0 tools such as blogs, wikis, podcasts, etc. offer a vehicle for student expression. The primary responsibility to students is their safety. The following guidelines should be followed:
1. If teachers are trained with Web 2.0 tools then they will supervise any classroom use of Web 2.0 tools.
  2. Access to the Web 2.0 tools interactivity should require a username and password and be limited to staff and students within the WPS. Individuals outside the school system will have viewing access only.
  3. Students will only share their username and password with their teachers and their parents.
  4. Students using Web 2.0 tools are expected to act safely by keeping all personal information out of their posts. This includes, but is not limited to, last names, address, phone numbers and photographs.
- I. The WPS will maintain compliance with the Children's Internet Protection Act (CIPA) at all times.

## **II. Privacy**

- A. No user shall have any expectation of privacy regarding his/her use of technology. The WPS can and does monitor all computer use. All Internet usage, messages, data, and information viewed, created, sent or retrieved through WPS technology are the property of the WPS. The WPS reserves the right to monitor, inspect, copy, review, delete, destroy, maintain and/or store all Internet usage, messages, data, and information. As public material, all information maintained on WPS technology is subject to the Massachusetts Public Records law. This information may be disclosed to law enforcement or other third parties without prior notice to or consent of the user, sender or receiver.
- B. Deleting an e-mail only deletes it from the user's computer and/or mailbox. Any e-mail communication sent through the WPS technology will be kept separate from the user's computer, and is the property of the WPS. These e-mails will be kept for a period of seven years.

## **III. Personal Responsibility**

- A. By signing this Policy and Agreement, the user agrees to follow all rules outlined in the Policy. WPS provides users with access to WPS technology to help them perform their job



responsibilities. Each user shall be personally responsible for his/her use of WPS technology, and shall use WPS technology only in conformance with this Policy.

- B. In this age of “social networking” school employees must keep in mind that they are at all times role models, and this extends even to non-work times during which they are using their personal computers. Communications on social networking sites and “blogs” are typically public in nature, and school employees must be conscious of the need to behave as role models in all of their public communications.
- C. WPS may, acting in its sole discretion, limit or deny the privilege of access to WPS technology to any user at any time.

#### **IV. Acceptable Uses**

- A. WPS provides access to its computer networks and the Internet primarily for educational and administrative purposes. Approved uses include, but are not limited to, research, communication and activities that support WPS’ educational mission.
- B. Before and after school hours, or at other times as permitted by the WPS, users may utilize WPS technology for non-school business, including research, browsing, or for the sending and receiving of non-school business e-mails. Non-school e-mails sent and received through the WPS network are also kept for a period of seven years.

#### **V. User Responsibilities**

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

- A. Users should abide by generally accepted rules of Internet network etiquette including common courtesy, politeness, and respect.
- B. Users will abide by the Bullying and Cyber Bullying Policy.
- C. Passwords are confidential and should not be shared or displayed. Passwords may not be changed without permission of the Director of Technology.
- D. E-mails should be deleted on a regular basis to conserve space and to help optimize the speed and efficiency of the e-mail system.
- E. Backing up or transferring of locally stored files will be the sole responsibility of the user. The technology staff will routinely re-image or re-format the computer’s hard drive without checking for locally stored files. The technology staff will not attempt to recover any locally stored files due to hardware failure.
- F. Voicemail and e-mail should not be used for time sensitive messages from parents. WPS staff should encourage and remind parents that time sensitive messages must be handled by the respective offices.
- G. Due to storage space limitations, personal pictures and videos may not be stored on WPS technology.
- H. E-mail attachments are often a source of viruses or spyware. Staff members should never open attachments from an unknown user.
- I. E-mails should be opened discreetly due to the unknown content contained. Visual and auditory distance from students should be maintained.
- J. E-mails sent to groups of parents should be sent using Bcc. This protects the privacy of each parent’s e-mail address.

- K. Technology issues regarding security, misuse and damage should be immediately reported to the technology staff.
- L. Software loaded onto computers must adhere to all copyright laws and be loaded by a technology staff member. Personally purchased software must be “donated” to the school for the time period that it resides on WPS technology with the proof of license or media stored at the WPS.
- M. Because of the very restrictive setting of the filtering software, educationally appropriate websites could be blocked. A staff member can request that the site be unfiltered only after previewing the site and deeming it appropriate for student viewing. A request to unblock the site can then be sent to the technology help desk.
- N. Video conferencing is used for educational purposes only.

## **VI. Unacceptable Uses of Technology**

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

- A. Using the Internet in a manner that would violate any federal, state, or local statute, regulation, rule or policy.
- B. Using threatening, defamatory, discriminatory, or harassing language or language that constitutes a criminal offense or that is detrimental to or in opposition to the WPS’ educational mission in any e-mail message or other Internet communication.
- C. Displaying or downloading any kind of sexually explicit offensive image or document. In addition, sexually offensive material may not be archived, stored, distributed, edited, or recorded using WPS technology.
- D. Knowingly engaging in any activity that could result in damage to WPS technology.
- E. Sharing passwords or assigned accounts, without the express authorization of the WPS.
- F. Engaging in activities designed to or that may potentially expose WPS technology or other computers to computer viruses, other harmful software, attempts to access technology function in unauthorized ways, or other injury or damage.
- G. E-mailing students who are unrelated to the user for non-school business-related reasons.
- H. School business use of instant messaging, chat room, or social networking for communication with students is prohibited.
- I. Unauthorized copying, downloading, or distributing of copyrighted or pirated software, materials or data. This includes, but is not limited to: e-mail, text files, program files, image files, database files, sound files, music files, and video files.
- J. Providing private and/or confidential information about any individual other than the user, or the user’s immediate family, over WPS technology.
- K. 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.
- L. Downloading entertainment software or games, except where the user obtains the prior written authorization of the WPS.
- M. Installing and/or operating peer-to-peer software.

- N. Attempting to harm, maliciously modify, or destroy data that has been created by another.
- O. Plagiarizing.
- P. Spamming or the unauthorized use of WPS distribution lists for e-mails. This includes creating or forwarding chain letters or pyramid schemes of any type.

## **VII. Failure to Follow Policy**

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

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

## **VIII. Warranties/Indemnifications**

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

By signing this policy and agreement, the user takes full responsibility and agrees to hold harmless and indemnify the WPS, its Internet Service Provider (ISP), the town of Wrentham, and all of the WPS', its ISP's officers, and the town's employees, agents, servants, representatives, administrators, teachers, volunteers and staff from any and all claims, losses, damages, injuries or costs or fees (including attorneys 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 purchased of goods or services by the user.

## **IX. Liability**

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

---

I hereby state that I have read and understood and agree to abide by the terms of this policy.

\_\_\_\_\_  
User Name (please print)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

*Adopted March 22, 2011  
Revised October 26, 2014*

## **SECTION I: INSTRUCTION**

Section I of the policy classification system provides a repository for statements on the instructional program: basic programs, special programs, activities programs, instructional resources, academic achievement.

## **SCHOOL CALENDAR**

Before the school calendar is approved by the school committee, it will be referred to the teachers and school council for their comments. After comments are considered, the school committee will vote the final calendar by the first meeting in January. The School Committee shall strive to vote a two-year calendar to assist parents in planning.

*Adopted prior to March 25, 1991*  
*Revised July 14, 1997*  
*Revised November 10, 2005*

## **STUDENT TRIPS**

The purpose of student trips is to promote educational and cultural interests by encouraging the school children to participate in student trips which will be closely related to the curriculum.

1. Student trips will be an optional activity for the students. Students not participating in the class trip will still be required to attend school on days when school is normally in session.
2. Each child must have written permission by his/her parents or guardian.
3. Costs such as entrance fees, lunches, etc. will be paid for by the student. Costs such as use of the school buses may be paid for by the student.
4. Students will not bring money on field trips for going to gift shops.
5. Under special circumstances, field trips may occur on non-school days.

*Revised March 25, 1991*  
*Revised July 14, 1997*  
*Reviewed October 24, 2005*

## **STANDARDIZED TESTING**

Standardized testing is one way of measuring the student's performance within the school curriculum, relative to state and national norms. Parents will be notified when locally selected or state-mandated standardized tests are given.

*December 11, 1978*  
*Revised July 14, 1997*  
*Reviewed October 24, 2005*

## **CURRICULUM DEVELOPMENT**

It is the policy of the Wrentham Public Schools to have a dynamic, ever-evolving curriculum which reflects the best research available and serves the needs of all students of all learning abilities. All curriculum will be supported, to the greatest degree possible and bound only by financial restrictions in any given year, by professional development and current texts and materials.

In adopting a curriculum the Wrentham Public Schools shall seek and encourage community support and input in all decisions. Each curriculum study group which has as its intended outcome the adoption of a curriculum will consist of administrator(s), teachers and parents; and may include School Council members and community representatives to assure broad representation in the development of recommendations. The membership of the study team will be the responsibility of the building principal, who will issue a general invitation to participate prior to the formation of the study team. An effort will be made to solicit new members for study teams.

