

STUDENT/PARENT HANDBOOK 2011-2012

Spring Street School



**2 Spring Street
Phone 894-1230 Fax 894-1232**

Rose L. MacDonald School



**1 Stepping Stone Drive
Phone: 894-1240 Fax: 894-1242**

Howard School



**70 Howard Street
Phone: 894-1250 Fax: 894-1253**

The West Bridgewater Public Schools do not discriminate on the basis of age, race, color, sex, religion, national origin, sexual orientation or disability.

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WEST BRIDGEWATER PUBLIC SCHOOLS WEST BRIDGEWATER, MASSACHUSETTS

www.wbridgewaterschools.org

Mission Statement

The mission of the West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in a diverse and global society of the 21st Century.

Welcome to the Spring Street, Rose L. MacDonald and the Howard Elementary Schools. This handbook should help the reader to know the school, the expectations, the rules and regulations, and the rights of all individuals in the educational program. While we are hopeful that you will be able to use this booklet as a reference throughout the year, we are sure that it does not contain all the information you might wish to know for every occasion. If you have any questions or desire additional information, feel free to contact us. We hope you have a wonderful school year.

Linda G. Dubin and Margaret Spencer

Vision Statement

The West Bridgewater School System is a thriving community that fosters pride and achievement and is respected for its energetic and introspective cycle of success.

We provide quality education in a safe environment working in partnership with parents and the community to achieve excellence.

Students are provided with an educational foundation which allows them to fulfill their potential as individuals and contributing members of the community.

We are a dynamic community that enables our students to reach their goals through challenge and personal growth.

West Bridgewater Public Schools

West Bridgewater, Massachusetts

www.wbridgewaterschools.org

School Committee

Mrs. Anne Iannitelli - Chairperson
Mr. Henry Bradford III – Vice Chairperson
Mrs. Susan Sullivan - Clerk
Mr. James Holden
Mrs. Molly Smith

Superintendent

Dr. Patricia W. Oakley
poakley@wbridgewater.com

Administration

Mrs. Hope Hanscom Director of Special Education
hhanscom@wbridgewater.com
Mr. Mark Bodwell – Principal – West Bridgewater Middle/Senior High School
mbodwell@wbridgewater.com
Ms. Susan Fontecchio Asst. Principal West Bridgewater Middle/Senior High School
sfontecchio@wbridgewater.com
Ms. Margaret Spencer- Principal - Howard School
mspencer@wbridgewater.com
Mrs. Linda G. Dubin - Principal - Rose L. MacDonald School and Spring Street
ldubin@wbridgewater.com
Ms. Sarah Amaral –Smith - Finance and Business Director
samaral@wbridgewater.com

Office Hours

Superintendent's Office
8:00 – 4:00
Spring Street School (PreK-K)
8:00 – 4:00
Rose L. MacDonald School (Grades 1-3)
8:00 – 4:00
Howard School (Grades 4-6)
7:45 – 3:30
West Bridgewater Middle/Senior High School (Grades 7-12)
7:00 – 3:45

ABSENCE

It is essential for your child to attend school regularly and to be punctual. Absences or tardiness for other than important and necessary reasons promote bad habits and lead to poor educational and social development. We urge the cooperation of parents and pupils in this matter; however, we do not expect children who are ill to attend school. For your children's protection, please keep them at home if they are showing signs of not feeling well. We have no facilities for keeping ill children in our schools.

SICK CHILD GUIDELINES

Children should not attend school if they have any of the following:

- A contagious illness such as influenza, chicken pox, or strep throat (contact school nurse for specific guidelines for each illness); a fever that causes chills, sweating & muscle aches; or a fever over 100°F within past 24 hours.
- Vomiting/diarrhea: May return to school if 12 hours after last episode.
- Red or pink itchy eyes with crusty and/or green/yellow drainage. May return to school when no drainage and/or on medication for 24 hours.
- Head lice: May return when all nits have been removed and child has been checked by the school nurse upon reentry to school.
- A rash of unknown cause: May return to school when doctor authorizes.
- If they do not have all required immunizations mandated by DPH.
- Children with casts, slings or stitches must have a doctor's note to return to physical education and recess.

This list is a guideline. The school nurse reserves the right to dismiss students who, in her professional opinion, are possibly contagious or are too ill to be in school. Transportation of pupils who become ill while in school, except in cases of extreme emergency, is a parental responsibility.

Parents must call the school nurse to report an absence and a reason for the absence by the start of the school day. Whenever a child is absent, a note from the parent/guardian must accompany the child upon his/her return to school. A doctor's note will be required for pupils who have been absent more than five (5) consecutive school days.

The excuse note must contain the following:

1. The reason the student was absent. (The word "illness" is acceptable in place of more explicit wording that could create embarrassment.)
2. The name of the day (or inclusive days) the student was absent and the date (or dates) of absence. Also include the date the note was submitted to the school.
3. The full name of the student who was absent and the signature of the parent or legal guardian.

Upon recovery from a communicable disease, the family physician should issue a certificate or note stating the nature of the illness and certifying the child's fitness to return to school.

A pupil absent from school is expected to make up all missed work. In order to provide continuity in your child's program, parents should consider the school calendar and make every effort to schedule vacations during those times. Please keep in mind that not all school work can be done at home. Only with specialized help will a pupil absent an excessive amount of time be able to maintain his/her academic standing. In order to receive work at home a student must be out two (2) or more consecutive school days. After being out the two consecutive days the parent may request the work. This may be done by contacting the child's teacher and/or the main office.

When a pupil is absent three (3) consecutive days the parent/guardian may be contacted by the building principal. Additionally, if a pupil has a **questionable absence**, regardless of the number of days, the principal may contact the home.

Attendance Policy – If a student has...

- Seven (7) absences (excused or unexcused), a letter of warning will be issued to parents reminding them of the schools attendance policy, and that they will be contacted to schedule a meeting should absences approach 10 days.
- Ten (10) absences (excused or unexcused), a parent conference will be scheduled to discuss the attendance policy and to develop a proactive attendance plan.
- Fifteen (15) absences (in disregard of the personal attendance plan), an attendance hearing will be held with the parents and administration.
- Twenty (20) absences (in disregard of the personal attendance plan), a 51A (neglect) or CHINS (child in need of services) may be filed.
- Twenty five (25) absences or more, could result in retention.

Massachusetts General Laws Chapter 76 Section 1 - REGULATION OF SCHOOL ATTENDANCE states in part...."The superintendent or teachers (principals) in so far as authorized by him or the school committee, may excuse cases of necessary absence for other causes not exceeding seven day sessions or fourteen half day sessions in any period of six months."

Regular attendance is a vital aspect of an education. Absences for reasons other than illness or family emergency should be avoided. Parents and guardians are expected to schedule appointments with physicians, dentists, etc. after normal school hours or during school vacations. It is highly recommended that family vacations be taken during the school vacation weeks and not during the school year. **MCAS: It is expected that students will be present during MCAS administration dates.**

AFTER SCHOOL PRESENCE

Students not engaged in an approved school activity or under the direct supervision of a faculty/staff member must leave the building and all school grounds immediately at the close of school. Loitering and/or failure to immediately leave are grounds for disciplinary consequences. **Students/Parents may not return to classes for forgotten homework without permission from the office staff after school hours.**

AGENDA BOOKS

All students in grades 3-6 will be given a homework agenda (planner) in which to record homework assignments. If the original agenda book needs to be replaced, the cost is \$5.00. Students should be writing down all assignments in their agenda books.

APPOINTMENTS

If at any time you would like to speak with a member of the staff, please call the main office to set up an appointment. The office staff will be more than willing to assist. All visitors must sign in at the main office. Teachers may also be reached by email. Email addresses may be found on the school's website.

ATTENDANCE/START AND END OF SCHOOL

Since staff are required to be on duty not later than 7:45 a.m. for the Howard School, 8:15 a.m. for the MacDonald School when school is in session, all non-bus pupils should arrive at the schools after 7:45. at the Howard School and after 8:20 a.m. at the MacDonald School. The Howard School day begins at 8:00 a.m. and the MacDonald School begins at 8:30 a.m. Pupil dismissal is at 2:30 p.m. for Howard School and 3:00 p.m. at the MacDonald School. Kindergarten begins at 9:00 a.m. for the full day program and the morning (AM) session. The A.M. Kindergarten is dismissed at 11:30 a.m. The afternoon (PM) kindergarten classes begin at 12:05 p.m. and dismissal is at 2:40 p.m. All kindergarten classes are held at the Spring Street School. At the Howard School and Rose L. MacDonald School, perfect attendance is defined as no absences, tardies or dismissals from school.

BULLYING

Definition and Prohibition of Bullying - Bullying is defined as the repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

Any form of bullying is prohibited:

- At school and at all school facilities;
- At school-sponsored or school-related functions, whether on or off school grounds;
- On school buses and school bus stops;
- Through the use of technology or an electronic device owned, licensed or used by a school; and
- At non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

Reporting and Stopping Bullying - To stop bullying as soon as it occurs, all school staff are required to promptly report bullying when they witness or become aware of it. A school principal or his designee must immediately investigate and take appropriate disciplinary action. Students and parents are encouraged to tell school staff if an incident occurs that they feel is bullying. The bill prohibits retaliation against a person who reports bullying, provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

CHANGE OF NAME, CUSTODY AND GUARDIANSHIP

The school should be notified immediately of any of the above changes which affect your child's permanent records and transcript. The original court document must be brought to the principal's office where a copy will be made and placed with the student's records. According to Massachusetts law, we cannot acknowledge a name change without a legal document. If your child can only be dismissed with certain people, we must have written confirmation of that from the parent or guardian.

CHAPERONES

Taking a group of children anywhere is a huge responsibility. Please understand that requesting to be a chaperone carries a great deal of accountability. Before buses depart, chaperones are assigned a small group of students that they are responsible for closely supervising. Chaperones are also expected to ride the bus unless specified otherwise. The students are expected to ride the bus with their class to the destination and back to school. They remain with their assigned chaperones during the trip so attendance can be taken easily and often. Chaperones may not bring siblings or other children on a school trip. If you are going to be in the school or chaperone any class trip you **MUST** have an up to date CORI (Criminal Offense Record Inquiry) form. The form must be submitted to the Superintendents office. The form is good for 3 years from the date of approval. It can take up to 3 to 4 weeks to get a form back from the state. Therefore, it is imperative to do this well in advance if you plan on chaperoning a Field Trip. Forms may be obtained from the school office. If you are going to volunteer at all this year or in the future you must fill out a CORI. Parents will not be allowed on any trip or allowed to volunteer without this form on file at the Superintendent's Office. We encourage you to do this in the early Fall.

