

# Walpole Public Elementary School Student and Parent Handbook 2017-2018

**“Striving for Excellence”**



Walpole Public Schools  
135 School Street  
Walpole, MA  
508-660-7200 x 221

*Lincoln D. Lynch III, Ed.D; Superintendent of Schools*

Revised – August 2017

## TRANSLATION OF IMPORTANT DOCUMENTS

The following statement should be copied in the language spoken in the student's home if it is other than English and attached to important documents, such as student handbook, notices of PAC meetings, etc. If parents request translation, please contact the Director of Curriculum, Instruction and Grants immediately.

### English

This is important information. If you need translation, please contact your child's school.

### Spanish

Esta información es importante. Si usted necesita una traducción, favor de ponerse en contacto con la escuela de su hijo.

### French

Voici des renseignements importants. Si vous avez besoin de la traduction, contactez s'il vous plaît l'école de votre enfant.

### Portuguese

Isto é a informação importante. Se você precisar de tradução, por favor contate com a escola da sua criança.

### Russian

Это важные сведения. Если вы нуждаетесь в переводе, контактируйте пожалуйста со школой вашего ребенка.

### Arabic

هذه معلومات مهمة. إذا كنت تحتاج إلى ترجمة الرجاء الإتصال بمدرسة طفلك على الرقم التالي

### Mandarin Chinese

這個消息很重要。假如須要  
翻譯成中文請給學校聯絡。



## **Walpole Public Schools**

135 School St.

Walpole, MA 02081

*Lincoln D. Lynch III, Ed.D.; Superintendent of Schools*

508 660 7200, Ext. 221

*“Striving for Excellence”*

### **Welcome to the Elementary Schools of Walpole!**

#### **Boyden School**

*Brendan Dearborn, Principal*

1852 Washington St.

South Walpole, MA 02072

508 660 7216

Fax: 660 7217

<http://www.walpole.k12.ma.us/boy/>

#### **Elm Street School**

*Rebecca Brogadir, Principal*

415 Elm St.

Walpole, MA 02081

508 660 7374

Fax: 508 660 7379

<http://www.walpole.k12.ma.us/elm/>

#### **Fisher School**

*Colleen Duggan, Principal*

65 Gould St.

Walpole, MA 02081

508 660 7234

Fax: 508-660-7233

<http://walpole.k12.ma.us/fis/>

#### **Old Post Road School**

*David Barner, Principal*

99 Old Post Rd.

Walpole, MA 02081

508 660 7219

Fax: 508-660-3114

<https://www.walpole.k12.ma.us/opr/>



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## WALPOLE PUBLIC SCHOOLS

### School Starting and Ending Times 2017-2018

School	Drop-off time	Starting Time	Ending Time
Walpole High School	7:20 a.m.	7:30 a.m.	2:05 p.m.
Middle Schools	7:35 a.m.	7:45 a.m.	2:30 p.m.
Elm Street/Old Post Road	8:15 a.m.	8:25 a.m.	2:55 p.m.
Elm Kindergarten AM	8:15 a.m.	8:25 a.m.	11:40 a.m.
OPR Kindergarten AM	8:15 a.m.	8:25 a.m.	11:40 a.m.
Boyden/Fisher	8:45 a.m.	8:55 a.m.	3:25 p.m.
Boyden Kindergarten AM	8:45 a.m.	8:55 a.m.	12:10 p.m.
Fisher Kindergarten AM	8:45 a.m.	8:55 a.m.	12:10 p.m.

### Early Release Dismissal Times

It is important to provide staff in-service opportunities in order to update curriculum, provide training, and improve the quality of services. Students are dismissed early in order to schedule time for staff to participate in these professional development opportunities. **NOTE: Students will not be eating lunch at school on early release days.**

The following schedule indicates the dismissal time at each school on these early release days:

#### Dismissal Time

Walpole High School	11:01 a.m.
Middle Schools	11:30 a.m.
Elm/Old Post Road Schools	11:55 a.m.
Kindergarten	11:55 a.m.
Boyden/Fisher Schools	12:25 p.m.
Kindergarten	12:25 p.m.