Prior to the completion of the team's work and a final recommendation, one or more public forums will be held to elicit further community input. The Superintendent of Schools will make the final recommendation to the School Committee for their approval of the revision or adoption, should one be forwarded.

Consideration in the development of curriculum will include an investigation of the curricula in place in the Towns of Norfolk and Plainville; Wrentham Core Values; State Curriculum Frameworks; national standards; use of the arts; interdisciplinary instruction; inclusion; a continuum of grades K-7; assessment; technology; multicultural materials; and gender equity components.

The work of the curriculum study team will coincide with the curriculum calendar. The curriculum calendar will be presented to the School Committee each year with the goals for the that school year.

*Approved, November 23, 1992*  
*Revised, January 22, 1996*  
*Revised July 14, 1997*  
*Revised November 10, 2005*



## **HEALTH CURRICULUM**

There shall be notification of parents/guardians when implementing or maintaining that portion of curriculum which primarily involves human sexual education or human sexuality issues. Parents/guardians may exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. Program instruction materials for said curricula shall be available to parents, guardians and others for inspection and review. Parents or guardians who wish to home school their children for the entire health curriculum may do so by following the Home Education Policy (Ref. Policy IEA)

REF: Ch.71, Section 32A (Amended by St. 1996, c.291)

*October 15, 1996*

*Revised April 7, 1997*

*Revised July 14, 1997*

*Reviewed October 24, 2005*

## HEALTH HOME EDUCATION POLICY

State law permits parents/guardians to exempt their children from those portions of the Health Curriculum which primarily include human sexuality or human sexual education (Ref. Policy IE). It further states that “no pupil shall be required to take or participate in instruction on disease, its symptoms, development and treatment whose parents or guardians shall object thereto in writing on the grounds such instruction conflicts with ... sincerely held religious beliefs.” (Ref. M.G.L. 71-1)

In view of the above, the Wrentham school committee agrees that it is appropriate to permit single subject home schooling in the health curriculum area only.

Parents who wish to home school their children in health education due to personal beliefs are permitted to do so provided that all portions of the Home Education Policy are followed. This allowance is in the area of health instruction only and is not to be permitted in any other single phase of the curriculum of the Wrentham Public Schools.

Home schooled health instruction is to take place outside of school hours.

*Adopted April 7, 1997*  
*Reviewed October 24, 2005*

## HOME EDUCATION POLICY

The Massachusetts General Law requires the school committee to determine that a Home Schooling program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a homebased educational program for his/her child, the **Home Education Procedure** shall be followed in accordance with the law:

### Home Education Procedure

1. The parent/guardian must submit written notification of establishment of the home-based program to the Superintendent of Schools one month before instruction is to begin, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.
2. The parent/guardian must certify in writing, on a form provided by the district, the name, age, place of residence, and number of hours of attendance of each child in the home education program.
3. The superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the superintendent or school committee in deciding whether or not to approve a home education proposal shall be:
  - a. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
  - b. The competency of the parents to teach the children.
  - c. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards, when this provision is applicable.

A student being educated in a home-based program within the district may have access to public school activities of either a curricular or extracurricular nature upon approval of the superintendent.

Legal Ref. M.G.L. Ch. 69: 1 D; Ch. 76: 1,  
Care and Protection of Charles (399 MASS. 324 [1987])

*Adopted April 7, 1997  
Reviewed October 24, 2005*

**EXHIBIT A: HOME EDUCATION LEGAL REFERENCE**

---

In March 1987, the Massachusetts Supreme Judicial Court decided the case entitled Care and Protection of Charles, 399 Mass. 324 (1987). The decision sets forth the legal standards for approval of home education programs for children of compulsory school age in Massachusetts. This advisory opinion, prepared by Rhoda E. Schneider, General Counsel of the Department of Education, is intended to inform public school officials and other interested parties of the standards set forth in the decision. It supersedes the department's January 4, 1980 Advisory Opinion on Home Education, although the approval guidelines established by the court are very similar to those in the 1980 advisory.

There are four main components to the decision, which may be summarized as follows:

- I. The school committee may enforce the compulsory school attendance law through a care and protection proceeding.

The court held that the Canton School Committee had authority to file a petition for care and protection (pursuant to General Laws Chapter 119, Section 24) with respect to three school-age children whose parents had not enrolled them in public school or an approved private school, and who had not been granted permission to educate them at home. The court noted that the compulsory school attendance law (General Laws Chapter 76, Section 1) states that “the school committee of each town shall provide for and enforce the school attendance of all children (ages 6-16) actually residing therein in accordance herewith,” and concluded that one appropriate way for the school committee to do so is a petition to find the children in need of care and protection with respect to their educational care.

- II. The compulsory school attendance law provides adequate standards to determine a child's need for educational care and to withstand constitutional challenge.

The court held that General Laws Chapter 76, Section 1, the compulsory school attendance law, provides the standards by which a judge may determine that a child is in need of educational care, and is neither void for vagueness nor an unlawful delegation of legislative authority. In pertinent part, the statute provides:

Every child between the minimum and maximum ages established for school attendance by the board of education (6-16)... shall ...attend a public day school... or some other day school approved by the school committee... unless the child attends school in another town... **but such attendance shall not be required of a child ...who is being otherwise instructed in a manner approved in advance by the superintendent or the school committee.** (Emphasis added.)

The court concluded that this grant of authority to the superintendent or school committee to approve an alternative manner of instruction for a child (specialty, home instruction) is not unconstitutionally vague, because the school officials may draw approval criteria from three sources. First, the legislatures established a general framework for public education, by mandating the subjects that must be taught in public schools and qualifications public school teachers must meet. (See General Laws Chapter 71, Sections 1, 2, 3 and 38G.) Second, the court stated that proposed home education programs are subject to the same standard of approval as private schools under General Laws Chapter 76, Section 1:

“For the purposes of this section, school committees shall approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, of that in the public schools in the same town; but shall not withhold such approval on account of religious teaching.”

Third, the court set forth specific procedures and approval guidelines for home education programs. In light of all these factors, the court concluded that the law provides reasonable standards for reviewing and approving home education programs, and therefore meets constitutional requirements.

- III. Parents have a basic right to direct their children's education, but that right is subject to reasonable regulation to promote the state's substantial interest in the education of its citizens.

Several United States Supreme Court decisions, cited by the court, have affirmed substantial state interest in the education of its citizenry, with which parents' basic right to direct children's education must be reconciled. The court agreed with the parents that "the state interest in this regard lies in ensuring that the children residing within the state receive an education, not that the educational process be dictated in its smallest detail." However, the court concluded that the approval process required under General Laws Chapter 76, Section 1 "is necessary to promote effectively the state's substantial interest," and that the school committee may use that statutory approval process to impose on home education programs "certain reasonable educational requirements similar to those required for public and private schools."

- IV. Guidelines for approval of home education plans.

Having concluded that the approval process under General Laws Chapter 76, Section 1 is Constitutionally permissible, the court set forth guidelines for parents and school officials to follow in considering home education plans. They may be summarized as follows:

- A. Procedures.

1. Parents must obtain approval of the superintendent and school committee prior to removing the children from the public school and beginning the home education program.
2. The superintendent must provide the parents with an opportunity to explain their proposed plan and present witnesses on their behalf. A hearing during a school committee meeting is sufficient to meet this requirement.
3. In obtaining approval from the superintendent or school committee, the parents must demonstrate that the home education proposal meets the requirements of General Laws Chapter 76, Section 1, in that the instruction will equal "in thoroughness and efficiency, and in the progress made therein, of that in the public schools in the same town."
4. If the home education plan is rejected, the superintendent or school committee must detail the reasons for the decision, and allow the parents to revise their proposal to remedy its inadequacies. If they begin the home education program without the necessary approval, a truancy proceeding may be initiated or a care and protection petition, in which it would have to show that the instruction in the home does not meet the statutory standard for thoroughness, efficiency and educational progress.

- B. Approval factors

The court listed the following factors that may be considered by the superintendent and school committee in deciding whether or not to approve a home education proposal:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects must comply with guidelines set by the Board of Education of the Commonwealth of Massachusetts.

General Laws Chapter 71, Section 1, 2 and 3 list the subjects of instruction that must be taught in the public schools. Section 1 also allows the school committee to require such other subjects as it may deem expedient. In addition, the superintendent or school committee “may properly consider the length of the proposed home school year and the hours of instruction in each subject,” noting that state law requires public schools to operate for a minimum of 180 days.

2. The competency of the parents to teach the children must be established.

General Laws Chapter 71, Section 1 provides that teachers shall be “of competent ability and good morals.” The court noted that parents providing education at home need not be certified, nor must they have college or advanced academic degrees. However, “the superintendent or school committee may properly inquire as to the academic credentials or other qualifications of the parent or parents who will be instructing the children.”

3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents must be made available for review by the superintendent.

The superintendent needs access to this material “to determine the type of subjects to be taught and the grade level of instruction for comparison purposes with the curriculum of the public schools,” but they “may not use this access to dictate the manner in which the subjects will be taught.”