CHAPERONES/CORI FORMS

Section 2 of Chapter 385 amends M.G.L. c. 71, § 38R to require that all schools conduct criminal background checks on current and prospective employees, volunteers, school transportation providers, and others who may have direct and unmonitored contact with children. Criminal offender record information ("CORI") must be obtained from the Criminal History Systems Board (CHSB) - the state agency authorized to provide CORI to certified agencies - at least every three (3) years during an individual's term of employment or service. **All CORI forms must be completed in full and return it to the Superintendent's Office, attention Jodi Correia. Please include a copy of your driver's license with the CORI form.** Priority will be given to parents and guardians to chaperone field trips. Having siblings as chaperones is discouraged and permitted only at the discretion of the building principal.

CLASSROOM NUTRITION and CELEBRATIONS K-6

Federal guidelines for the Wellness Policy prohibit parents from sending in food for children's birthdays that do not meet nutritional standards. Please be advised that school celebrations and activities will be closely monitored for adherence to the Wellness Policy guidelines. No home baked goods are allowed in the classroom. All baked goods must be store bought to ensure identification of potential allergens and compliance with nutritional guidelines. Food allergies are serious and potentially life threatening. Healthy choices are recommended during classroom parties.

CONNECT-ED SYSTEM

This system allows the school to contact each home phone number and email with important information, such as school cancellations, delays, early releases, as well as other pertinent information that may pertain to particular grades of students or groups of students. In the case of an emergency, the system will call up to six different phone numbers. It is imperative that we have updated phone numbers and email addresses to keep our system updated.

CONFERENCES

Parent Conferences are held during the week of Thanksgiving on (Friday before in the afternoon and Monday and Tuesday evenings. These conferences are being held to inform the parents of their child's progress. More information will be sent home prior to the first quarter report cards being issued. On some occasions, teachers or school administration may ask to meet with you for a specific reason. Any conference requested is only to help your child. Please make every attempt to attend.

CORI FORMS

All adults (parents, community members, etc.) who volunteer at the schools must be cleared with a Criminal Offense Record Inquiry (CORI). **You must** complete a CORI form if you plan on volunteering. The school district requires 20 business days to process the CORI FORMS. The information must be verified by some type of government issued photographic identification (driver's license). Volunteering includes field trips, holiday parties, and classroom and office work. We urge parents and guardians to apply for a CORI at the start of the school year to avoid disappointment in not being able to chaperone or volunteer for a particular event. Priority will be given to parents and guardians to chaperone field trips. Having siblings as chaperones is discouraged and permitted only at the discretion of the building principal.

CURRICULUM OVERVIEW - GRADES K-6

LANGUAGE ARTS (ELA)

The general objectives are:

1. To enable the pupil to think, listen, speak, write, and read in order to better to communicate and understand ideas.
2. To enable the pupil to appreciate his/her literary heritage.
3. To foster a desire to utilize correct grammar and composition in his/her daily life.
4. To enable the pupil to understand and appreciate various genres of literature.

READING (ELA) - At the primary level the emphasis is on the skills involved in learning to read. These skills may be identified as: phonemic awareness, phonics/decoding, word recognition, word analysis, vocabulary development, comprehension, oral and silent reading fluency, and study skills. At the intermediate level, the teaching of these strategies continues with a greater emphasis on reading to learn. Reading in the content areas becomes a strong focus at the intermediate level and students learn strategies to make connections to content specific learning and vocabulary.

Students are engaged in the learning process through the use of varied teaching strategies that include systematic instruction and enrichment activities that call on students to actively respond to the literature. Paperback books of various genres, computer programs, and Internet resources along with commercially produced and teacher-made programs are utilized

Students receive instruction through flexible grouping and whole class instruction. They progress in a developmental and sequential reading program which includes the use of paperbacks, textbooks, workbooks and skill practice sheets. Continuous assessment of each child's progress is an on going process that identifies strengths and weaknesses and informs instruction.

LANGUAGE EXPRESSION (ELA) - Students are provided with a balanced study of language expression consisting of four (4) broad areas: oral language, composition skills, spelling and handwriting. Students develop an understanding of grammar usage and mechanics, and spelling skills; then they apply these skills for effective writing and speaking through the use of consistent developmental language and spelling programs.

MATHEMATICS - The mathematics program is designed to help students move from the concrete -- working with physical material -- to the abstract. Critical thinking and problem solving are used to teach key skills and concepts. Geometry, mental math, and estimation are an integral part of the program. Students are expected to memorize their basic number facts -- addition, subtraction, multiplication, and division. The program emphasizes the processes that help mathematics make sense to the students -- to help students see

why the facts *work* and why we need to *know* them by relating them to real-world problems. As students explore, represent, predict, validate, discuss, investigate, and describe math, they become proficient learners who reason, understand, and remember math.

SCIENCE - During science instruction, an attempt is made to create an atmosphere of concept-seeking (grouping of the common elements or attitudes shared by certain objects and events), to stimulate curiosity, and to lay a firm base for intelligent, independent inquiry. Students are actively involved in the processes of science; observing, classifying, measuring, inferring, predicting, interpreting data, experimenting, and hypothesizing.

SOCIAL STUDIES - An inter-disciplinary approach to content is used in the teaching of social sciences. Students come to understand the nature of social organization and how it changes, the effects of geography on the way people live, the ways in which people adjust to their environment, how people produce goods and satisfy their economic needs, the effect of values on actions and decisions, and the characteristics of a democratic society.

MUSIC EDUCATION - The purpose of music education is to assist each pupil to appreciate, understand and respond with discrimination to the aesthetic effects of various types and styles of music. Students are introduced to the basic elements of music such as melody, rhythm, harmony and tone. This is accomplished by singing, listening, playing instruments, and rhythmic activities. If a student has chosen to join the band then it is expected that they will perform at all scheduled concerts. If they choose not to participate their grade may be lowered.

ART EDUCATION - The art program is based on a sequential series of experiences in drawing, painting, printmaking, crafts and sculpture. All experiences are geared to the child's grade level and whenever possible to his classroom program.

There are four major goals for the art program:

1. The growth of aesthetic awareness and sensitivity.
2. Creative and critical thinking and problem solving.
3. The acquisition of art skills.
4. Individual personal expression.

Students are not graded on natural talent, but rather on a set of criteria which is attainable by all. Homework will be assigned occasionally with the students given ample time to complete the assignment. If the homework is not completed by the due date, credit will be deducted. Students must realize that an assignment in art is as valid as one in any other subject.

PHYSICAL EDUCATION - Instruction in games, movement exploration, gymnastics, and team sports are provided to help each child develop physically, socially, and mentally. A special attempt is made to emphasize those activities that will increase physical fitness and knowledge in recreational pursuits; both of which are useful and beneficial in adult life. Students should wear athletic type sneakers; laced and tied properly for physical education class as well as comfortable and appropriate attire for active movement. If a student has seen a doctor for an injury, then a doctor's note is necessary for the student to resume participation in physical education classes.

SCHOOL MEDIA / LIBRARY - The library is available to all pupils as scheduled each week. The library science program consists of many and varied activities related to the use of library resource materials and information. The large and varied selection of books, periodicals, and other instructional materials are a valuable supplement to the educational program.

The goals of the library program are:

1. To develop the skills necessary to use the library and its resources.
2. To develop an appreciation for the library as a complete resource center.

3. To develop good library user habits.

COMPUTERS - All students in grades 1 – 6 are involved in a Computer Literacy Program. All students in grades K-6 have computers integrated into the core curriculum. Students are provided with hands on experience using a variety of computers and software.

The three major objectives of the program are:

1. To make students aware of the various computer applications in their environment.
2. To familiarize the students with the effect of computers on their everyday lives.
3. To provide students with the opportunity to enhance their communication skills through the use of a computer.

DELAYED OPENING

In the event that there is a delayed school opening you will receive a call from the Connect – Ed communication system. In order to receive the call from Connect – Ed, it is imperative that you provide the school department with your correct information and up to date phone number. If conditions are such that the Highway Department appears to need time to plow the road, or sand the streets, the school day will be shortened. The opening of School and all bus pickups will be delayed 1 hour. This means that the Middle-Senior High School will open at 8:30 a.m. The Howard School will open at 9:00 a.m. The Rose L. MacDonald School will open at 9:30 a.m. The Spring Street School will open at 10:00 a.m. The school busses will also begin their student pick-up one hour later than the normal time. Please allow time for the busses due to inclement weather. The Pre-K and Kindergarten full day and morning sessions as well as the before school child care program will all begin one hour later, with the afternoon Pre-K and Kindergarten sessions starting at the normal time. **In the event of an announced two hour delay, the a.m. session of the half-day kindergarten and preschool programs will be cancelled.** Schools will be dismissed at the regular time and lunches will be served at the regular time.

DETENTION OF STUDENTS

A classroom teacher may, for academic and/or behavioral reasons, detain a pupil after regular school hours. In such cases the parent will be given a 24-hour notification in order to arrange for transportation (exceptions may be made through prior agreement between parent and teacher). Pupils may be detained for reasons imposed by the principal's office (discipline, tardiness, and unexcused absences). If such action is deemed to serve a useful purpose it may continue for two or more days.

DISCIPLINARY PROCEDURES

The following procedure outlines the steps taken to resolve discipline problems. As in all discipline issues, if the parent/guardian has a question, they can contact the teacher or Principal.

1. A Warning.
2. A Parent Conference – A parent may be required to meet with school personnel the help solve the problem.
3. A Detention (PM) – A student is required to stay after school for infractions of school rules. This detention may be a Teacher Detention or an Office Detention. Detention times are usually 45 minutes in length.
4. A Suspension – In all cases, when this discipline is used, a parent conference will be required.
5. In school suspension – Students are allowed to come to school but must spend the day in the office area. Parents will be notified of this and in the cases of all suspensions will be sent a letter pertaining to the suspension.
6. An Expulsion – This penalty applies to any student who is suspended for more than ten school days. Because this penalty is the most serious penalty that can be handed down in a public school, the Principal will request a formal hearing.