**Year 2 of 3 year switch**

<b>Mission Statement</b>	<b><i>Walpole Public Schools educates all students to achieve excellence.</i></b>
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### *A Vision for Walpole Public Schools*

<b>Vision Statement</b>	<p><b><i>The Walpole Public Schools strives to be a diverse learning community that empowers students and staff to maximize their full potential. Our professional and caring staff is committed to providing a rigorous education to ensure our students reach their own level of excellence. Through a collaborative partnership with community and families, Walpole Public Schools educates all our students to become responsible citizens and lifelong learners.</i></b></p> <p><b><i>To reach these goals, the Walpole Public Schools provides students with the tools they need to succeed in a complex global society. We challenge every student to master a rigorous curriculum taught by highly qualified, enthusiastic, and inspirational educators. We embrace innovation and technology, and we provide the facilities to support learning.</i></b></p> <p style="text-align: center;"><b><i>Our students have the 21st century skills that enable them to be effective communicators, critical and creative thinkers, and problem-solvers. The Walpole Public Schools is a positive and safe learning environment where students' well-being and success are valued.</i></b></p> <p style="text-align: center;"><b><i>We are committed to maintaining our role as a leader in public education at the local, state, and national level.</i></b></p>
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### **Guiding Beliefs**

*We believe...*

- ◆ all students want to learn;
- ◆ all students can learn and be successful;
- ◆ all students have talents and abilities;
- ◆ learning is a life-long process;
- ◆ it is our responsibility to prepare our students to be successful members of a global society;
- ◆ student success is a shared responsibility among students, families, school and community;
- ◆ high expectations, supported by quality instruction are integral to student achievement;
- ◆ all students deserve a safe, secure, nurturing and respectful learning environment;
- ◆ effort, perseverance, and responsibility are fundamental to success;
- ◆ it is our responsibility to be good stewards of the resources provided by the community;
- ◆ it is our responsibility to provide students with opportunities to develop skills, broaden their interests and make informed decisions
- ◆ it is our duty to embrace new technology and give students the tools they need to succeed in the 21<sup>st</sup> century
- ◆ it is our responsibility to provide an environment that engages and motivates students and staff to learn; and
- ◆ it is important to respect and support our community's growing diversity



# District Goals and Objectives

## 2017-2018

1. To expand opportunities for all students to maximize individual achievement.
  - 1.1 Provide all students and staff with a learning environment that promotes safety, well-being, and diversity.
  - 1.2 Equip students with 21<sup>st</sup> Century Skills (technology, problem-solving, critical thinking, creativity, and effective communication), preparing them for a complex global society.
2. To ensure balanced and rigorous curricula measured by authentic assessment which inform instruction and demonstrate student growth.
  - 2.1 Develop and implement curricula aligned with Massachusetts Curriculum Frameworks and state and national standards, that integrate the Digital Literacy standards (ISTE and MA Digital Literacy and Computer Science standards).
  - 2.2 Utilize student data to inform instruction and maximize student growth
  - 2.3 Provide professional development and support in curriculum, planning and assessment.
3. To build and promote family and community support and engagement through effective communication highlighting multiple opportunities for involvement in the school and town programs.
  - 3.1 Provide easily accessible information about the Walpole Public Schools to the citizens of Walpole.
  - 3.2 Involve students in the process of constant improvement of and support for the community of Walpole.
  - 3.3 Create a more inclusive community for all families to access the variety of programs, activities, fundraisers and events across the entire district.
4. To maximize opportunities provided by technology to enhance teaching and learning and efficient operations.
  - 4.1 Expand use of digital learning resources to maximize student achievement, curriculum delivery, communication and assessments.
  - 4.2 Continue digital learning professional development to enhance student learning.
  - 4.3 Provide adequate physical and human resources to deliver and support digital learning environments.
5. To identify, secure and responsibly manage district resources to support educational objectives of the district.
  - 5.1 Identify needs based 21<sup>st</sup> Century learning skills and the impact these learning skills have on current or future middle and high school facilities
  - 5.2 Promote awareness and advocate for state and community support of the recommendations made for the facilities necessary to accommodate 21<sup>st</sup> Century learning
  - 5.3 Promote the safety and welfare of all members of the Walpole School community
  - 5.4 Develop, utilize, and support a high-quality, skillful, and knowledgeable staff, faculty, and administration
  - 5.5 Obtain predictable and sustainable funding for educational programs, services, and facilities