4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards is required.

The superintendent may properly require such testing, and in consultation with the parents may decide where the testing will occur and the type of testing instrument to be used. The court noted that “where practical, a neutral party should administer the test,” and that the school authorities and parents may agree to other means of measuring the children's progress, such as periodic progress reports or dated work samples. In addition, if suggested that on-site visits by public school representatives may be included, although with appropriate testing procedures or progress reports, there may be no need for periodic on-site visits or observations of the learning environment by school authority personnel.

## V. Conclusion

The Supreme Judicial Court’s decision provides both a legal framework and useful guidance for public school officials and parents with respect to proposals to educate a school-age child at home. We recommend that superintendents and school committees review their procedures and approval criteria for home education plans, to assure that they are consistent with the court’s decision. As long as the school officials making the decision to approve or disapprove a home education program do so reasonably and in good faith, using the standards and procedures discussed above, it is likely that a court will uphold their educational judgments.

Legal Ref. M.G.L. 69:1D; 76:1

*Adopted April 7, 1997  
Reviewed October 24, 2005*

## **EXHIBIT B: HOME EDUCATION APPLICATION FOR THE WRENTHAM SCHOOLS**

---

The Wrentham School Committee will grant permission for home education in accordance with the rights and responsibilities given to parents by Massachusetts General Law, Chapter 76, Section 1. This policy for home education reflects the intention of the Wrentham School Committee to assist the child's parent(s) or guardian(s) to develop an educational program that is appropriate and educationally sound. However, the United States Supreme Court, other federal courts and Massachusetts courts have held that the right of parents to home education is not absolute and that a school committee has the responsibility and the right to approve, modify, or disapprove said home instruction program. The State Board of Education further states that, until a home education plan is approved by vote of a school committee, a child is required to attend Wrentham Schools or other already approved educational programs. The Wrentham School Committee will consider approval of a request for a home education program upon the recommendation of the Superintendent and provided that the requirements of the committee for approval of such a program have been followed.

### **1. Application Procedure**

The parent(s) or guardian(s) of the child/children concerned must indicate their intention to instruct the child/children in a home education program at least one month prior to the intended date of inception of such home program. Upon receipt of such notification, the superintendent or his/her designee will provide the parent(s) or guardian(s) with an application form and a copy of the local policy and list of requirements. They will also receive written notification (not less than two (2) days in advance) of a scheduled presentation to the school committee and will be informed in advance as to whether the recommendation will be made to the school committee to approve the plan.

### **2. Requirements**

- a. Approval of a plan will be given only from the proposed date of inception to the end of the current school year. Thereafter, application must be made each year for continuation of an approved plan.
- b. Individual plans must be submitted for each child in a family. No joint plans will be given consideration by the superintendent or school administration.
- c. The application form must include written documentation of the educational background of all persons who will be responsible for the instruction of the child/children.
- d. The home educational plan, as devised by the parent(s) or guardians must include the following information:
  - 1) The number of hours (per day or per week) to be spent in each subject area;
  - 2) The name(s) of all persons who will be responsible for the instruction of the child/children in each subject area;
  - 3) A full and complete outline of concepts and skills to be learned in each subject area for the period covered by the plan, including reading, written and oral language,



spelling, mathematics, science, social studies, the arts (music, art) American history, citizenship duties, health and physical education.

- 4) A full and complete list of materials and/or resources to be used for instruction in each subject area;
  - 5) A detailed plan for the assessment of the child's progress in each instructional area.
- e. It is the intention of the school committee that the staff shall act as a resource to persons involved in home education proposals or approved plans; therefore, the school department will share materials with parent(s) or guardian(s) whenever possible. However, the development of the proposed home education plan is the sole responsibility of the parent(s) or guardians submitting such a plan and they must agree to accept all responsibility, including financial responsibility for their child's/children's education. The school committee, acting through the superintendent or his/her designee, reserves the right to ask for revisions, modifications, additions, or deletions to any proposed plan.
- f. Parent(s) or guardian(s) have the right to a hearing before the school committee for presentation or explanation of their plan and have a right to be represented by counsel and to call witnesses. The hearing will comply with the open meeting law and a record will be kept. Sufficient notice (at least two (2) days), will be given to the parent(s) or guardian(s) in writing prior to the scheduling of such a hearing.
- g. As part of the approval of a home education plan by the school committee, the parent(s) or guardian(s) must adhere to the following additional requirements:
- 1) During the first four (4) weeks of the implementation of a new home education plan, the principal of the appropriate school (where the child would be assigned if attending public schools) may, by agreement of the family and school, make a home visit to observe the conditions under which instruction at home is being provided. This visit will enable the principal to assist the parent(s) or guardian(s) in establishing an atmosphere conducive to affording a quality education to the child/children. Parent(s) or guardian(s) will be notified at least forty-eight (48) hours in advance of such a home visit.
  - 2) The parent(s) or guardian(s) may also meet with the appropriate building principal one or more times a year.
    - (a) During the meetings, the parent(s) or guardian(s) shall provide dated work samples for each week as evidence of pupil instruction and progress in all subject areas (excepting physical education). The building principal or his/her designee will make copies of all dated work samples and maintain a permanent record folder in the school system for the child which shall include copies of the work samples, assessments, and other records of the meeting(s).
    - (b) During the meetings, the parent(s) or guardian(s) will provide a log showing the amount of time spent in each subject area on a weekly basis together with the name of the person(s) providing the instruction.
    - (c) During the meetings, the parent(s) or guardian(s) will provide a complete list of materials used during the quarter for home education of the child. The building principal may decide to maintain these records as part of the log.
  - 3) The parent(s) or guardian(s) will present the child/children at a school designated by the superintendent or his/her designee, (or other public facility) to participate in those system-wide assessments of progress which are administered to pupils at each grade level. These currently include screening assessments required by Chapter 766, Basic Skills Assessments, Readiness Testing and Achievement Testing. Grade level testing

requirements will vary. The date and time of testing will be at the parents' and school's convenience.

- 4) At the request of the superintendent or his/her designee, the parent(s) or guardian(s) will present the child, on a schedule convenient to the designated school, to participate in diagnostic testing which will be administered either for the purpose of assessing the pupil(s) progress in specific subject areas or to assist the school department in making recommendations to the parent(s) or guardian(s) in developing and/or refining the existing educational plan to meet the child's needs.
- 5) Any additions or deletions to the home education plan must be approved in advance by the school committee or the superintendent of schools.

*Adopted April 7, 1997  
Reviewed October 24, 2005*

**APPLICATION FOR HOME EDUCATION - WRENTHAM PUBLIC SCHOOLS**

Instructions: Please read the attached School Committee Policy on Home Education. Complete this form, attach the required supporting documentation, and forward it to:

Superintendent of Schools  
Wrentham Public Schools  
120 Taunton Street  
Wrentham, MA 02093

1. Name of Parent(s)  
or Guardian(s):

	Home Address	Home Telephone:
	Business Address	Business Telephone:
Mother		
Father		
Guardian		

2.	Name(s) of student(s) who will be taught at above designated home and current comparable public school grade level(s):	Grade	Date of Birth

3. Period of time for which approval is sought: Starting Month/year \_\_\_\_\_  
through Month/year \_\_\_\_\_

4. Qualifications of Teachers:

Attach a statement providing the following information about any and all persons who will serve as teachers in this program:

Name, teaching responsibility, college degrees (if any), college major and minor, past teaching experience (if any), teaching certification (if any) and any other evidence to describe teaching competence for the task to be assigned. (College degree is not required.)

---

5. Home Education Plan:

Home Education Plan for Health Curriculum only check here \_\_\_\_\_

Attach a proposed home education plan for each child which includes the following:

- a. A description of each subject to be taught including the scope, major goals and objectives, and the major materials to be used in each area;
  - b. A description of the schedule for instruction during the period for which approval is requested. Include the number of hours per day or week for each subject area; and
  - c. A statement describing the tests or measurements that you plan to use to evaluate your child's educational progress during this period.
- 

6. Response by School Authorities:

Ordinarily, you will receive a response to your proposed plan within twenty-five (25) working days from the date of receipt of your completed application and proposed home education plan. You will receive written notification not less than two (2) days in advance of a scheduled presentation to the school committee to accept or reject your plan. If the superintendent believes that the proposed plan does not meet the provisions of the school committee policy for approval of a home education plan, we will assist you with the revision and/or improvement of the plan in advance of the initial school committee presentation.

- a. If your plan is accepted and approved by the school committee, all other provisions concerning the progress of the home education program in the school committee policy must be followed. The superintendent of schools may appoint a staff member to act as designee in the monitoring of the home education program and the progress of the pupil(s).
- b. If your plan is not accepted, the superintendent or designee will recommend specific changes to be made to improve the plan, and will appropriate consultation and/or school resources to assist the parent(s) or guardians(s).
- c. If the requested changes are not made, or if the revised plan is not approved by the superintendent, parent(s) or guardians have the right to request a hearing directly with the school committee to present their plan.