DISMISSALS

All special dismissals will be handled by the office. The following procedure will be followed: The pupil brings the dismissal note, signed by the pupil's parent or guardian, to his/her homeroom teacher at the beginning of the school day. The note will be submitted to the office for authorization. Pupils will be dismissed personally to their parents or in special cases to another adult designated, in writing, by the parent. Proper identification is required to verify the identity of the designee. It is also possible for permanent permission to be granted under certain circumstances. Please make every effort to schedule appointments (i.e. doctor, dentist, etc.) during non-school hours. **UNDER NO CIRCUMSTANCES WILL ANY CHILD BE ALLOWED TO LEAVE THE SCHOOL DURING SCHOOL HOURS WITHOUT PROPER SUPERVISION.**

Each elementary school has a specific dismissal procedure that includes procedures for bus, parent pick up, and walker dismissal. Please see specific directions for your child's school available at the beginning of each school year from the building principal. The school nurse has authority from the principal to send home a pupil who is ill. Adults designated by the parents on the ***Emergency Form*** will be contacted if the parents cannot be reached. A child will not be dismissed to an adult unless they are on the Emergency Form.

DISTRIBUTION OF INVITATIONS / FLYERS

Please be advised students and parents may not distribute invitations at school. The superintendent must approve all flyers prior to distribution. Even if a child is having a party that the entire class is invited to, the invitation must be sent out from the home. ***School staff members are not allowed to give out student telephone numbers or addresses or pass out invitations. The entire district must adhere to this policy for safety reasons. We apologize for the inconvenience this may cause, but we cannot vary from this policy.***

DRESS/ STUDENT ATTIRE (WBSC#6400)

Students are expected to behave and dress in a manner that is appropriate for a school environment and is consistent with a learning atmosphere. Teachers may refer students whose attire is of concern to the office for administrative action.

Students are to remove hats, outside coats, jackets or warm up jackets, and all headgear in the building. Bare feet, radios, beepers, cellular phones, and clothing with inappropriate words, symbols, or gestures are not allowed.

Clothing that may be described, as beachwear is not acceptable in school at any time and will not be allowed. Students are responsible for wearing appropriate attire. At recess flip flops cannot be worn outside. To be allowed to go out for recess the student must be wearing shoes that are safe to run around in. The administration reserves the right to determine appropriateness of clothing within the guidelines, especially regarding shorts that are extremely short, extremely tight or short skirts or pants, and tops as described above. A student whose clothing is considered inappropriate for school will be asked to make arrangements for other, more appropriate clothing. The visibility of undergarments is not acceptable.

Student attire that promotes or advertises tobacco, drug or alcohol use, sexual activity or discrimination of any kind is prohibited. Students with such inappropriate clothing will be asked to have a change of clothes brought from home or will be dismissed upon notification to parents.

Students in the West Bridgewater Public Schools are expected to behave and dress in a manner that is appropriate for a school environment and is consistent with a learning atmosphere. For safety, we encourage appropriate shoes for playground use. A pupil's appearance should be within the accepted social guidelines of cleanliness and good health. **CHILDREN SHOULD BE DRESSED APPROPRIATELY FOR THE WEATHER.**

Smocks and sneakers may be left in school for the pupil's use. NOTE: Other items brought into school - books, toys, etc. should be left up to the discretion of the teacher. If items are allowed they should be labeled. The pupil must be responsible for his own personal property.

DUE PROCESS

The discipline Code of Conduct is administered with the guidelines set forth by the U.S. Supreme Court with regard to due process for students. The Supreme Court held that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that a student facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against him or her, explanation of the basis for the accusation(s), and an opportunity to present his or her version of the facts. In addition, the Court held that, unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process", the hearing must precede rather than follow his/her suspension. The Court pointed out that due process does not require that hearings in connection with suspensions be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross examine witnesses supporting the charges, or to call his/her supporting witnesses.

D.Y.S (Department of Youth Services) and D.C.F (Department of Children and Families)

State law requires the school to contact the D.Y.S. and D.C.F. regarding situations where child abuse, neglect, etc. is suspected.

EARLY DISMISSAL DUE TO SNOW OR EMERGENCY

In the event that there is an early dismissal delayed school opening you will receive a call from the Connect – Ed communication system. In order to receive the call from Connect – Ed, it is imperative that you provide the school department with your correct information and up to date phone number.

In the event that one or all of the elementary schools needs to dismiss early, the following procedure will be in effect:

- An announcement to this effect will be made over the Brockton Station **WBET** and the **local cable television** station.
- Every effort will be made to contact each parent/guardian at the elementary level by e-mail or phone.
- Each school will dismiss approximately 30 minutes apart, beginning with the Middle-Senior High, then the Howard and Spring Street Schools and finally the MacDonald School. Parents may pick up students as soon as possible during emergency dismissal.

Each parent/guardian should have an **early dismissal plan in place** in case of an early dismissal. Parents are requested **not** to call the Fire and/or Police Stations because such calls may interfere with emergency calls to these departments.

ELECTRONIC DEVICES

The use and/or possession of electronic media or communication devices such as CD players, MP3 players, radios, tape decks, video game players, cell phones, and any other electronic media device is prohibited at the school without the permission of a staff member. If a student possess or uses any electronic media device or communication device during the school day, the equipment may be confiscated, secured in the main office, and returned to a parent. Repeated violations may result in further disciplinary action. If students wish to possess or use electronic video or still-image devices while on school property, they must request permission from the administration. The unauthorized possession and/or use of electronic video devices (handheld video camcorders, cameras, video cellular phones, and other electronic video or still image devices) is prohibited at the school. If any student possesses such devices they may be confiscated, secured in the main office, and

returned to a parent. Any unauthorized capture or distribution of electronic video or still images may result in a suspension and/or possible prosecution by the West Bridgewater Police Department.

EMERGENCY FORMS

The information requested on the **Emergency Information Form** is to assist us in helping you and your child. We try to provide a safe and healthy environment at school. However, accidents and sudden illness do occur. When they do, the school nurse will administer first aid and then notify you. If you are not available, one of your listed contacts (on the Emergency Form) will be notified. The school should be notified of any change in information.

First aid is the immediate temporary care given in case of accident or illness. The school personnel will not give any care beyond first aid. After the emergency has been met, the responsibility rests with the family. The school's obligation extends to placing the injured or ill pupil in the care of those responsible.

FIELD TRIPS

Field trips are an important supplement to the educational experience and the school curriculum. All pupils are expected to participate. They are carefully organized and supervised by teachers. The teacher will send home the information and a permission slip. All pupils are required to return a permission slip signed by a parent. Transportation costs, lunch, admission fees, and extra spending money are a parent's responsibility. In cases where behavior of a student is a safety concern, parents may be required to accompany their child on the trip or the student will not be allowed to attend the field trip with their class. Students may not arrive at a field trip location on their own, and may not leave the field trip location without the permission of the supervising teacher and the school principal. All students who need special considerations according to special needs under IDEA or Section 504, are asked to make these needs known to the school administration or Director of Special Needs prior to the trip. Refer to School Committee Policy #6450.

Information regarding the 6th grade trip to Nature's Classroom:

Just as other trips are an important supplement to the educational experience of students at the Howard School, this trip is even more so. This is a **unique** program that spans a one week period traditionally just prior to April Vacation. In a fashion similar to the other field trips a child may experience at the Howard school, the total financial cost of this trip, including room and board as well as transportation, will be the responsibility of the parent. A budget payment plan has been established to assist parents in this financial endeavor. The nature and length of the trip brings with it some **unique restrictions** that the students and parents must be made aware of. We expect that the student will demonstrate a good attendance record, and is expected to be in good academic standing. It goes without saying that because of the type and conditions and responsibilities that the student will encounter while at Nature's Classroom, that his/her behavior in the school setting is beyond reproach. In other words, a student's opportunity to attend Nature's Classroom is based on his/her overall performance and the decision to attend is at the discretion of the principal and the 6th grade staff working with the student.

FLOURIDE PROGRAM

This program is offered to all students in grades 1 through 6. This program is optional.

FEDERAL GUN-FREE SCHOOLS ACT

The Federal Gun-Free Schools Act is Section 14601 of the Improving America's Schools Act that took effect in October 1994. This act requires school districts and other local educational agencies to expel from school for a minimum period of one year any student who is determined to have brought a firearm to school or

school property. An exception is made to permit the superintendent of schools to modify the expulsion requirement on a case-by-case basis. The law does not preclude an expelled student from receiving educational services in an alternative setting.

FIRE DRILLS/LOCK DOWN DRILLS (INCLUDING EVACUATIONS)

State law requires the school to hold a minimum of four fire drills a year. District policy also states there will be a minimum of two lock down drills a year. Rules for fire drills/lock down drills and evacuations are posted in each room. Students must follow these rules explicitly unless a staff member directs them otherwise. Whenever the emergency horn sounds or a lock down is announced, all students must behave as if “it is the real thing”. Inappropriate behavior during a fire drill/lock down drill/evacuation could endanger lives. Talking, making unnecessary noise, and running are prohibited at all times. A student must remain with his/her own class and must exit on the right hand side of the corridor. Failure to follow rules for fire drills/lock down drills or evacuations can result in disciplinary actions.

GUIDANCE

The role of the elementary school guidance counselor is to facilitate the intellectual, social, and emotional growth of each child. The emphasis is in helping children learn more effective behavior by which their needs can be met. In accomplishing this, the elementary counselor may provide counseling of individuals separately or in groups; consultations with staff and other professionals; coordination of special programs and services of outside agencies.

HARRASSMENT

The West Bridgewater Public Schools are committed to maintaining a school environment free of harassment, bullying and hazing, based on race, color, religion, natural origin, age, gender, sexual orientation or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or school-sponsored events is unlawful and is strictly prohibited. The West Bridgewater Public Schools require all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community. The complete School Committee policy (#3500-S) can be found in the appendix

HOMEWORK

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. All homework assignments should be written in the agenda book.

Homework is a natural extension of the school day and an important part of a child’s educational experience. Homework encourages self-discipline, pride in one’s work, positive self-esteem, and an interest in learning. Homework reinforces the West Bridgewater home/school connection.

Kinds of Homework

Homework may be assigned as preparation for upcoming lessons or as an extension of class work.

1. Preparation homework – is given to prepare a student for upcoming lessons.
2. Practice homework – is designed to reinforce lessons already taught in class.
3. Extension / creative homework – is intended to provide challenging learning opportunities for enrichment and extension of the lesson. These assignments reinforce the Massachusetts Curriculum Frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.
4. Technology – Teachers will utilize when appropriate the computer to assist in homework completion to assist students in learning 21st Century skills.

Teacher Responsibilities

- Provide for student's individual differences by varying homework assignments to acknowledge varied learning styles.
- Establish guidelines for the assessment of homework appropriate to each assignment.
- Give clear, concise directions, allowing time for students' questions.
- Review the progress of long-term projects periodically.
- Provide adequate time for students to prepare for tests.
- Collect and record all homework assignments.
- Contact parents if assignments are not completed.