## **School Committee**

The School Committee is an elected body of seven whose principal responsibilities are to:

- Determine policies
- Review School Improvement Plans
- Establish and monitor a budget to support programs
- Hire and evaluate the Superintendent
- Conduct meetings that are open to the public

### **School Committee Members**

Jennifer Geosits, Chairperson  
Beth Muccini, Vice Chairperson  
Nancy Gallivan  
Michael Ryan  
Mark Breen  
William Buckley, Jr.  
Kristen Syrek

The Walpole School Committee is the governing body of our school system. Their meetings are scheduled on the first and third Thursdays of the month at 7:30 p.m. These meetings are open to the public. Exact times and agendas are posted in the Clerk's Office, Town Hall.

## **School Council**

The School Council is an elected group which:

- Acts as an advisory to the building Principal
- Develops the goals for the Building School Improvement Plan
- Sets measurable goals and objectives and identifies data collection to inform the School Committee and community
- Provides a communication vehicle which includes principal, faculty, and parents
- Reviews the building budget
- Develops and reviews policies and procedures at the building level
- All meetings are open to the public

There are vacancies for parent representatives and a community representative to be elected yearly



### **Parent Advisory Council (PAC)**

The Parent Advisory Council (PAC) for each school is an organized group which:

- Serves as liaison for communication between principal, teachers, and parents
- Provides input to the Principal regarding issues at the building level
- Provides fundraising activities to support enrichment programs for the students and supplement the school budget
- Organizes the volunteer support services to the school
- Conducts PAC meetings that are usually scheduled monthly at each elementary school. Please refer to school calendars for the September-May dates. (PAC meetings are not held in December.) All meetings are open to the public.



## **Communication**

### *School-Related Problems and Concerns*

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

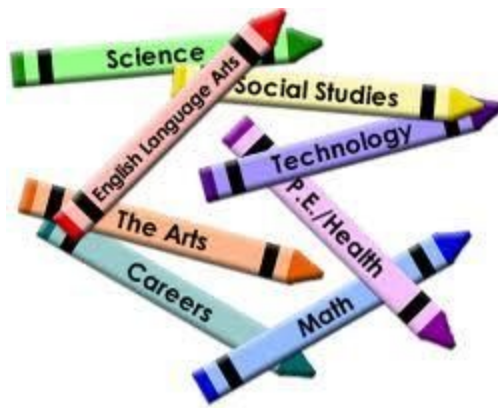
1. Any concern regarding a school-related matter should first be raised by the parent with the staff member most directly involved. For instance, questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved.
2. If the matter remains unresolved, the parent may wish to speak with the building Principal. Appointments can be scheduled by contacting the office of the principal involved.
3. If the matter still is unresolved, the parent may wish to speak to the Superintendent. For an appointment, contact the Superintendent's Office.
4. If the matter still remains unsolved, the parent may wish to bring it to the attention of the School Committee by communicating directly with the Chairperson of the School Committee.

We urge that parents use the progressive steps outlined above as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting out at the top inevitably results in no decision and the matter being remanded to the staff member most directly involved.

The following are examples (not an all-inclusive list) of issues which are more appropriately addressed at the levels indicated.

1. **Teachers**
  - a. Student homework assignments, quizzes, and tests;
  - b. Course content, instructional materials, academic progress, and extra help;
  - c. Issues related to classroom discipline, relationships with other pupils and the teacher;
  - d. Athletic issues with the teacher/coach involved and then, to the Athletic Director.

2. **Guidance Counselors**
  - a. Problems between school and home; teacher and pupil; pupil and other pupils;
  - b. Personal matters relating to student development, behaviors, and interactions with others.
  