---

Signature of Parent(s) or Guardian(s)

---

Date

---

Signature of Parent(s) or Guardian(s)

---

Date

Received:

---

Superintendent of Schools, Wrentham Public Schools

---

Date

## STUDENT TECHNOLOGY USE POLICY AND AGREEMENT

### Introduction

This Policy and Agreement outlines the acceptable use of technology hardware, software, systems, networks, websites, Internet connections and /or other equipment, hereafter referred to as “technology,” belonging to, or in possession and/or control of, the Wrentham Public Schools (WPS). This Policy shall apply to all WPS students hereinafter referred to as “Users,” who utilize WPS technology. All parents and students are required to sign this Agreement confirming that he/she read and understands this Policy and agrees to abide by this Policy.

Additionally, this Policy and Agreement shall be accessible at all times on the WPS website and in the offices of every building principal and the superintendent. All Users are required, and hereby agree, to remain up-to-date in their knowledge of the Policy and to comply with the Policy as updated at all times.

Any failure to comply with this Policy shall constitute misconduct by the User and may result in discipline and/or legal action against the User.

### I. Protection Measures for Student Safety

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

The following guidelines should be followed:

- 1. Students will have teacher-supervised access to the Internet. Monitoring student use at every moment is not an achievable expectation. Even with all the protection measures in place, it is possible for a student to accidentally or purposely find material that is not consistent with the WPS educational mission.
- 2. If a student mistakenly accesses inappropriate information, he/she should immediately close the connection to the site and refrain from downloading any material. The student should then report the incident to the classroom teacher. The teacher will then report the incident to his/her building principal and provide the address of the site to the Director of Technology.

3. Each student is expected to take individual responsibility for his/her appropriate use of the Internet.
  4. Best practice is to provide students with previewed websites that address the topic and meet the educational mission of the WPS. If students do need to search on the Internet, they should be using student safe search engines that are provided on the WPS website. Staff should be aware that searching for clip art or images is particularly vulnerable to unfiltered inappropriate content.
- G. Online communication is critical to our students' learning of 21st Century Skills. Web 2.0 tools such as blogs, wikis, podcasts, etc. offer a vehicle for student expression. The primary responsibility to students is their safety. The following guidelines should be followed:
1. Teachers will supervise any classroom created Web 2.0 tools.
  2. Access to the Web 2.0 tools interactivity should require a username and password and be limited to staff and students within the WPS. Individuals outside the school system will have viewing access only.
  3. Students will only share their username and password with their teachers and their parents.
  4. Students using Web 2.0 tools are expected to act safely by keeping all personal information out of their posts. This includes, but is not limited to, last names, address, phone numbers and photographs.
- H. The WPS will maintain compliance with the Children's Internet Protection Act (CIPA) at all times.

## **II. Privacy**

- A. No user shall have any expectation of privacy regarding his/her use of technology. The WPS can and does monitor all computer use. All Internet usage, messages, data, and information viewed, created, sent or retrieved through WPS technology are the property of the WPS. The WPS reserves the right to monitor, inspect, copy, review, delete, destroy, maintain and/or store all Internet usage, messages, data, and information. As public material, all information maintained on WPS technology is subject to the Massachusetts Public Records law. This information may be disclosed to law enforcement or other third parties without prior notice or consent of the user, sender or receiver.

## **III. Personal Responsibility**

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

#### **IV. User Responsibilities**

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

- A. Users should abide by generally accepted rules of Internet network etiquette including common courtesy, politeness, and respect.
- B. Users will abide by the Bullying and Cyber Bullying Policy.
- C. Passwords are confidential and should not be shared or displayed. Passwords may not be changed without permission of the Director of Technology.
- D. Voicemail and e-mail should not be used for time sensitive messages from parents. WPS staff should encourage and remind parents that time sensitive messages must be handled by the respective offices.
- E. Technology issues regarding security, misuse and damage should be immediately reported to the technology staff.
- F. Software loaded onto computers must adhere to all copyright laws.
- G. Video conferencing is used for educational purposes only.

#### **V. Unacceptable Uses of Technology**

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

- A. Using the Internet in a manner that would violate any federal, state, or local statute, regulation, rule or policy.
- B. Using threatening, defamatory, discriminatory, or harassing language or language that constitutes a criminal offense or that is detrimental to or in opposition to the WPS' educational mission in any e-mail message or other Internet communication.
- C. Displaying or downloading any kind of inappropriate image, document or drawing. In addition, inappropriate material may not be archived, stored, distributed, edited, or recorded using WPS technology.
- D. Knowingly engaging in any activity that could result in damage to WPS technology.
- E. Sharing passwords or assigned accounts, without the express authorization of the WPS.
- F. Engaging in activities designed to or that may potentially expose WPS technology or other computers to computer viruses, other harmful software, attempts to access technology function in unauthorized ways, or other injury or damage.
- G. School business use of instant messaging, chat room, or social networking (facebook, my space, etc.) for communication with students is prohibited.
- H. Unauthorized copying, downloading, or distributing of copyrighted or pirated software, materials or data. This includes, but is not limited to: e-mail, text files, program files, image files, database files, sound files, music files, and video files.
- I. Providing private and/or confidential information about any individual other than the user, or the user's immediate family, over WPS technology.

- J. Using WPS technology to transmit or display material confidential to the WPS to uninvolved parties without the authorization of the WPS. This includes material posted in chat rooms, newsgroups, blogs, or other public forums.
- K. Downloading entertainment software or games, except where the user obtains the prior written authorization of the WPS.
- L. Installing and/or operating peer-to-peer software.
- M. Attempting to harm, maliciously modify, or destroy data that has been created by another.
- N. Plagiarizing.

#### **VIII. Failure to Follow Policy**

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

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

#### **VII. Warranties/Indemnifications**

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

By signing this policy and agreement, the user takes full responsibility and agrees to hold harmless and indemnify the WPS, its Internet Service Provider (ISP), the town of Wrentham, and all of the WPS', its ISP's officers, and the town's employees, agents, servants, representatives, administrators, teachers, volunteers and staff from any and all claims, losses, damages, injuries or costs or fees (including attorneys 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 purchased of goods or services by the user.

#### **VIII. Liability**

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



I hereby state that I have read and understood and agree to abide by the terms of this policy.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Approved August 3, 2010*

## SCHOOL CEREMONIES AND OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of “church and state separation” and the “preclusion of sectarian instruction in public schools.”

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student’s religious or conscientious beliefs or freedoms, the following guidelines have been established:

1. The observance of religious holidays is not the responsibility of the public schools.
2. While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken to relate only to secular aspects of these holidays.
3. Music programs given at times close to religious holidays should not use religious aspects of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals and other literary or dramatic activities should not be used to convey religious messages. While holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging artwork that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage event or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

Ref: King Philip Regional Schools Policy

*Approved March 12, 2001  
Reviewed October 24, 2005*

## **TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS**

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent and/or cease alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

November 15, 2016

## **SECTION J: STUDENTS**

Section J of the policy classification system provides a repository for statements concerning students-admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services.

## **THE EQUAL EDUCATIONAL OPPORTUNITY REGULATIONS**

1. All decisions of the school committee will take into consideration the regulations pertaining to Massachusetts General Laws Chapter 76, section 5 and Massachusetts Regulations (603 CMR 26.00).
2. Alleged violations of M.G.L. Chapter 76, section 5 and (603 CMR 26.00) will be referred to the superintendent for investigation. Final action will be taken by the school committee within thirty (30) days.
3. The school system will notify all parents at the beginning of each year of the existence of M.G.L. Chapter 76, section 5 and (603 CMR 26.00) and its implications.
4. Particular attention will be paid to these regulations at the time that the school budget is being approved.
5. All regulations issued by the Department of Education concerning equal educational opportunity will be reviewed periodically by the school committee along with the school committee's policy.

*September 22, 1975*  
*Revised October 27, 1997*  
*Reviewed November 2, 2005*  
*Revised December 12, 2006*

**JB**

## **KINDERGARTEN ENTRANCE AGE**

Children will be admitted to Kindergarten in the Wrentham Public Schools if they have reached the age of five by August 31<sup>st</sup>.

*June 6, 1978*

*Revised October 27, 1997*

*Reviewed November 2, 2005*

**JBA**

## **KINDERGARTEN PARENT NOTIFICATION**

The school administration will notify the parents of Kindergarten children by August 1<sup>st</sup> of the session to which the child will be assigned.

*September 9, 1991*  
*Revised November 24, 1997*  
*Reviewed November 2, 2005*

JC

## **TRANSFER STUDENTS**

Any student transferring from an accredited program will be accepted into the Wrentham Public Schools at the appropriate grade level, (K-6).

*February 7, 1979*  
*Revised October 27, 1997*  
*Reviewed November 2, 2005*



**JD**

## **NON-RESIDENT STUDENTS**

Students who are moving into Wrentham after the school year has begun, or out of Wrentham before the end of the school year may attend the Wrentham Public Schools with the approval of the superintendent of schools. In cases where a student will be a non-resident of Wrentham for an extended period approval must be given by the Wrentham School Committee.