Parent Responsibilities

- Expect daily assignments beginning with grade one and insist that students complete them regularly.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere for students that are quiet, well-lighted and supervised periodically.
- Maintain the home/school connection through calls and conferences.
- Show interest in the homework being done but do not do the work for the child.
- Take part in the child's learning by providing enriching experiences outside of the school day.
- Encourage pleasure reading above and beyond specific homework assignments.

Student Responsibilities

- Develop the habit of recording directions for homework and asking questions for clarification.
- Complete homework assignments accurately, neatly, and on time.
- Complete assignments missed because of absence within a reasonable time.

As a child progresses through the grades, formal homework expectations are increased. In this way a pupil will be better prepared upon reaching the upper grades. Homework assignments can be given to an entire class, group, or an individual. Parents are encouraged to read at least fifteen minutes a night to their children. The length and choice of homework assignments are at the discretion of the teacher. The assignments are:

- Purposeful
- Relate to the school experience
- Pupils should be able to do the assignment independently
- Pupils should be able to do the assignment within a reasonable time
- Expectancies should be commensurate with pupils' abilities

INFORMATION EXCHANGE

The West Bridgewater School Department, in conjunction with the West Bridgewater Police Department, has developed an *information exchange* webpage to give parents an opportunity to request accurate information, clarify concerns, and dispel rumors regarding school issues. We strongly encourage parents and community members who receive information that may seem inaccurate or questionable to contact the school system or police department, using the contact information listed below, to substantiate or in most cases dismiss any rumors. Negative rumors that are perpetuated in the community can cause unnecessary disruption and harm to all involved. Please help us spread the truth.

Schools

M/SHS:	Mr. Mark Bodwell	<u>mbodwell@wbridgewater.com</u>
Howard:	Ms. Margaret Spencer	<u>mspencer@wbridgewater.com</u>
RLM & Spring:	Mrs. Linda Dubin	<u>ldubin@wbridgewater.com</u>

District: Dr. Patricia Oakley poakley@wbridgewater.com

WB Police Department

Officer Cummings: mcummings@wbpd.com

Officer Thaxter: kthaxter@wbpd.com

General Information and Tips: info@wbpd.com

LEAVING SCHOOL WITHOUT PERMISSION

Any student who leaves school or school property without permission may not return to school without his/her parent. Leaving school without permission is a serious matter and one that is dealt with according to the disciplinary procedure section of this handbook.

LOCKERS - HOWARD SCHOOL

The school lockers are the property of the school. The lockers should be kept clean and free of debris. Lockers should be used to hold books, gym clothing, lunches, and coats. The students should periodically clean their lockers of unwanted materials. If a student brings anything of great value to school, it is best to bring it to the main office rather than leaving it in the locker. Since the lockers are school property, they are subject to search by school officials without notice.

LOST AND FOUND

Articles will be held in the office for a reasonable length of time. Twice a year unclaimed items are given to Goodwill Industries or the Salvation Army.

LUNCH PROGRAM

Lunches are available to all students. Free and/or reduced priced meals are also available in accordance with Federal regulations of eligibility based upon income. If more information is desired please contact the school nurse. The dining room is supervised by a staff member(s). Acceptable social behavior is expected. Dining room rules are:

1. Pupils are to remain in their assigned seats throughout the lunch period except to return their eating implements (tray, dishes, etc.).
2. Pupils are to remain reasonably quiet throughout the lunch period (talk to those nearby at their table).
3. Pupils are encouraged to eat only their own food.
4. All refuse is to be disposed of in the provided containers.
5. All lunches are to be eaten in the dining area.
6. Pupils unable to conduct themselves in the appropriate manner will not be allowed in the dining area.
7. Chronic offenders will be reported to the office, parents notified, and disciplinary action taken.

The school lunch (a nutritionally balanced meal);

1. Is made up of foods the majority of pupils like.
2. Gives your child a chance to try new foods.
3. Is carefully prepared in sanitary surroundings.
4. Is available at a low cost, because of Federal and State Laws which help subsidize the program.
5. Is served quickly and efficiently by staff personnel who have an interest in the pupils.

All students are given the opportunity to purchase or bring in a light snack during a ten minute morning break. Snacks are available for Pre-K and Kindergarten students.

All students will be given a lunch card by the school to start the year. This card should be used on a daily basis to help monitor food items that are purchased. Parents can also choose to put money on the card,

checks can be made payable to - West Bridgewater Food Service. If a student loses or damages their card they must pay to replace the card. The replacement cost can range from \$3 to \$5. At snack time at the Howard School the students are encouraged to purchase only one food item.

Parents can pay online with a credit card or paypal account. The mynutrikids link is set up on our school webpage, or you can go directly to www.mynutrikids.com. Parents need the students SASID # to set up the child's account. This can be obtained by contacting the main office. Parents can also pay by check or cash. If a parent has more than one student at the school, they can write out one check and write on the check how much money they want put into each students account. It's not mandatory that a child has to put money on their account. They can pay cash on a daily basis without adding any money to their account.

MAKEUP WORK

If a student is absent from school they will have the amount of days they were absent plus one to complete all makeup work. Students are encouraged to check with their teacher when they return to school that they have made up all missed assignments that they are responsible for doing.

MEDIA RELEASE FORM

At the beginning of the year each student and parent/guardian will be given a media release form. If the parents/guardians do not wish to grant permission to allow photographs or videos to be taken that may include their child then they must sign and return this form. This is ONLY for pictures that would be going to the newspaper, put on the webpage or on television. All pictures or videos that will be used in the classroom do not fall into this category.

MEDICATION POLICY (School Committee policy #6300)

To ensure the health and safety of students needing medication in school:

1. Parents/guardians should contact the school nurse before bringing in medication (including over the counter medications). The school nurse will provide the required parent and doctor forms. Written orders from the licensed prescriber detailing the name, dosage, and time interval as well as written parental permission are needed by the nurse prior to prescription and over-the-counter medication administration.
2. All medication must be delivered by a parent/guardian or responsible adult in the original prescription bottle or package if it is an over the counter medication. Pharmacies will provide two bottles upon request for home and school use.
3. The school nurse will administer all medications. Parents/Guardians may come to school to administer medications to their child if they choose.
4. No student is to carry any type of medication on his/her person unless given permission by the school nurse. All medications will be kept in the nurse's office.
5. When deemed necessary, the school nurse will inform appropriate school personnel of the potential benefits and side effects of the medication being administered.
6. Medications are not administered on early dismissal days (this does not include emergency medications or medications that are given on an "as needed" basis such as inhalers, epipens, Tylenol).

If you have any questions about the above policy, please call the school nurse.

NO SCHOOL SIGNALS

In the event that there is no school you will receive a call from the Connect – Ed communication system. In order to receive the call from Connect – Ed, it is imperative that you provide the school department with your correct information and up to date phone number.

The "**No-School**" policy is in the interest of the health and safety of the pupils. Parents are encouraged to use their own discretion in deciding whether to send their children to school during adverse weather conditions.

If there is no school because of severe weather conditions, it will be announced starting at 6:30 a.m. over the following radio stations: **WBET**, Brockton; **WBZ** and **WEEI** Boston; and on television, Channels 4, 5 & 7.

NOTICES

The pupil is the vital link in keeping the home informed on school activities. Every Thursday, notices will be sent home with students in the Home-School envelope. Monthly calendars will be sent home with each child indicating the activities for the month. Additionally, each school has a web site that indicates the latest information and activities. Read all notices and news articles. Encourage your child to also develop the habit of reading local news items, especially school articles.

NURSE

The school nurse provides **emergency medical care**, only. Medical attention that may be required should be referred to the student's physician or medical center.

OPEN HOUSE (CURRICULUM NIGHT)

Curriculum Night is scheduled in September. The purpose of the night is to meet the teachers, learn about classroom procedures and the curriculum. It is not a time for individual conferences. Please make an appointment with the teacher if you need to discuss your child's progress. Children should not attend this evening with parents.

RECESS

It is the policy of the school to have outdoor recess whenever possible. Indoor recess will be held only when weather conditions or other extenuating circumstances do not permit outdoor activity. Recess is supervised by staff members. Students will not be allowed to wear flip flops outside for outdoor recess.

ACCEPTABLE BEHAVIOR IS EXPECTED BY ALL STUDENTS

The principal, working with the teachers, shall determine whether or not outdoor recess shall be held. The decision shall be based on weather conditions, ground conditions, age of the children and other factors which could arise. **Parents should dress children with discretion according to existing weather conditions with proper footwear and outer clothing. If boots are worn, make certain children bring shoes to wear in school.** If your child has been ill, and is well enough to come to school, but not to go out to recess, a note preferring him to remain indoors must be sent **EACH DAY**. If he/she is to remain indoors for an indefinite time, a note from a physician is required.

REPORT CARDS

Written *report cards* are issued two (2) times a year to pupils in pre K and Kindergarten and four (4) times a year in grades 1-6 to inform parents of each pupil's progress. *Individual Progress Reports* may be sent out at any time during the quarterly period so as to keep parents informed of their child's general progress. These report card envelopes are to be signed and returned to the school. Teachers are available for conferences as needed. Parent-Teacher Conferences are scheduled in the Fall of each year but can be requested at any time if there is a concern to be addressed.

RESOURCE / LEARNING CENTER

The program in the Resource / Learning Center is designed to provide services to students identified by the Evaluation Team process as in need of a modified academic program. Learning programs are organized according to an individual pupil's learning style. Emphasis is placed on the development of fundamental practical skills such as reading, spelling, oral and written expression, and mathematics. Currently, some

students are receiving services through an inclusion model. The inclusion model allows students on individualized education plans to remain in their classroom and receive academic support from resource personnel who work directly in the classroom(s).

RETENTION OF STUDENTS

Periodically the school will recommend that a student be retained in a grade. This decision is not made without a lot of thought. The school wants to work in a partnership with the child and parents to explore all options and do what is in the best interest of the student. Parents will be involved through conferences and meetings in this process.

SCHOOL IMPROVEMENT COUNCIL

The School Council will meet once a month. The council will consist of parents, members of the faculty, and administration. The council's purpose is to work on improving the school. For more information, contact the Principal. The council is elected in the fall. Anyone wishing to attend these meetings is always welcome.

SCHOOL INSURANCE

Information is made available to the parents annually. The cost is set by the Insurance Company and varies from year to year.

SCHOOL PICTURES

Individual and class pictures are usually made available on a volunteer basis to pupils annually.

SCHOOL PROPERTY

The school supplies the necessary instructional materials (books, equipment, furniture, etc.) for the use of pupils in the program. Pupils will be held responsible for the loss or the destruction of school property.