3. **Principals**
  - a. Any issue arising out of a school building when no other staff member can be specifically identified;
  - b. Student placement issues (in a class, program, instructional level);
  - c. Instructional and co-curricular program issues (athletics, music, drama, etc.);
  - d. Matters related to the physical plant;
  - e. Complaints, dissatisfaction, or concerns regarding school personnel;
  - f. Student records; school-wide discipline issues; bus conduct issues.
  
4. **Superintendent/Assistant to the Superintendent**
  - a. Questions regarding School Committee policies and administrative procedures;
  - b. School Committee meeting and agenda items;
  - c. Any school system records or documents;
  - d. Budgetary matters;
  - e. Hiring and supervision of staff;
  - f. Complaints, dissatisfaction, or concerns regarding school personnel or services which have not been resolved at the Principal's level;
  - g. Suggestions or requests for change in the curriculum;
  - h. Transportation matters (if not resolved by transportation coordinator/business manager).
  
5. **School Committee**
  - a. Matters pertaining to policy (class size; student trips; fund-raising activities, etc.);
  - b. Requests specific courses and programs are included in the program of studies;
  - c. Complaints regarding the Superintendent;
  - d. School Committee minutes and agenda items (Chairperson of School Committee);
  - e. Budgetary matters; long-range planning (facilities, programs, etc.).



## **Instructional Program**

The curriculum of the elementary schools is carefully planned and evaluated by our professional staff to insure an updated and well-balanced program for each child.

The areas of instruction for grades K-5 pupils include language arts (including reading, writing, literature, listening, grammar, handwriting and spelling), mathematics, social studies, science, physical education, art, music, and computer skills. Copies of the Massachusetts Curriculum Frameworks and the Walpole Curriculum Guides for all major curriculum areas are available for parents in the Principal's office.

### **Acceptable Use Policy Description**

The use of the computers in the school is carefully monitored by staff for appropriate use. Students are expected to follow the guidelines of the Acceptable Use Policy (AUP), which provides regulations about the use of the computer and access to the Internet. The Acceptable Use Policy is available at the end of this Handbook. We must have a signed AUP form in order for a student to have access to networked computer software.

### **Animals**

Animals are educational, and most children are interested in them. However, many children and staff are either allergic to or fearful of animals. Any parent who is interested in bringing an animal to school MUST consult with the teacher first, and the request must be approved by administration, including the School Nurse. Animals may be required to be caged or on a leash. Although animals may be gentle in your home, they are often unpredictable in a classroom of excited children. Proof of updated immunizations must be presented at the office in advance of visitation. No animals will be allowed in school without consultation with the nurse. Please note that animals on the playground will be reported to the Animal Officer, in which case the owner will be subject to a fine. Please remember that there is a leash law.

## **Anti- Bullying Policy**

The elementary schools each recognize that bullying and intimidation have a negative effect on school climate. Students who are intimidated and anxious cannot feel comfortable in this situation and should not have to feel this way. The Massachusetts Legislature recently passed legislation relative to Bullying in schools.

Definition of bullying: Bullying is the **repeated** use by one or more students or a member of the school staff of a written, verbal or electronic expression or a physical act or gesture or a combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Definition of cyber-bullying: Bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of the posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation is prohibited against a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying.

Certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Staff intervention: ALL staff are required to immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal. Upon receipt of such a report the Principal or a designee shall conduct an investigation. If it is determined that bullying or retaliation has occurred, the Principal or a designee shall (i) notify the local law enforcement agency if the Principal believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action (such as loss of recess privileges, parental conference, remaining after school, or in/out of school suspension); (iii) notify the parents or guardians of a perpetrator; and (\*iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the actions taken to prevent future acts of bullying.

Students and parents reporting bullying- Students and parents who become aware of an act of bullying should report it to the classroom teacher or principal for further investigation. There is also a reporting form available at each school's website. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences.