*Adopted prior to March 25, 1991*

*Revised October 27, 1997*

*Reviewed November 2, 2005*

**JE**

## **CHILDREN OF NON-RESIDENT TEACHERS**

On a space available basis, and only in school years in which the School Committee has opted out of School Choice, the Wrentham Public Schools may admit as students the children of non-resident Wrentham Public Schools' Teachers. A tuition fee and/or supply fee will be a requirement for this privilege. Teachers must request placement in writing of their children by June 1 for September admittance.

*April 22, 1991*  
*Revised November 24, 1997*  
*Revised January 9, 2006*  
*Revised January 9, 2007*

## **STUDENT CONDUCT AND DISCIPLINE**

### **Conduct**

All measures will be taken to ensure the security and safety of students and school personnel. This shall include Transportation Policy (Section E).

In order to have a happy, safe and cooperative school environment, respect and consideration for others as well as for ourselves will guide our conduct in the school buildings, classrooms, playgrounds and on school buses:

- We follow directions when they are given.
- We use appropriate language.
- We do not litter or harm school property or other's property.
- We walk, don't run, inside and between buildings.
- We keep hands, feet and objects to ourselves.

The use of tobacco or tobacco products while in school or on school property, including athletic fields, is prohibited. This prohibition is in effect both during school and non-school hours. (Reference Policy EFA).

### **Discipline**

#### **A. Disciplinary Procedures**

While most children conduct themselves in an appropriate manner, there are instances in which established rules are not followed and for which appropriate consequences must be accepted by the student.

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

The school will enforce the following cycle of progressive disciplinary consequences after behavior has been deemed inappropriate. This is graphically represented in the flow chart, "Procedure Assuring Due Process", below.

1. Verbal warning or reprimand by the appropriate staff member or principal.
2. Verbal reprimand and appropriate disciplinary measures (e.g. loss of recess privileges) by staff member.
3. The child may be kept after school with advance written or verbal notification of the parent or guardian.

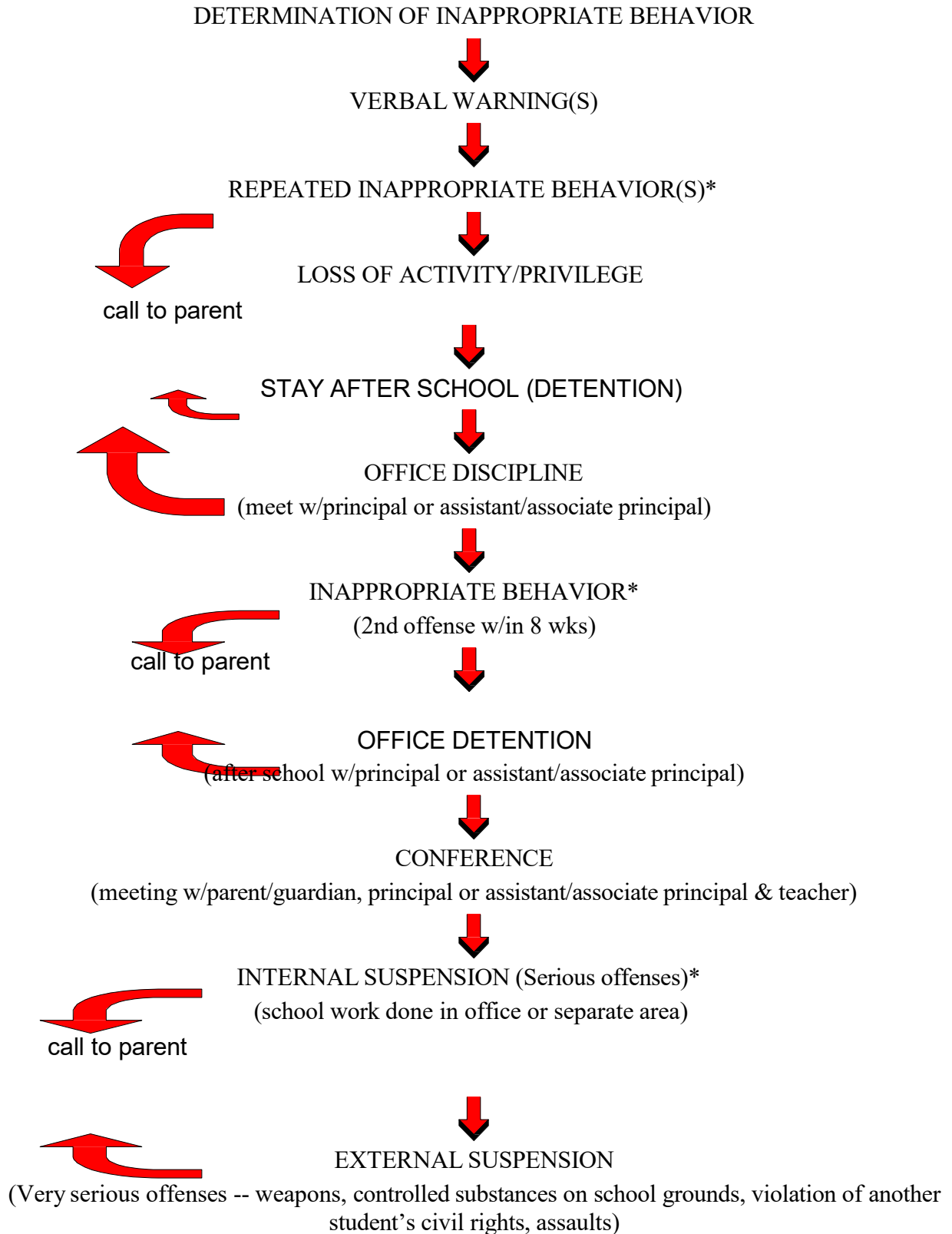
4. **Office Discipline Slip** - The child is referred to the principal by the classroom teacher concerning a particular incident or behavior. They will generally discuss the situation with the student, reprimand the student, and if necessary, administer an appropriate disciplinary measure (e.g. loss of recess privileges).
5. **Office Detention** - Two offenses in an eight week period by a student will result in an Office Detention, which is the detainment of a student after school with prior notification of the parent or guardian by the principal or assistant principal.
6. **Conference** - Conference with parent or guardian and teacher, and principal.
7. **Suspension** - Suspension takes place when a student does not follow certain school rules which significantly affect their lives, the lives of other students, and the care of school property. Suspension can occur if a student does not follow school rules a great deal of the time.
  - a. **Internal Suspension** - Student is removed from participating in class, but is required to perform his/her daily work in the office.
  - b. **External Suspension** - Student is removed from participating in class and is at home for a period of no more than three days. All missed school work must be made up.
8. **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.

The exact nature of the inappropriate behavior will determine how many and which steps in this disciplinary procedure or cycle will be taken. The school also recognizes that there may be extenuating circumstances which relate to a particular behavior problem. Such circumstances may indicate that a specific incident should be dealt with in a more severe or less severe way than the typical situation. Thus, the progressive disciplinary cycle may not be followed if inappropriate behavior is flagrant and/or needs to be dealt with immediately. In these instances, the supervising teacher/administrator will decide on the consequences immediately and act accordingly in notifying students and, at times, parents.

B. Flow Chart

**NORMAL PROCEDURE ASSURING DUE PROCESS**

**Note: Steps in this procedure may be accelerated or omitted when circumstances call for it or when the inappropriate behavior is especially serious.**



\*Counseling provided by Wrentham Public Schools personnel may be available per teacher or administrator referral and/or parent/guardian request.

### C. Disciplining Students with Special Needs

All students are expected to meet the requirements for behavior. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students.

1. The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
2. The principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement of program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
  - Design a modified program for the student or:
  - Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations.

### **Code of Conduct Handbook**

The Code of Conduct Handbook shall be reviewed each Spring by the Associate or Assistant Principal, and, after additional review by the School Council (Policy FA) the handbook shall be presented to the School Committee no later than the last school committee meeting of each summer and will reflect the most recent Massachusetts General Laws. Any changes in the handbook will be highlighted and major revisions should follow the process established (Policy BEA). The Code of Conduct Handbook shall include: The Code of Conduct, Bus Rules for Pupils (Section ECB) and a verification sheet for a parent/guardian to sign and return to school indicating that they have reviewed the handbook with their child/children.

*Approved January 23, 1995  
Revised January 12, 1998  
Reviewed November 2, 2005  
Revised December 12, 2006*

**JH**

## **STUDENT DISMISSAL**

No child shall be dismissed early from school without prior notification, either written or verbal, from the child's parent/guardian. The adult picking the child up shall sign the child out of school at the appropriate office. A child returning to school after an early dismissal shall check in with the office before returning to class.

*August 27, 1990*  
*Revised October 27, 1997*  
*Reviewed November 2, 2005*



## **PREGNANT STUDENTS**

Pregnant students will be permitted to continue in school in all instances. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as, instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete school is provided.