SPECIAL EDUCATION

Students who are unable to progress effectively in the general education environment and who are suspected to have a disability will be referred for a team evaluation. If a student is eligible, the team will develop an individual education program (IEP) and a placement where the student's needs can be met. Students who are eligible for special education may have their needs met in a variety of ways that may include some time out of the general education classroom. A variety of programs and services are available at each level in the public schools including therapy services (OT, PT, SLP).

SECTION 504

This is a federal statute that prohibits discrimination based upon a disability. Obligations for school districts start when federal funds are received. Section 504 covers eligible students and other individuals with disabilities for reasonable accommodations that enable them to work or learn. A team knowledgeable of the student determines if the individual meets eligibility criteria. The following is the definition of a handicapped person under section 504: Has a mental or physical impairment which substantially limits one or more of such person's major life activities which include functions such as: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing or learning. When a condition does not substantially limit a major life activity, the individual does not qualify for services under Section 504.

SPEECH and LANGUAGE

The speech/language therapist evaluates and provides services to students to improve the following areas of functioning: speech sound production (articulation), processing information (i.e. following directions), vocabulary development, syntactical development (grammar, word order), and expressive language. Hearing, stuttering and voice disorders may also be identified and remediate by the speech/language therapist.

STUDENT RECORD REGULATIONS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information. According to Student Records Regulations in the Code of Massachusetts Regulations, student records are divided into two parts: (1) the transcripts, and (2) the temporary record. The transcript contains the student's name, address, course titles, grades, credits and grade level completed. The transcript is kept by the school for at least sixty years after the student leaves the school. The temporary record may consist of standardized test scores, class rank; school sponsored extra curricular activities, evaluations and comments by school personnel, and disciplinary information. The temporary record is destroyed within five years after the student leaves the school system. Among other rights accorded to parents and eligible students have the right to inspect student records upon request, to receive copies of these records, and to meet with the principal or principal's designee to discuss contents of the student record. When a non-custodial parent who is eligible for receipt of such information requests to receive or view student records (as per General Laws, Chapter 71, Section 34H), that parent must complete and submit a request in writing. The statute requires schools to send notice to the custodial parents by certified mail and by first class mail, in both the primary language of the custodial parent and in English. For more information see School Committee Policy #4000.

STUDENT RESPONSIBILITY

School success requires a number of academic and social skills and attitudes which are often grouped under the title responsibility. Some of these are individual skills: self-control, decision-making, self-direction, self-expression, and self-reflection (the ability to look objectively at one's own behavior). There are also group skills which are a part of the development of responsibility: listening, cooperation, sharing, the ability to look at a problem from another point of view, and problem solving. Much of the work done at the Rose L. MacDonald, Howard and Spring Street Schools is concerned with helping children develop responsibility and decision-making skills. Like other basic skills, responsibility cannot be developed for children, but only with children. Through guided practice and structured peer experiences children practice responsibility throughout the school year.

SUPERVISION PROCEDURES

There is no regular supervision provided on the school grounds prior to 7:45 a.m. at the Howard School and 8:20 a.m. at the MacDonald School. Therefore, the schools cannot assume responsibility for children who arrive prior to that time. Normally, children will be allowed to enter the school building five (5) minutes prior to the start of the school day. However, during inclement weather or extremely cold days, children will be allowed to enter the building fifteen (15) minutes prior to the start of the students' school day and remain in a designated area until dismissal to their classroom. There is a Surround Care program at the schools. Please contact each school for specific times that the program will be offered. No children are allowed in the building unless under the supervision of a teacher or other school personnel. Students are to leave the building and school grounds promptly at the close of school, unless engaged in a school supervised activity.

SUSPENSION PROCEDURE

Suspension as a consequence may be imposed by the administration for infractions of established or implied rules, regulations and policies as deemed necessary for maintaining the disciplinary policies of the school.

Established offenses resulting in suspension are listed but not limited to the following: smoking during the school day, use of drugs or alcohol at school or on school grounds, vandalism, vulgar and abusive language to anyone, rude, disrespectful or uncooperative behavior, fighting, threats, harassment, teacher directive (failure to follow a teacher request/directive to go to the office) and stealing. A pupil who is guilty of gross disobedience or misconduct may be suspended for a period of up to ten (10) school days. In all cases of suspension, a pre-suspension meeting will be held with the parent(s) and the student. If a pre-suspension meeting cannot be done in person, it can be done by phone if necessary. School work missed, due to suspension, must be made up. The option of an *"in-house"* suspension may be offered by the building principal under circumstances which indicate that such an alternative would be worthwhile for the student in accepting responsibility for his/her behavior. Behavioral offenses that relate to the commission of any action under the educational reform laws (weapons, assaults, chemicals, felonies) are subject to suspensions exceeding 10 days and possible exclusion or expulsion.

SUSPENSION OF STUDENTS WITH SPECIAL NEEDS

The Director of Special Education shall be notified of the suspendable offense of a special needs student. If a modified code is required, the code must be written into the IEP in the form of a behavior plan with an explanation of how the code is to be applied. If a student with special needs is suspended more than ten days in a school year, a review of the individual education plan must be held to determine the appropriateness of the student's program. If the TEAM determines that the suspension or misconduct is related to the student's special need, placement, or implementation of the IEP, then the student may not be suspended. The IEP must be modified to meet the student's needs. If the misconduct is not related to the student's special needs, then the student may be suspended provided that his/her IEP is amended to provide appropriate special education during the time of suspension. Should a parent not accept the amended plan, the school system is under no obligation to provide alternative services to a suspended student.

TARDY

Pupils are expected to be in school by the specified time (8:00 a.m. Howard, 8:30 a.m. MacDonald and 9:00 a.m. Spring Street). ANY PUPIL ARRIVING LATE MUST SUBMIT A WRITTEN EXCUSE SIGNED BY THE PARENT OR GUARDIAN ON THE DAY THE TARDINESS OCCURS OR ON THE FOLLOWING DAY. Tardy pupils are to report to the office before going to their classroom. It is very important that the students arrive on time for school on a daily basis. In cases where a student is persistently late to school a parent conference will be necessary.

Tardy Consequences:

After the 8th tardy a letter will be sent home

After the 10th tardy a conference will be set up with the parent and the student.

A student who has a high number of tardies to school may lose recess or be given a detention. Students who are habitually tardy may have further consequences such as the filing of a 51A (neglect) or CHINS (child in need of services). The school wants to work with the family to ensure the child is getting to school on time on a daily basis.

TELEPHONE

The office phone is to be used by pupils **only in cases of emergency** as determined by the school principal or his/her designee. Cell phone use by students is prohibited during the school day. The school phone should not be used for purposes such as calling home because homework or gym clothes were left at home.

TITLE I PROGRAM

West Bridgewater is a Title I District. Currently students in grades 1-6 are eligible for Title I services. Students are eligible on a year to year basis. Parents will be contacted in September/October if their child

qualifies for Title I services. The program provides instruction to students that are currently performing below expectation. A student is selected for the program on the basis of his/her educational needs. Achievement records, standardized tests, diagnostic tests, and teacher recommendations are utilized to assess these needs. West Bridgewater's Title I program provides concentrated instruction in Reading/ELA and/or Mathematics.

TRANSFERS

The procedure is as follows: A parent of a pupil who is moving **must notify the school office**, indicating the new address, the new school, the date of last attendance, and plan to sign a release form for any records requested by the new school before the move is made.

TRANSPORTATION

Transportation is provided for all kindergarten students and to those pre-school students with special needs. To be eligible to ride the school bus, a pupil in Grades 1-6 must reside within the current School Committee guidelines. Exceptions are granted for physical disabilities and must be requested by the parent who is required to furnish a statement from a physician.

Safety is of paramount concern on the buses. Unruly conduct, defacing/vandalism of the buses, etc. may result in the suspension of transportation rights. The West Bridgewater School Committee adopted the following rules and regulations regarding bus safety on April 3, 2000.

BUS AND VAN TRANSPORTATION - RULES AND REGULATIONS Grades PRE-K-12

It is understood that the right of a student to transportation to and from school and on other occasions is a qualified right depending upon good behavior. In an effort to maintain school bus safety, it is expected that **all students** will comply with the following:

While riding the bus:

1. Students shall obey the bus driver at all times.
2. Students shall wait until the school bus is completely stopped and the door is open before approaching the bus.
3. Students shall remain in their seats until the destination is reached. Standees must remain quiet.
4. Students shall proceed on the bus in single file. Do not push or shove.
5. Students shall refrain from opening windows unless the driver gives permission.
6. No part of a student's body shall be extended through the bus window. Students shall not lean out an open window.
7. Students shall walk in front of the bus when crossing the street.
8. The driver of the bus is the authority, unless there is a teacher present.
9. Students shall not throw anything from the bus.
10. Students shall not smoke on the bus.
11. Keep the inside of the bus clean. No vandalism or destructive activities will be tolerated.
12. Students shall refrain from pushing, striking or shoving on the bus.
13. Report any acts of vandalism, profane or abusive language and misbehavior of any kind to school authorities.
14. Students in Grades K-12 not observing rules may be refused permission to ride on the school bus. In case of extreme emergency, students in Grades 7-12 may be immediately put off the bus.
15. Unacceptable behavior distracting the driver or endangering the safety of the other students and driver will cause the loss of the privilege to ride on the bus.
16. Any violation of these rules, the student may be denied permission to ride the bus.

Students shall not engage in any behavior as deemed inappropriate by the building administrator. Disciplinary action will be taken at the discretion of the building administrators. Court decisions have

upheld the exclusion of students from riding a school bus when their misbehavior affects the safety of other students or the driver.

VACATIONS/PLANNED ABSENCES

School vacations and state mandated testing are planned well in advance at appropriate intervals during the school year and parents should attempt to make family plans accordingly. Vacation trips with parents/guardians at times when school is in session are strongly discouraged because the continuity of the student's educational program is disrupted. It should be realized that teachers couldn't realistically provide work in advance of planned absences that will adequately make up for missed instruction therefore teachers shall not be required to provide work for any student prior to planned absences. When a student returns to school, he/she shall complete work not available to him/her during his/her absence. The time limit for completion is the length of the absence, plus one day. Massachusetts General Law (Chapter 76, Section 2) specifies that a student under sixteen years of age may not be absent more than seven (7) unexcused day sessions in any six (6) month period. Parents are required under the law to ensure regular school attendance of their children.

MCAS: It is expected that students will be present during MCAS administration dates. MCAS are generally administered in the Spring in March and May.

