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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 31st.

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 1st 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.

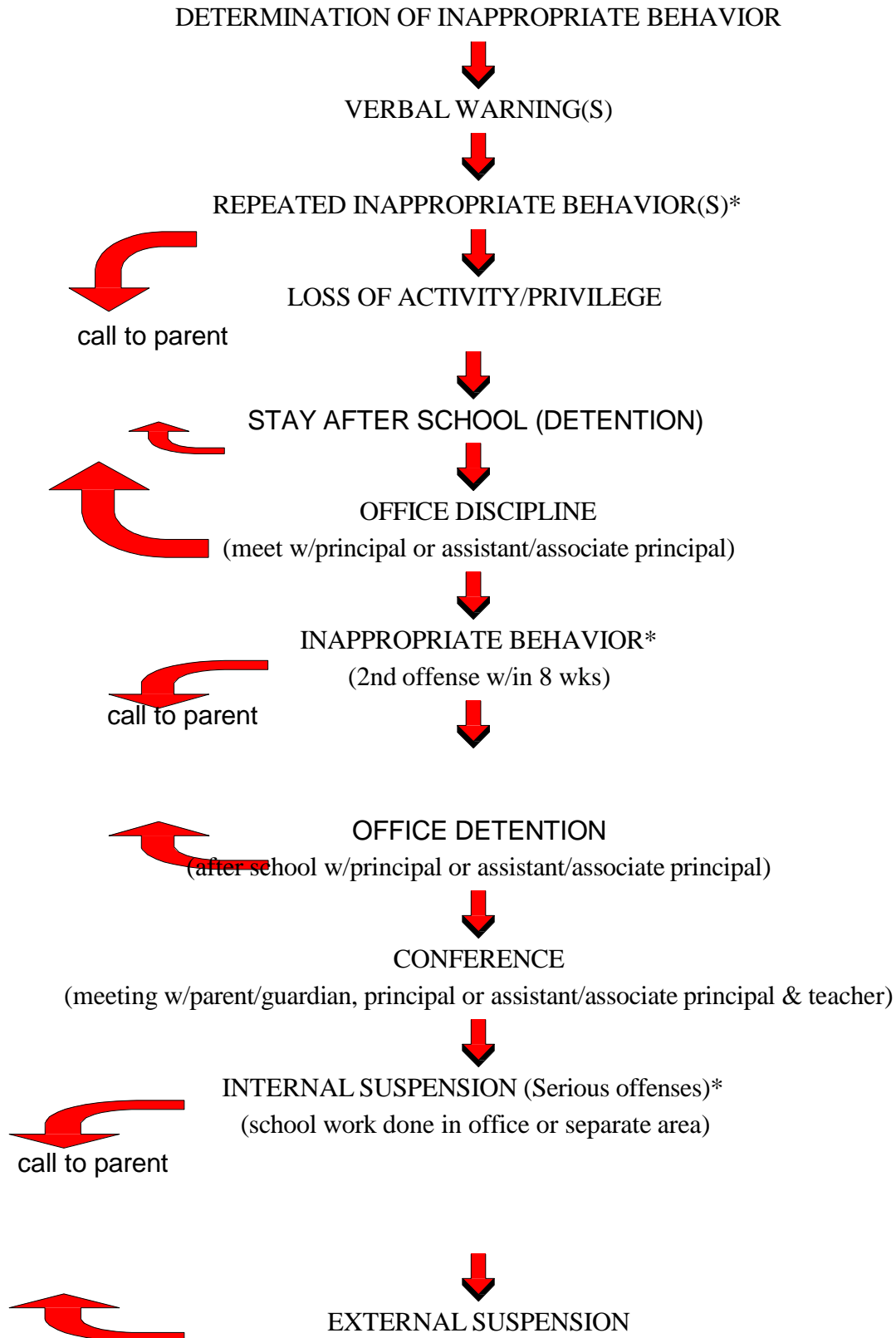
4. **Office Discipline Slip** - The child is referred to the principal by the classroom teacher concerning a particular incident or behavior. They will generally discuss the situation with the student, reprimand the student, and if necessary, administer an appropriate disciplinary measure (e.g. loss 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.



(Very serious offenses -- weapons, controlled substances on school grounds, violation of another student's civil rights, assaults)

*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

JI

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) 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