LEGAL REF.: M.G.L. 71:84  
Source: MASC 2007  
*Adopted July 24, 2007*

## **SOLICITATION**

### **Information**

Students will not be used to carry messages home except those that are related to school, children or civic activities. Those notices sent home will be distributed at the discretion of the administration.

### **Fund Raising**

Students will not be permitted to do any door-to-door solicitation for the school. Children will not be used as collection agents for outside organizations.

*Adopted prior to March 21, 1991*

*Revised January 12, 1998*

*Reviewed November 2, 2005*

## **DRESS CODE**

Students shall dress appropriately for school using common sense guidelines and taking into consideration the schools' core values of respect for oneself and for others. The final decision shall be at the discretion of the school administration.

*November 24, 1997*  
*Reviewed November 2, 2005*

## **SCHOOL SAFETY**

This policy is adopted by the Wrentham School Committee as required by M.G.L. Ch. 71 sec. 37H for the purposes of notifying members of the public, students, teachers and other staff of the Wrentham standards and procedures to assure school building security and safety of students and school personnel. This policy is intended to be in accordance with standards of classroom safety adopted by the Board of Education pursuant to M.G.L. Ch. 69 sec. 1B which standards are incorporated by reference herein.

The community shall encourage the creation and maintenance of a safe and secure learning environment in every school building. The creation of a safe learning environment will be enhanced by the provision of sufficient resources for procurement and maintenance of appropriate safety personnel and devices.

Administration, staff and students in each school building shall strive to create an educational environment that is reasonably safe and secure in order to:

1. Facilitate learning and teaching.
2. Preserve the physical and mental well being of all lawful occupants of the building.

### **Procedures to meet standards**

#### **Administrative Action**

The superintendent shall cause to be undertaken an assessment of current safety standards and procedures. The superintendent, principals and other town safety officials shall accomplish said assessment.

The process of assessing safety and security procedures shall be continuous. The school committee shall review all changes in procedures at a summer School Committee meeting.

Safety and security procedures can be found in school documents including the faculty handbook, the procedures in case of emergencies, the crisis management protocol, the school code of conduct, the student handbook, the Wrentham Homepage ([www.wrentham.k12.ma.us](http://www.wrentham.k12.ma.us)) and the criminal history system board CORI procedures.

REF: M.G.L. Ch. 71 sec. 37H, Ch. 69 sec. 1B

*December 14, 1998*

*Revised December 12, 2005*

## **ADMINISTRATION OF MEDICINE TO STUDENTS**

The purpose of the Wrentham school medication policy is to keep children in school whenever possible and to safeguard children and others. All administration of medication shall fall under the provisions of current Massachusetts General Laws and the Department of Public Health. The school nurse shall serve as manager of all medication. This policy will be reviewed annually by the school nurse prior to the start of the school year.

The provisions of this policy are as follows:

### **1. Administration of Prescription Medications**

These medications are those which can only be obtained with a physician's written script. These drugs may either be given on a short term basis for an acute illness (i.e. antibiotics, cough medicines, analgesics) or may be given on a daily basis for more chronic conditions (i.e. asthma, ADD). No medication will be administered unless the following conditions are met:

- a. All medications must come in the pharmacist's container with the name of the child, the name of the drug and the dosage clearly visible. Office samples are not allowed unless accompanied by a written order from the physician which will be affixed to said sample.
- b. A Medication Administration Form signed by the parent or guardian must accompany the medication. This form must delineate time of administration and date of discontinuance.
- c. For chronic illnesses, a Medication Administration Form must be signed by the licensed prescriber.
- d. A current copy of the PDR (Physician's Drug Reference) will be available in health rooms for information on the side effects of any medication to be administered.
- e. A log will be kept and must be signed by the person administering medication each time it is given. This log will become part of the student's permanent health record unless the parent requests confidentiality, in which case the log will be considered confidential medical notes.
- f. In case of an emergency regarding administered medications the school physician will be contacted immediately, followed by the parent and school principal. The child will remain in the health room until the school physician determines that it is safe to return to class. An incident report will be completed, reviewed and signed by the school physician.
- g. Should a student experience side effects from medication, the child will be observed in the health room and the parent called. The school nurse will notify the school physician at the nurse's discretion.
- h. Personnel within the school must know who among the staff is trained in CPR, should the necessity for this procedure arise. There should be one person trained in CPR housed in each building.
- i. For any controlled substances (such as Ritalin), the Medication Administration Form must be completed and signed by the licensed prescriber.

### **2. Administration of Non-Prescription Medications**

This category includes mostly aspirin, acetaminophen and over-the-counter cold and cough remedies.

- a. Parents or guardians must send the medication to the school nurse in an original container with a clear label.
- b. The parent or guardian must sign a Non-Prescription Medication Administration Form naming the medication and the duration of treatment.
- c. Items 1c, 1d, 1e, 1f, and 1g shall also apply.

### **3. Delegation of Prescription Medication Administration**

The school nurse, in consultation with the school physician, may designate non-medical personnel to administer medication in the absence or unavailability of the school nurse. The following contingencies apply:

- a. The non-medical school personnel must be willing participants in this service and meet the approval of the school principal.
- b. They must undergo training with the school nurse and, at the nurse's discretion, with the school physician and a record of such training must be kept at the nurse's office. Training will be updated annually. Said person will adhere to all guidelines regarding the administration of medications.
- c. In all questions regarding the administration of medication, the school nurse or, in the nurse's absence, the school physician must be consulted.
- d. Non-medical personnel shall not administer prescription medication, other than epinephrine, which shall be administered in a life threatening situation.
- e. A list of non-medical personnel who may administer medication shall be available to parents or guardians. Should this procedure not meet with their approval, the parent or guardian shall be required to come to school to administer the child's medication.
- f. By signing a Medication Administration Form parents or guardians acknowledge and accept the contingency of administration of medication by non-medical personnel.

### **4. Self Administration of Medication**

This contingency will mostly pertain to older children in administering such medications as inhalers for asthma. The following guidelines must be met:

- a. The medication must be labeled as previously described in 1-a. All medications will be stored in the nurse's office.
- b. A permission slip signed by the parent or guardian outlining the need for the medication, its frequency of use and duration of use must be kept on file in the nurse's health room.
- c. The child must be deemed responsible by the school nurse and/or the school physician to administer said medication. The school nurse shall observe the child at least once while he or she administers the medication and such observation will constitute a teaching exercise and be noted on the health record.
- d. The child shall be instructed by the school nurse to report any side effects or lack of response from the medication before any further administration.
- e. Classroom teacher(s) shall be notified of the student's need to self-medicate. Such notification may be waived if so requested by the student's parent or guardian.
- f. It will be at the discretion of the school nurse to require a physician's statement sanctioning self-administration of a medication.

- g. The school nurse and/or the school physician will have authority to deem that the child is incapable of safe self-administration of medication.
- h. The child shall follow a procedure for documentation of self-administration of prescription.
- i. In the case of the misuse of an inhaler, the student's parent or guardian shall be notified immediately.

**5. Storage of Medication**

- a. All medication must be in pharmacy or manufacturer labeled containers.
- b. The school nurse will document the quantity of medication delivered.
- c. All medication will be kept in a securely locked, anchored cabinet. This cabinet will be locked at all times other than when a medication is to be administered.
- d. Any medication requiring refrigeration will be kept in a locked box in a refrigerator, or in a locked refrigerator kept between 38-42 degrees F.
- e. Access will be limited to those authorized to administer medications.
- f. No more than a thirty day supply of medicine shall be stored at the school.
- g. Outdated, unused or discontinued medications will be returned to the parent or guardian and so documented. Only under extenuating circumstances and with written parental approval may these medications be destroyed by the school nurse in accordance with the policies of the Massachusetts Department of Public Health.

**6. Field Trips**

All of the provisions of sections 3 and 4 pertain to school approved field trips.

*March 21, 1991*  
*Revised January 12, 1998*  
*Reviewed November 2, 2005*

## **PHYSICAL RESTRAINT OF STUDENTS**

### **Purpose:**

In accordance with the Massachusetts Department of Education (DOE) laws/regulations 603 CMR 46 this policy has been adopted in order to ensure that students are free from unreasonable use of physical restraint:

Physical restraint shall be used only in emergency situations, with extreme caution, after other less intrusive alternatives have failed or been deemed inappropriate.

### **Policy:**

Physical restraint shall be used only when needed to protect a student and/or member of the school community from imminent, serious, physical harm; and to prevent or minimize any harm to a student as a result of the use of physical restraint.

Preventive, supportive, and less intrusive methods will always be implemented before the use of physical restraint. The Wrentham Public Schools' administration advocates the use of the "Cooperative Discipline" program and interventions, and has trained all staff in this program. The Wrentham Public Schools' Code of Conduct also provides guidelines for addressing unacceptable behavior.