VISITATION POLICY

The Howard, MacDonald and Spring Street School Councils have adopted a school visitation policy. The purpose of this policy is to ensure a safe and secure environment in which learning and personal growth can flourish. While we encourage parents and community members to be a major part of the educational system, student safety must be addressed in our society today.

The following procedure will be utilized:

Visitors:

- Must check in at the main office desk
- Must state the purpose for the visit
- Provide ID documentation
- Must sign school visitor register
- Must sign out and notify the secretary in the main office at the close of visit

The office personnel will contact the teacher to notify him/her of the visitor. The teacher will give approval (or not).

VOLUNTEERS

All adults (parents, community members, etc.) who volunteer at the school must be cleared with a Criminal Offense Inquiry (CORI). If you plan to volunteer in the schools, please obtain a CORI form from the office as soon as possible. CORI checks take 3-4 weeks to clear.

WALKERS - BIKE RIDERS

Crossing guards are provided at major intersections throughout the district.

You can assist by making sure that your child:

1. Crosses streets only at crosswalks.
2. Goes directly to school and directly home after dismissal.
3. Walks on sidewalks.

If your child rides a bicycle to school he/she should always wear a **helmet** when riding his/her bike in accordance with State Law and lock the bike at the bike rack.

WELLNESS POLICY

In accordance with the mandated School Wellness Policy we promote healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the learning environment. Improved health optimizes student performance. All foods and beverages sold or served during the instructional day should meet or exceed the nutritional recommendations of the districts nutritional standards and U.S. Dietary

Guidelines for Americans. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. No food items are allowed to be sent in for birthdays. (A copy of the Wellness Policy can be obtained from the office.)

WEST BRIDGEWATER SCHOOL COMMITTEE
INTERNET POLICY No. 5580 (S)

Mission Statement:

The mission of the West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in a diverse and global society of the 21st Century.

Purpose:

The West Bridgewater School District shall provide access for employees and students to the computer network, including access to external networks, for purposes of advancing the interest of the West Bridgewater Public Schools. Educational purposes shall be defined as classroom activities, career and professional development, and self-discovery activities of an educational nature. The purpose of the computer network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The computer network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The computer network will also be used to provide information to the community including parent's governmental agencies, and businesses.

Acceptable Use:

The superintendent or designee shall implement these administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the West Bridgewater School District as well as with the law and policy governing copyright.

Availability:

The superintendent or designee shall implement, monitor, and evaluate the district's computer network for instructional purposes as provided herein.

Access to the computer network, including external networks, shall be available to students for instructional purposes and in accordance with these administrative regulations and procedures.

All users shall be required to acknowledge receipt of this policy and procedures governing the use of the system and shall agree in writing to comply with this policy and procedures. Noncompliance with this policy and/or regulations may result in suspension or termination of user privileges and other disciplinary actions and consistent with the policies of the West Bridgewater School District and relevant law(s). Violations of law may result in criminal prosecution as well as disciplinary action by the West Bridgewater School District.

Monitored Use:

Electronic mail transmissions and other use of electronic resources by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional purposes. Copies of all information created, sent or retrieved are stored in the school's backup files. The administration reserves the right to access and monitor all message and files on the computer system as it

deems appropriate in the ordinary course of its business, including, but not limited to ensuring proper use of resources and conducting routine maintenance. Where appropriate, communications, including text and images, may be disclosed to law enforcement officials without prior consent of the sender and receiver.

Liability:

West Bridgewater School District shall not be liable for users' inappropriate use of electronic resources or violations for copyrighted and restrictions or costs incurred by users which are knowingly not related to acceptable use under this policy. The West Bridgewater School District shall not be responsible for ensuring the accuracy or usability of any information found on external references.

By signing the "Student Internet Use Agreement" the student accepts responsibility for his/her own actions in using the School Department's computer system.

Procedure:

The School Committee so orders the Superintendent to develop procedures to enact the policy. These procedures will be presented to the School Committee for approval. These procedures will be attached to aid policy after School committee approval.

Acknowledgment:

Each user will sign the Internet Use Agreement Form (Attachment A below) before given access to the net. Parent/Guardian must sign also for student access.

Applicability:

This policy listed has been reviewed and/or revised every three years by the School Committee.

Effective immediately, this policy with attachments with the above date will be the School Committee policy, all prior documents identified as WBSC 5580 will be destroyed.

This policy WBSC 5580-S has been adopted by the School Committee on June 7, 2010.

Student Internet Use Agreement

User:

I understand, and will abide by and adhere to the WBSC 5580 (S) Internet Use. I understand the terms and conditions of my use. I further understand that any violation of this policy and/or rules is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary actions and/or legal action may be taken.

User's full name

Date

Parent or Guardian:

As the parent or guardian of this student, I have read the WBSC 5580 (S) Internet Use. I understand that this access is designed for educational purpose. The West Bridgewater Public Schools have taken precautions to eliminate controversial material. I also recognize it is impossible for the School System to restrict access to

6. Students completing required course work will have priority over other students for after-hours use of equipment.
7. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
8. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the computer network. All such agreements are to be maintained at the building level.
9. Principals or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic mail resources.
10. Principals or their designee shall be responsible for establishing appropriate retention and backup schedules. Before any information is deleted from the school department's computer system by anyone using the system, they should insure that it is permissible to delete pursuant to the state's public records' law.
11. Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
12. System users should purge electronic information according to district retention guidelines, which must be in compliance with the state's public records laws.
13. System users may redistribute copyrighted material only with written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administration procedures.
14. System administrator may upload/download public domain programs to the computer network. System administrators are responsible for determining if a program is in the public domain.
15. Commercial use of the computer network is prohibited.
16. Copyrighted software or data shall not be distributed or placed on the district computer network without permission from the holder of the copyright and the system administrator.
17. The computer network may not be used for illegal purposes, in support of illegal activities, for any activity prohibited by district policy.
18. Students are prohibited from using the computer network for personal reasons not related to school, unless given permission by a teacher or administrator.
19. Any malicious attempt to harm, improperly access, or destroy equipment, material data, or programs is prohibited.
20. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
21. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.

22. Forgery or attempted forgery is prohibited.
23. Users should always use appropriate language; swearing, vulgarity, ethnic or racial slurs and other inflammatory language is prohibited and may result in disciplinary action including the possibility of dismissal/suspension.
24. Pretending to be someone else when sending/receiving messages is prohibited.
25. Transmitting or viewing obscene or vulgar material that lacks educational value is prohibited.
26. Revealing personal information (address, phone numbers, etc.) is prohibited.
27. The district will cooperate fully with local, state, or federal officials in any investigation concerning or related to alleged misuse of the district's computer network.
28. Principals or their designee will support employees in the enforcement of the *Acceptable Internet Use Policy for Students*.
29. Computer Viruses: Though all of our computers have virus-scanning software, the data files are not always up to date especially with respect to new viruses. Most viruses are transmitted by floppy disks, e-mail and Internet downloads. If you think you have a virus on your computer, let a teacher or an administrator know immediately so they can follow proper procedure. If you work on a home computer and use e-mail or floppy disks to transmit those files, please make sure your home computer has up to date virus scanning software.
30. Students are prohibited from using their personal computers in school, unless needed for a learning disability and has the proper permission for its use.

A user who knowingly violates district policy procedures will be subject to suspension or termination of computer network privileges and may be subject to appropriate disciplinary action, including the possibility of suspension or expulsion, and/or prosecution-

WBSC Policy 5580 – S June 7, 2010

Common Sense Rules of the Internet

- Be polite. Do not send abusive messages to others.
- Use appropriate language. Offensive, obscene, defamatory, threatening, discriminating, harassing, or inflammatory language will not be tolerated in any public or private message.
- Adhere to copyright agreements.
- Avoid the deliberate or inadvertent spread of computer viruses.
- Do not use another person's files without permission.
- Do not destroy, abuse, modify, or improperly access the school's hardware or software.
- Do not illegally distribute software.
- Do not place unlawful information on the Internet.
- Do not use the Internet for commercial purposes, product advertising, or political lobbying.
- Do not access, download, store, or print files that are profane or obscene.
- Do not post personal information. This includes yours or another person's home phone number, address, and photographs.
- Keep your password private.
- Do not interfere with, harm or modify the work of other users.
- Do not discuss highly sensitive or confidential school information in e-mail communications.

Remember that it is impossible to guarantee the confidentiality and security of any transmission made on the Internet.

**WEST BRIDGEWATER SCHOOL COMMITTEE
HARASSMENT POLICY No. 3500 (S)**

I. Mission Statement

The mission of the West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in a diverse and global society of the 21st Century.

II. Purpose:

The West Bridgewater Public Schools are committed to maintaining a school environment free of harassment, bullying and hazing, based on race, color, religion, natural origin, age, gender, sexual orientation, or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The West Bridgewater Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

III. Policy Statement:

The West Bridgewater School Committee takes the position that all of its students have the right to work and to learn in an environment free of harassment. The West Bridgewater School Department is committed to providing a working and learning environment that is free from all forms of abusive, coercive, or harassing conduct.

The West Bridgewater Public Schools will foster a school climate free of harassment and will promote a positive, safe, bias-free, and harassment free climate. There will be annual opportunity for all students to receive training on understanding harassment and how to address it when it occurs in school.

The School Committee and its agents will take seriously all complaints of harassment and will investigate, through its designated harassment investigators, each and every complaint thoroughly and as quickly as possible. Additionally, all statutory obligations in the reporting of suspected child abuse and sexual assault on minors shall be complied with.

IV. Definition of Harassment:

1. Harassment shall mean:
 - a. Communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.
 - b. By Law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.
2. Sexual Harassment shall mean:

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.(M.G.L. c.151,s.I(18))

Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic achievement, or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. (M.G.L.c.151C,s1(e))

3. Bullying shall mean:

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

4. Complainant -is the person bringing forth the charge of harassment.

5. Respondent -is the person charged with harassment.

6. Reasonable Man/Reasonable Woman Standard:

The harassment investigator shall employ either a reasonable man or a reasonable woman standard, depending upon the sex of the complainant, when investigating a charge of sexual harassment. That is, would a reasonable man or reasonable woman perceive the conduct of the respondent as sexual harassment. The School Committee retains the right to adjust the standard applied to the standard set by the United States Supreme Court in the sexual harassment case now pending before it.

7. Reprisal:

A reprisal is an action that is retaliatory in nature. Any other form of harassment shall be considered a reprisal: for example, respondent is a supervisor/teacher and gives complainant an undeserved negative evaluation/grade because complainant brought the claim of sexual harassment against the respondent.