### **Preventive Procedures:**

Prevention and behavioral intervention strategies are employed on a continuum from least to most intrusive. Positive strategies are emphasized:

- Positive reinforcement of acceptable behavior
- Relationship-building
- Token economies, contracting
- Verbal cueing, prompting, and clarifying desired behavior
- De-escalating strategies, e.g., conflict resolution, verbal processing, verbal alternatives
- Non-exclusionary time-out, activity break
- Detention (as indicated by Code of Conduct guidelines)
- In-house suspension (as indicated by Code of Conduct guidelines)
- Suspension (as indicated by Code of Conduct guidelines)

### **Training Requirements:**

All staff has been trained in the policy and procedures regarding physical restraint contained herein. A review of the policy and procedures will be provided at the start of each school year. New staff will be trained in policy and procedure as they are hired.

Designated staff members are those who have received 16 or more hours of physical restraint training.

### **Intervention Procedures:**

1. The designated staff members will be called immediately to intervene in any emergency situation that may require the use of physical restraint.



2. Two designated staff members will be called to any emergency situation.
3. Designated staff members will intervene if physical restraint appears required.
4. Designated staff will intervene with the least amount of force necessary, the safest method, and the shortest duration of restraint.
5. Follow-up procedures will include:
  - a. Discussing incident with student
  - b. Reviewing incident and antecedents with involved staff
  - c. Recording the incident on a Behavior Incident Report Form
  - d. Informing administrators immediately of incident
  - e. Informing parents immediately of incident
  - f. Informing Department of Education in writing within 5 school working days, per 603 CMR 46 guidelines of incidents involving extended restraints or incidents involving serious injury.
6. Use of physical restraint on students with disabilities pursuant to an individualized educational plan or other written plan, needs to be implemented in accordance with state and federal law.
7. Wrentham Public School administration will receive and investigate any complaints regarding physical restraint and determine any appropriate further actions.

LEGAL REFS: 603 CMR 46.00

M.G.L. 71:37G

*Approved November 13, 2001*

*Revised December 10, 2001*

*Reviewed November 2, 2005*

JN:E

**EXHIBIT: WRENTHAM PUBLIC SCHOOLS BEHAVIOR INCIDENT REPORT**

Student: \_\_\_\_\_

Grade/Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Involved: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Incident (include antecedent behavior /activity):

Intervention (describe least to most restrictive options used):

Outcome (describe what happened after the intervention(s):

Follow-Up (administration, parent notification):

*Approved November 13, 2001  
Reviewed November 2, 2005*

## NON-CUSTODIAL PARENTS RIGHTS

As required by M.G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to student records in accordance with the law and Department of Education regulations. The Wrentham Public Schools will follow all state laws and regulations and utilize forms developed by the Massachusetts Department of Education to standardize the process by which student records are provided to parents who do not have physical custody of their children (“non-custodial parents”). This policy is intended to encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties.

### Checklist for Implementing General Laws Chapter 71, Section 34H (Distribution of Student Records to Eligible Non-Custodial Parents)

Name of Student: \_\_\_\_\_

Name of Custodial Parent: \_\_\_\_\_

Name of Requesting Parent: \_\_\_\_\_

Name of Staff Member Verifying Information: \_\_\_\_\_

\_\_\_\_\_ The requesting parent submitted a written request for the records to the school principal within the past twelve months. Date of request: \_\_\_\_\_

\_\_\_\_\_ The initial request included a certified copy of a court order, which met the requirements of Section 34H(b).

\_\_\_\_\_ The initial request included an affidavit from the requesting parent, which met the requirements of Section 34H(b).

\_\_\_\_\_ Each school year since the initial request the parent has indicated that he/she

a) Continues to be entitled to unsupervised visitation with the child; and

b) Continues to be eligible to receive student record information pursuant to Section 34H.

Date(s) of annual requests: \_\_\_\_\_

When the school received the records request from the non-custodial parent: \_\_\_\_\_

\_\_\_\_\_ The school immediately notified the custodial parent of the request by certified mail and by first class mail, in both the primary language of the custodial parent and in English.

The notice informed the custodial parent that information requested pursuant to Section 34H is to be provided to the requesting parent after 21 days, unless the custodial parent provides the principal with documentation of an applicable court order.

Date of notice: \_\_\_\_\_

\_\_\_\_\_ The school is aware that it may seek reimbursement for the cost of postage from the requesting parent.

\_\_\_\_\_ The eligible parent has the right of access to the entire student record.

Or

\_\_\_\_\_ The otherwise eligible parent's right of access to the entire student record has been specifically limited by court order.

Note limitations, if any: \_\_\_\_\_

Date of notice: \_\_\_\_\_

\_\_\_\_\_ Copy of court order attached.

LEGAL REFS.: M.G.L. 71:34H  
603 CMR 23.07 (5)

*Approved October 23, 2003*  
*Reviewed November 2, 2005*

JO:EA

**EXHIBIT: WRENTHAM PUBLIC SCHOOLS  
NOTICE TO CUSTODIAL PARENT  
NON-CUSTODIAL PARENT HAS REQUESTED STUDENT RECORDS  
PER GENERAL LAWS CHAPTER 71, SECTION 34H**

*This notification will be sent in both certified mail and first class mail in both the primary language of the custodial parent and in English.*

Date: \_\_\_\_\_

Dear \_\_\_\_\_

Pursuant to Massachusetts General Laws Chapter 71, Section 34H, a law regarding student records access for non-custodial parents, \_\_\_\_\_ has requested the student records of \_\_\_\_\_ on the date of \_\_\_\_\_.

In compliance with Section 34H (c) and (d), I am providing you with written notice of this request.

The law requires the school to provide the non-custodial parent with the student record information after 21 days, unless before that date you provide me with a copy of either of the following documents:

1. A court order that prohibits the non-custodial parent from having contact with your child; or
2. A court order that prohibits the non-custodial parent from getting access to the student records; or
3. A temporary or permanent order issued to provide protection to you or to any child in your custody from abuse by the requesting parent, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to your child's student records.

Please contact my office if you have any questions.

Sincerely,

Principal

*Approved October 23, 2003  
Reviewed November 2, 2005*

JO:EB

**EXHIBIT: WRENTHAM PUBLIC SCHOOLS**

**AFFIDAVIT FOR NON-CUSTODIAL PARENT REQUESTING STUDENT RECORDS  
PER GENERAL LAWS CHAPTER 71, SECTION 34H**

I, \_\_\_\_\_ on oath depose and state as follows:

1. I am the parent of \_\_\_\_\_
2. Attached is a certified copy of the court judgment or order relative to the custody of my child, which meets the standards of General Laws 71, Section 34H.
- OR
3. Attached is a certified copy of an order by a probate and family court judge specifically ordering that my child's student records be made available to me, according to the standards of General laws Chapter 71, Section 34H.
4. I certify that the judgment or order remains in effect and that there is currently no temporary or permanent protective order restricting my access to \_\_\_\_\_ (Name of Student), the custodial parent or to any child in the custodial parent's custody.

Signed under the pains and penalty of perjury on this date: \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

*Approved October 23, 2003  
Reviewed November 2, 2005*

## **ELECTRONIC DEVICE POLICY**

Students are not allowed to bring cell phones, beepers, pagers or other electronic devices to school, nor may they have said devices on school buses at any time or on school property during school hours, except with the permission of the school administration. All classrooms are equipped with phones. Students may use a classroom or office phone to call home when permission is granted by a staff member,

All communication and other electronic devices will be confiscated and sent to the office where a parent or guardian will be notified. Only a parent or guardian may pick-up the device.

*Approved February 14, 2005  
Reviewed November 2, 2005*

## **DISTRIBUTION OF NOTICES BY STUDENTS**

The Wrentham Public Schools shall permit the distribution of school-sponsored, PTO/PTA-sponsored and District related notices via the District's students. Such distribution may include notices from non-profit groups when they are related to school sponsored activities.

In addition, notices regarding Town events for children, such as recreation, sports, the library and the like, may be distributed via District students.

All notices to be distributed must be approved prior to distribution by the Superintendent or his/her designee.

No material disseminated by a non-school group should be construed as being school sponsored or endorsed, nor shall the District be considered a partner or agent or otherwise responsible for the activities of the non-school group. The Superintendent may require that the non-school group provide a disclaimer on the notice of District sponsorship of its material.

A non-school group's material should not be distributed to students during instructional time and, if possible, should not be intermingled with official school notices. Students should not be compelled to take home or read any such materials.

No materials involving solicitation, proselytizing, or for-profit activities shall be accepted for distribution. School newsletters and notices to parents may not publicize non-school groups or recruit new members for such groups. No notices from private groups will be accepted except as specified above.

*Approved November 13, 2007*



## **LIFE THREATENING ALLERGIES OR OTHER MEDICAL CONCERNS**

Allergies and other medical concerns can most often be managed when within normal limits. Some conditions, however, may become severe and/or occasionally life threatening. It is our intent to provide an opportunity and an effective procedure of communication between the home and school regarding any student with any of the above concerns.