V. Examples:

1. Harassment may include but is not limited to:

- a. verbal harassment or abuse,
- b. subtle pressure for sexual activity,
- c. inappropriate patting or pinching,
- d. intentional brushing against student's body,
- e. demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status,
- f. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status,
- g. any sexually motivated unwelcome touching,
- h. sexually demeaning comments or sounds made to another,
- i. being made to feel different, being treated differently or being excluded from specific activities due to one's gender,

- j. negative comments about someone's real or perceived sexual orientation,
 - k. harassment directed against someone because of their gender or sexual orientation (real or perceived),
 - l. sexist language used to demean,
 - m. discussion of one's sexual activities.
2. Examples of bullying include, but are not exclusive to:
- a. Intimidation, either physical or psychological.
 - b. Threats of any kind, stated or implied.
 - c. Assaults on students, including those that are verbal, physical, psychological and emotional.
 - d. Attacks on another's property.

VI. Harassment Investigators:

- 1. One male & one female:
- 2. The harassment investigators are the people appointed by the Superintendent to investigate charges of harassment. The harassment investigators shall be individuals both employees and students feel comfortable approaching with such a charge. This list will be posted in every school building and school handbook. See Attachment C.

VII. Persons Who Need to Know:

Persons who need to know shall include, at the appropriate time(s), the respondent), any witnesses, the Harassment Investigator, the representatives present in the investigation interviews, the complainant's parent(s)/guardian(s) if complainant is a student, and the Superintendent.

VIII. Procedure: -- When complainant is a student:

If a student confides in an employee that he/she, or another student has been treated inappropriately by either another student, or an employee of the Committee, the employee shall immediately bring the matter to the attention of the building principal, (or Dean of Students) who will report the complaint to the Harassment Investigator. If a student reports to a parent/guardian that he/she or another student has been treated inappropriately by another student, or an employee of the district, the parent/guardian shall have the right to bring forth a complaint on behalf of the student(s).

- 1. The investigators shall:
 - a. notify the student and his/her parent(s)/guardian(s) that the student's claim of harassment has been referred to the harassment investigator for an investigation,
 - b. notify the proper authorities, if the situation warrants such obligation,
 - c. notify the respondent of the charge against him/her,
 - d. interview the complainant with parent(s)/guardian(s) and/or legal representation present,
 - e. interview the employee who notified the investigator of the claim of harassment,
 - f. interview any witnesses to the harassment, and
 - g. submit a written determination to the Superintendent of Schools.
 - h. Re-interview the complainant and the respondents, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.

2. The investigators shall document the statements of the complainant, the respondent, and the witnesses as to (a) the date(s) of the alleged incident(s); (b) the dates of the meetings with the interested parties; and (c) the persons present at the meetings. See Attachments A & B.
3. Complainants, respondents, and witnesses shall have the opportunity to review their statements and confirm that the harassment investigators have reported their statements and the meetings accurately. The parties shall then sign their statements. In the case of the minor student, the student's parent(s)/guardian(s) shall co-sign the statement.
4. The Superintendent shall:
 - a. notify the complainant and the respondent that a determination has been made, and
 - b. determine whether or not action need be taken.
 - c. If action is taken, the Superintendent shall notify the School Committee in the same manner as he/she would in other serious matters.
 - d. The action to be taken may include, but not be limited to:
 1. An apology to the victim,
 2. Detention;
 3. Researching and writing a paper on the topic of harassment,
 4. Counseling,
 5. Suspension or expulsion – the procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.

Should the harassment/retaliation be of the level of sexual assault of a minor, the proper authorities will be notified at any point in time during the investigation. The School Committee's investigation, through its investigator, will be separate. The School Committee will cooperate with the authorities.

Persons who need to know include, at the appropriate time(s), the respondent, any witnesses, the investigators, the representatives present in the investigation interviews, the complainant's parents, guardians if complainant is a student, the Superintendent, and the School Committee.

IX. When complainant is an employee and respondent is a student:

2. If an employee believes that he/she has been harassed by a student, the employee shall report the incident(s) immediately to a Harassment Investigator.
3. After the report of harassment, the harassment Investigator shall immediately commence the investigation. The Harassment Investigator shall:
 - a. Notify the parent(s) /guardian(s) of the student respondent,
 - b. Interview the complainant
 - c. Interview the student respondent with parent(s)/guardian(s) and/or legal representation present.
 - d. Document the statements of both the complainant and the student respondent by noting (a) the dates of the alleged incident(s), (b) the dates of the meetings with the

complainant and the respondent, (c) the persons present at the meetings, and, (d) the names of persons given as witnesses.

- e. Interview any employee witnesses named by either the complainant or the respondent, individually and privately.
 - f. Interview any student witnesses, named by either the complainant or the respondent, with either parental approval or the parent(s)/guardian(s) and/or legal representative present.
 - g. Document the statements of the witnesses, who will sign-off as to the validity of the statements, and
 - h. Re-interview the complainant and the respondents, under the same circumstances as the first interview, if the Harassment Investigator believes more information or clarification is necessary. Or, the Harassment Investigator may permit the complainant and the respondent the equal opportunity to submit written reports with any additional information.
4. The complainant and the student respondent shall both verify the Harassment Investigator's documentation of their individual statements as to the incident(s) of harassment, by signing the Harassment Investigator's notes of the meetings, making any corrections to their own statements, if necessary.
5. Within a reasonable time of the submission of the complaint of harassment and completion of the investigation:
- a. The Harassment Investigator shall file a written report, which shall include his/her findings of fact with the Superintendent.
 - b. The Superintendent shall determine what action shall be taken, if any,
 - c. The action to be taken may include, but not limited to:
 1. An apology to the victim,
 2. Detention;
 3. Researching and writing a paper on the topic of harassment,
 4. Counseling,
 5. Suspension or expulsion – the procedure for suspension will follow the procedure set forth in the Student Handbook for serious offenses.
 - d. The action of the Superintendent shall be taken as soon as possible following the submission of the Harassment Investigator's report.
 - e. If action is taken, then said action shall be placed in the student respondent's file.
- If the Harassment Investigator's findings do not substantiate the charge of harassment, then the charge is not placed in the student respondent's file.

IX. Safeguards:

1. Reprisal against the complainant or any witnesses after non-finding shall not be tolerated.

2. Both the complainant and the respondent shall be provided with a copy of the Harassment Investigator's report.
3. Confidentiality will be maintained to the best ability of the Harassment Investigator. The persons who need to know will be the only ones to be told the names of the parties.
4. If either the complainant or the respondent is dissatisfied with the results of the investigation of the harassment charge, he/she may discuss his/her dissatisfaction directly with the Superintendent. If still dissatisfied, he/she may turn to the grievance procedure set forth in the applicable collective bargaining agreement.
5. At all times, the parties retain all rights under state and federal laws, and are free to avail themselves of those rights.
6. If an individual believes that he/she has been subjected to harassment, he/she may file a formal complaint with either or both of the government agencies set forth below. Using the District's complaint process does not prohibit an individual from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-180 days; MCAD-6 months).
 - a. The United States Equal Employment Opportunity Commission (EEOC)
1 Congress Street – 10th Floor
Boston, MA 02114
(617) 565-3200
 - b. The Massachusetts Commission Against Discrimination (MCAD)
Boston Office
One Ashburton Place-Rm 601
Boston, MA 02108
(617) 727-3990

X. Distribution:

A copy of this policy shall be at the following locations: Guidance Department, Nurse's Office, and Office of Principals in all schools.

XI. Confidentiality:

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances

XII. Applicability:

This policy will be reviewed and re-adopted every three years in December.
This policy listed has been reviewed and /or revised by the School Committee.
Please remove and replace the listed Policy with the attached approved copy.
Effective immediately, the policy with attachments is approved as School Committee policy.
This policy WBSC 3500 has been adopted by the School Committee on May 14, 2007.

Compliance Officers for 2011-2012

Hope Hanscom – System 894-1236
Mark Bodwell – M/S High School 894-1220
Tom Oleksyk – Howard 894-1250
Linda Dubin –MacDonald & Spring Street Schools 894-1240

Harassment Investigators for 2011-2012

Mark Bodwell - 894-1220
Susan Fontecchio - 894-1220

WEST BRIDGEWATER SCHOOL COMMITTEE WEAPONS/DRUGS/ALCOHOL POLICY No. 3600 (S)

I. Mission Statement:

The mission of the West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in a diverse and global society of the 21st Century.

II. Purpose:

The purpose is to provide a clear and consistent approach to situations where drug and alcohol abuse may exist. The West Bridgewater School Committee does not condone the illegal possession or the inappropriate use of controlled substances and alcohol by members of the school community at any time, but most particularly on school property, or at any school sponsored event.

III. Weapons

In accordance with M.G.L. Chapter 71, Section 37H and the Federal Gun-Free Schools Act is Section 14601 of the Improving America's Schools Act that took effect in October 1994. This act requires school districts and other local education agencies to expel from school for a minimum period of one year any student who is determined to have brought a firearm to school. An exception is made to permit the superintendent of schools to modify the expulsion requirement on a case-by-case basis. The law does not preclude an expelled student from receiving educational services in an alternative setting.

IV. School Drug and Alcohol Abuse Policy:

1. It is the policy of the Committee to provide students with a working environment that is free of the problems associated with the use and abuse of drugs and alcohol. The use of drugs and alcohol in any public school building, or on any premises used for public school purposes is inconsistent with the behavior expected of students and subjects the Committee to problems that would diminish the Committee's ability to provide an appropriate educational environment.
2. The School Committee considers drug and alcohol abuse a treatable illness.
3. All students of West Bridgewater Public Schools are prohibited from possessing, using, distributing, dispensing or manufacturing illicit drugs or alcohol on West Bridgewater school premises, in any school or at any school-sponsored activity. Illicit drugs are defined as controlled substances under M.G.L., Chapter 94C and Section 202 of the Controlled Substances Act (21 U.S.C. Section 812); 21 CFR 1308.11-1308.15, and include, but not limited to marijuana, cocaine, narcotics, stimulants, depressants, and hallucinogens. The term does not include those controlled substances used pursuant to and in accordance with a valid prescription.
4. Alcohol is defined as alcoholic beverages containing beer, wine or distilled spirit. It is a criminal offense to possess any alcoholic beverages on school premises. (MGL c. 272, s. 40A). Breathalyzers will be present at all school functions to be used under the discretion of the principal or trained administrator.
5. Any student violating any section of this policy will be subject to formal disciplinary action up to and including suspension and referral for the possibility of dismissal pursuant to the procedures provided for by law. Violations of this policy will be referred to the law enforcement agencies for prosecution.