### **PURPOSE**

The following guidelines assume that managing potentially life-threatening allergies or other medical concerns in school is a shared responsibility among students, parents, principal, teachers, custodians, food services, and health care professionals. These guidelines are intended to:

- Minimize the risk of allergic reaction/medical concern of students while in school.
- Ensure that all information with medical documentation be provided by parents and shared with appropriate school staff.
- Foster cooperation and communication between parents and school staff in determining effective strategies to minimize an allergic reaction or medical concern in school.

### **Responsibilities of the Parents/Guardians of a Student with Food Allergies**

- Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis).
- Provide the school with a way to reach you (cell phone, beeper, etc.).
- Provide a list of foods and ingredients to avoid. (updated each year)
- Consider providing a medical alert bracelet for your child.
- Provide the school nurse with medication orders from the licensed provider.
- Participate in developing an Individual Health Care Plan with the school nurse.
- Provide the school nurse with at least annual updates on your child's allergy status.
- Provide the school with up-to-date epinephrine auto-injectors.
- Additional epinephrine auto-injectors will be kept in the school, in the nurse's office, and in the child's room.
- Provide the school nurse with the licensed provider's written statement if student no longer has allergies.
- Leave a bag of "safe snacks" in your child's classroom so there is always something your child can choose from during an unplanned special event.
- Be willing to provide safe foods for special occasions, i.e. bring in a treat for the entire class so that your child can participate.

Periodically review with your child:

- Recognize the first symptoms of an allergic/anaphylactic reaction.
- Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
- Communicate clearly as soon as s/he feels a reaction is starting.
- Not share snacks, lunches, or drinks.
- Understand the importance of hand-washing before and after eating.
- Report teasing, bullying and threats to an adult authority.
- Take as much responsibility as possible for his/her own safety.

- Remind children to sit at designated tables.

It is important that children take on more responsibility for their food allergies as they grow older and are developmentally ready. Consider teaching them to:

- Communicate the seriousness of the allergy.
- Communicate symptoms as they appear.
- Read labels.
- Carry own epinephrine auto-injector.
- Administer own epinephrine auto-injector and be able to train others in its use.

Remember – the ultimate goal is that our children eventually learn to keep themselves safe.

### **Responsibilities of the School Nurse**

- Prior to entry into school (or, for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), meet with the student's parent/guardian and develop an Individual Health Care Plan (IHCP) for the student.
- Arrange and convene a team meeting (preferably before the opening of school) to develop the plan with all staff who come in contact with the student with allergies, including principal, school physician, teachers, specialists, food service personnel, aides, physical education teacher, custodian, bus driver, local EMS, etc.
- Familiarize teachers with the IHCPs of their students by the opening of school, or as soon as the plans are written. Other staff members who have contact with students with LTAs should be familiar with their IHCPs on a need-to-know basis.
- After the team meeting remind the parent to review prevention plans, symptoms and emergency procedures with their child.
- Provide information about students with life-threatening allergies and their photos (if consent given by parent) to all staff on a need-to-know basis (including bus drivers).
- Conduct in-service training and education for appropriate staff regarding a student's life-threatening allergens, symptoms, risk reduction procedures, emergency procedures, and how to administer an epinephrine auto-injector.
- Educate new personnel as necessary.
- Track in-service attendance of all involved parties to ensure that they have been trained.
- Introduce yourself to the student and show him/her how to get to the nurse's office.
- Post school district's emergency protocol and have available all IHCPs in the nurse's office. Post location of epinephrine auto-injector.
- Periodically check medications for expiration dates and arrange for them to be current.
- Discuss with parents the possibility of keeping an epinephrine auto-injector in the classroom containing necessary instructions, and help to arrange if appropriate. This auto-injector can be taken on field trips.
- Arrange periodic follow-up on semi-annual basis, or as often as necessary, to review effectiveness of the IHCP.
- Make sure there is a contingency plan in place in the case of a substitute school nurse.
- Communicate with local EMS about location of student and type of allergy. Assure the local EMS carry epinephrine and have permission to use it.

### **Responsibilities of the Student with Food Allergies/Anaphylaxis**

- Take as much responsibility as possible for avoiding allergens.
- Do not trade or share foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

### **Responsibilities of the School Administration**

- Include in the school's emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions. Modify the plan to meet special needs of individual students.
- Provide training and education for faculty and staff regarding:
  - a. Foods, insect stings, medications, latex.
  - b. Risk reduction procedures.
  - c. Emergency procedures.
  - d. How to administer an epinephrine auto-injector in an emergency.
- Provide special training for food service personnel.
- Provide emergency communication devices (two-way radio, intercom, walkie-talkie, cell phone) for all school activities, including transportation, that involve a student with life-threatening allergies.
- A fulltime nurse should be available in every school with students with life-threatening allergies.
- Inform parent/guardian if any student experiences an allergic reaction for the first time at school.
- Make sure a contingency plan is in place in case of a substitute teacher, nurse or food service personnel.
- Have a plan in place when there is no school nurse available.
- Ensure that the student is placed in a classroom where the teacher is trained to administer an epi-pen, if needed.

### **Responsibilities of the Classroom Teacher/Specialist**

- Receive the IHCP of any student(s) in your classroom with life-threatening allergies.
- Request that the classroom has a functioning intercom, walkie-talkie or other communication device for communication with the school nurse.
- Participate in in-service training regarding:
  - 1) Allergens that cause life-threatening allergies (such as foods, insect stings, medications, latex).
  - 2) Steps to take to prevent life-threatening reactions and accidental exposures to allergens.
  - 3) How to recognize symptoms of the student's life-threatening allergic reaction.
  - 4) Steps to manage an emergency.
  - 5) How to administer an epinephrine auto-injector.
- Keep accessible the student's IHCP with photo in classroom or keep with lesson plan.
- Leave information in an organized, prominent and accessible format for substitute teachers.

- Work with the school nurse to educate other parents about the presence and needs of the child with life-threatening allergies in the classroom. Enlist their help in keeping certain foods out of the classroom.
- Inform parents of any school events where food will be served.
- Participation with the planning for student's re-entry to school after an anaphylactic reaction.
- Never question or hesitate to act if a student reports signs of an allergic reaction.
- Reinforce hand-washing before and after eating.

### **Responsibilities of the Food Services Manager**

- Attend the team meeting with appropriate members at the time of the student's registration for entry into school.
- Review the legal protections for a student with life threatening allergies. — Read all food labels and recheck routinely for potential food allergens.
- Train all food service staff and their substitutes to read product food labels and recognize food allergens.
- Maintain contact information for manufacturers of food products (Consumer Hotline).
- Review and follow sound food handling practices to avoid cross contamination with potential food allergens.
- Strictly follow cleaning and sanitation protocol to avoid cross-contamination. — Set up policies for the cafeteria regarding food allergic students.
- Create specific areas that will be allergen safe.
- Train monitors.
- Enforce hand washing for all students.
- Thoroughly clean all tables, chairs and floors after each meal.
- After receiving a doctor's note, make appropriate substitutions or modifications for meals served to students with food allergies.
- Plan ahead to have safe meals for field trips.
- Avoid the use of latex gloves by food service personnel. Use non-latex gloves instead.
- Provide advance copies of the menu to parents/guardian and notification if menu is changed.
- Have at least two people in the eating area trained to administer epinephrine by auto-injector.
- Have readily accessible epinephrine auto-injector.
- Have a functioning intercom, walkie-talkie or other communication device to support emergencies.
- Take all complaints seriously from any student with a life-threatening allergy.
- Be prepared to take emergency action.

### **Responsibilities of the School Bus Company**

- Provide functioning emergency communication device (e.g., cell phone, two-way radio, walkie-talkie or similar).
- Know local Emergency Medical Services procedures.
- Maintain policy of no food eating allowed on school buses.

**Responsibilities of Onsite Person in Charge of Conducting After School Activities**

- Conduct activities in accordance with all school policies and procedures regarding life threatening allergies. Make certain that emergency communication device (e.g. walkie-talkie, intercom, cell phone, etc.) is always present.
- One to two people should be present who have been trained to administer epinephrine auto-injector.
- Maintain a current epinephrine auto-injector in the first aid kit.
- Establish emergency medical procedures with EMS.
- Clearly identify who is responsible for keeping the first aid kit.
- If for safety reasons medical alert identification needs to be removed during specific activities, the student should be reminded to replace this identification immediately after the activity is completed.

*The Wrentham Public Schools cannot guarantee that a student will never experience an allergy-related event while in school. The above guidelines were created to minimize the risk of life-threatening reactions of allergic students while in school.*

*Approved December 12, 2007*

## **BULLYING AND CYBERBULLYING POLICY**

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 public educational institute:

1. "Bullying and cyberbullying" means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:
  - a. that are being offered through the school district; or
  - b. during any education program or activity; or
  - c. while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events; or
  - d. through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
2. As used in this Section, "electronics communication" means any communication through an electronic device including a telephone, cellular telephone, computer, or pager. Students should be aware that internet communications, including communications on social networking websites and blogs, may still violate this policy even when they are made using a student's private computer outside of school hours.
3. The district will promptly and reasonably investigate allegations of harassment, including bullying. The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

*Approved May 11, 2010*