The major concern of the school with regard to drug and alcohol use and substance abuse are the welfare of the individual student and the general welfare of the school population.

The use of, serving of, consumption of, or possession of any drug or alcohol beverage on school property or at school functions is prohibited. Further, any person shall be barred from any school sponsored or school related activity if he or she has been drinking alcoholic beverages prior to his or her attendance at, or participation in, said school sponsored or related activity.

Students who possess, sell, exchange, or consume drugs within the school or on school property are liable to criminal charges. The School Committee assures the student that the civil rights of all students under investigation will be protected.

Athletics:

Reference the Athletic Handbook for MIAA Chemical Health Rule;

Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

V. Substance Use/Abuse Procedures:

1. A teacher or any school personnel will report to the Principal or his/her designee (liaison person) any direct knowledge of drug and alcohol use/abuse within the school.
2. The liaison person (Principal or his/her designee) will consult with any student, teacher or school personnel who ask for assistance with any problem, which arise pertaining to drug or alcohol use/abuse.
3. The liaison person (Principal or his/her designee) will follow up any referrals made to her/him regarding student drug problems. She/He will make known to any students or teacher sources of rehabilitation and/or treatment. She/He will accept student self-referral and offer assistance.
4. The Principal will contact the West Bridgewater Police Department when drugs or alcohol are found within the school.
5. Any suspected drug substance is to be given to the West Bridgewater Police Department for identification.

VI. Disciplinary Procedures:

Students found in possession of, having, exchanging, or under the influence of drugs and/or alcohol may be suspended for up to 10 days as well as the possibility of expulsion. Outside counseling is mandatory.

VII. Re-Admission Procedures:

1. Parent and student will be given information regarding outside agencies that may be contacted to help resolve the issue. Outside counseling is required.
Follow regular suspension procedures as outline in student handbooks.

VIII. Distribution:

A copy of this policy shall be at the following locations: Guidance Department, Nurse's Office at all schools, all School Libraries.

IX. Applicability:

This policy will be reviewed every three years.

This policy listed has been reviewed and/or revised by the School Committee.

Please remove and replace the listed policy with the attached copy, which was approved by the School Committee, dated 10/15/07 and amended on September 10, 2010.

This policy WBSC 3600 has been adopted by the School Committee on September 10, 2010.

**West Bridgewater Public Schools
School Committee Restraint Policy #6200**

I. Mission Statement:

The mission of the West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in a diverse and global society of the 21st Century.

II. Purpose:

The purpose of this policy is to ensure that every student attending West Bridgewater Public Schools is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

In the event that physical restraint is required to protect the safety of school community members, the West Bridgewater Public Schools has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. None of the foregoing paragraph or the policy/procedures which follow, precludes any teacher, employee or agent of the West Bridgewater Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

III. Definitions:

Physical Restraint - the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate.

Physical Escort - Defined as the touching or holding a student without the use of force for the Purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy/procedures.

Extended Restraint- A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation as described in 603 CMR 46.06.

IV. Staff Training:

- A. All staff/faculty will receive training regarding the school's restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment.
- B. Required training for all staff will include review of the following:
 - 1. West Bridgewater's restraint policy;
 - 2. Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors, methods for preventing student violence, self-injurious behavior, and/or suicide, including techniques for de-escalation of potentially dangerous behavior occurring among groups of students with an individual student including:
 - a. Crisis development behavior levels and staff attitudes/responses.
 - b. Non-verbal and para-verbal interventions during crisis development.

- c. The principle of an integrated experience between staff and student during crisis intervention. Staff behavior does not always effect student behavior as precipitating factors are always to be considered.
 - d. Achievement of tension reduction through the use of therapeutic rapport strategies.
 - e. Non-violent physical crisis intervention.
 - 3. Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;
 - 4. Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and
 - 5. Identification of program staff who have received in-depth training (as set forth below in Section C in the use of physical restraint.
- C. The West Bridgewater Public Schools recommends that such training be at least sixteen hours in length.
 - 1. At the beginning of the school year, the principal will identify those staff who will participate in in-depth training and who will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.
 - 2. In-depth training will include:
 - a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;
 - b. A description and identification of dangerous behaviors on the part of a student that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
 - c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - e. Demonstration by participants of proficiency in administering physical restraint.
- D. Staff/faculty will review any behavior plans pertaining to special techniques for identified students

V. Administration of Physical Restraint:

- A. Physical restraint may only be used in the following circumstances:
 - 1. When non-physical interventions would be ineffective; and
 - 2. The student's behavior poses a threat of imminent, serious, harm to self and/or others.
- B. Physical restraint is prohibited in the following circumstances:
 - 1. As a means of punishment; or
 - 2. As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. At such time, law enforcement or other state agencies can be contacted.

- C. Referral to law enforcement or other state agencies. Nothing in these regulations prohibits:
 - 1. The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
 - 2. Law enforcement , judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
 - 3. The exercise of an individual’s responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. These regulations shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.
- D. Only school personnel who have received required training or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, one adult witness who does not participate in the restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious physical harm.
- E. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.
- F. A person administering physical restraint shall use the safest method available and appropriate to the situation.
- G. Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing imminent physical harm to self or others.
- H. Additional safety requirements:
 - 1. A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - 2. If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - 3. Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- I. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - 1. Review the incident with the student to address the behavior that precipitated the restraint;
 - 2. Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and,
 - 3. Consider whether any follow-up is appropriate for students who witnessed the incident.
- VI. Principals and Techniques of Personal Safety:
 - A. Strike: a weapon coming in contact with target (hit, kick, missile)
Response: block the weapon, move away
 - B. Grab: the control or destruction of a part of one’s anatomy (wrist grab, hair pull, choke, bite)
Response: use the weak point of the grab, gain leverage, use momentum.
- VII. Methods of Physical Restraint:

A. Children's Control Position

Staff person takes position behind and to the side and secures arms of acting out person by locking one arm under the other. Ancillary team member remains in background to assist if necessary.

Team Control Position

Staff members face in the same direction. Inside legs placed in front of acting out person. Staff members' outside hands hold acting out person's wrists. Staff members' inside hands form a "C" on the acting out person's shoulders.

Transport Technique

Staff removes their hands from the person's shoulders and move them under the arms of the person to clasp their (staff's) own wrists. This forms a cross-grained grip to secure the person between staff. Staff should remain close to the person.

D. Interim Control Position

As a temporary control position, the staff member maintains control of one arm by holding the wrist and moves his/her (staff member's) arm under the arm of the acting out person in an attempt to gain control of the loose arm.

VIII. Chemical/Mechanical/Seclusion Restraints Prohibited:

- C. Chemical restraint – the administration of medication for the purpose of restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
- B. Mechanical restraint – the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his/her body – is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
 - 1. A protective or stabilizing device, such as a harness, lap or other belts for securing a child in a chair, ordered by a physician or a therapist shall not be considered mechanical restraint.
- C. Seclusion restraint – physically confining a student alone in a room or limited space without access to school staff – is prohibited.
 - 2. The use of "time out" procedures, during which a staff member remains accessible to the student, although not necessarily present, shall not be considered "seclusion restraint."

IX. Reporting Requirements:

- A. All applications of physical restraint shall be reported to the principal and the school nurse shall check all involved. Staff shall report the use of physical intervention after administration of a physical restraint in all circumstances, including those that:
 - 1. Result in injury to a student or staff member; or
 - 2. Last longer than five minutes.
- B. The staff member who administered such a restraint noted in (1) and/or (2) above shall verbally inform the principal of the restraint as soon as possible, and by written report by the end of the next school working day.
 - 1. The written report shall be provided to the principal or his/her designee, except the principal shall prepare the report if the principal administered the restraint;

2. A copy of the report will be forwarded by the principal to the Director for Pupil Personnel Services.
 3. The principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- C. The principal or his/her designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school working days following the use of such restraint. A copy of this policy will also be included.
- D. The written report required by sections B and C above, shall be Attachment A.
1. For extended restraints (restraints lasting more than twenty minutes), description of the alternatives to extended restraint that were attempted, the outcome of those efforts, and the justification for administering the extended restraint;
 2. Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student; and
 3. Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.
- E. The school will, within five school working days of the reported restraint, provide to the Department of Education a copy of the written report as described above and a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to date of the reported restraint when:
1. a restraint has resulted in a serious injury to a student or program staff member; or
 2. when an extended restraint has been administered.
- F. Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute extended restraint.
1. West Bridgewater Public Schools may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
 2. West Bridgewater Public Schools shall not require parental consent to such a waiver as a condition of admission or provision of services.
 3. Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
 4. Extended restraints and restraints that result in serious injury to a student or program staff member must be reported as described above regardless of any individual waiver.
 5. The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - a. Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agrees to waive; and
 - b. Specific information regarding when and how the parent(s)/guardian(s) will be informed regarding the administration of all restraints to the individual student.

X. Grievance Procedures:

Any school employee, parent, student or interested party may file a grievance if that person has a complaint regarding West Bridgewater Public Schools restraint practices. The following three-step

structured grievance procedures have been adopted to protect the rights of all persons protected by these regulations. The grievances will be heard at each step as soon as possible.

STEP 1:

At the school building level, complaints are to be heard by the building principal. If the parent, student, employee or interested party is not satisfied with the decision of the principal, he/she can continue the grievance procedure to Step 2.

STEP 2:

At this level, the grievance is to be heard by Director for Pupil Personnel Services or the Director of Special Education. If the parent, student, employee or interested party is not satisfied with the decision, he/she can continue the grievance procedure to Step 3.

STEP 3:

At the School Committee level, the grievance is to be heard by the Superintendent and the West Bridgewater School Committee.

XI. Students with Disabilities:

A. Restraints may be administered to a student with a disability pursuant to the student's Individualized Education Plan or other written and agreed upon plan developed in accordance with state and federal law, subject to the following exceptions:

- (1) The limitations on chemical, mechanical, and seclusion restraint as stated above shall apply; and
- (2) The training and reporting requirements described in this policy shall apply.

XII. Distribution:

Nothing in this policy shall be construed to limit the protection of West Bridgewater Public School Students as provided in 603 CMR sect. 46.00. To that end, the policy developed pursuant to those regulations is available upon request from the principal, and the Superintendent's office.

XIII. Applicability:

This policy will be annually reviewed and re-adopted every 3 years November. Please remove and replace the listed Policy with the attached copy, which was approved by the School Committee.

Effective immediately, the policy with attachments with the above date will be the School Committee policy, all prior documents identified as WBSC 6200 will be destroyed.

This policy WBSC 6200 has been adopted by the School Committee on January 11, 2010.