### **Birthday Celebrations**

According to the USDA Agricultural Research Service, children are eating far more sugar than they should. There are also many children who have food allergies. In an effort to address these concerns, we are not permitting cupcakes, cookies, and other sweets to celebrate birthdays in classrooms. If you would like to acknowledge your child's birthday in school, in lieu of edible snacks, please send non-food items. This will help us to work together to provide a healthier environment for our children and assist with childhood obesity and juvenile onset diabetes.

### **Chapter 766 - Special Needs**

During the learning process, an individual must receive, organize, and store information in such a manner that it can be used again. Difficulties may occur in any or all of these aspects of learning and may become evident in such areas as speaking, listening, reading, writing, spelling, or arithmetic. In order to meet the needs of these children, our program includes screening, diagnosis, and specialized instruction by certified specialists.

IST (Instructional Support Team) is a team of education faculty that is facilitated by the Principal or his/her designee. When a parent is concerned about a student's development or progress, h/she should discuss the concerns with the teacher. A teacher may also have concerns and should notify the Principal or his/her designee and request an IST Meeting. The teacher will complete and submit the IST referral form to the Team to initiate the process of examining student needs and exploring strategies and resources to assist the student's development. The Team will convene, identify strategies or resources to support the student's development, project student progress in specific areas within specified time frames (usually 6-8 weeks) and propose measurable benchmarks for determining student progress. Membership of the IST is voluntary. The IST process will be completed simultaneously even if the parent has requested a referral to Special Education.

The Building Evaluation Team (BET) Chairperson, together with staff, such as, Moderate Special Needs Specialists, Speech Therapist, Occupational Therapist, the School Psychologist, School Nurse, Guidance Counselor and other relevant specialists implement the special education regulations regarding evaluations of students with special needs. The BET works closely with the staff to coordinate the efforts of the home, school, and relevant agencies to develop programs for children with special needs. As a member of the team, parents'



involvement in the diagnosis of their child's needs and in the planning of an appropriate educational program is most important.

### **Code of Conduct**

One of the goals of educating young children is to teach them the responsibility of making appropriate choices in their behavior. Rules are developed by staff and students for individual classrooms as well as the entire building. These rules reinforce the necessity of safety, personal respect, and self-discipline. Making appropriate choices is recognized in a variety of ways including verbal praise, notes home, and tangible rewards. Making inappropriate choices results in various consequences. Parents should call their child's teacher when they have a question or concern. Regulations regarding suspension policies are also outlined. The Code of Conduct for all elementary students is online. Please review it with your child.

### **Dress Code**

Student attire contributes to a positive learning environment. Students should come to school dressed in clothing appropriate to the season and the schoolwork environment. Clothing displaying offensive pictures, words, or slogans (i.e., promoting alcohol, drugs, violence, weapons, etc.) is not allowed. Clothing that exposes the midriff or undergarments, spaghetti straps, and very short shorts are not allowed. Physical activity is encouraged every day through recesses and physical education classes. Students are strongly encouraged to wear sneakers every day to avoid injury. Flip-flops, sandals, and footwear with wheels are discouraged. Students may bring shoes/boots for special activities/winter weather.

### **Emergency Drills**

All elementary schools work closely with our community Fire and Police Departments to prepare for emergency situations. Periodically we conduct Fire Drills and Lock Down Drills. Fire Drills prepare students and staff for a situation during which they need to exit the building quickly and account for all. Lock Down Drills prepare students and staff for a situation in which it is necessary to keep everyone out of the hallways. This could be due to a variety of circumstances ranging from a medical emergency in the lobby to an intruder. Staff are very sensitive to the importance of keeping children calm and minimizing fears.

### **Extended Day Program, Kathy Panos, Director**

The Walpole Extended Day Program offers child care before and after school. The program, sponsored by the Walpole Public Schools, is held at each of the four elementary schools for children in kindergarten through fifth grade on school days only. Vacation camps may be scheduled if there is sufficient enrollment. (Extended day services are not available after ½ day morning Kindergarten.) Further information and applications are available online:

[http://www.walpole.ma.us/District\\_Home\\_page/extended\\_day.htm](http://www.walpole.ma.us/District_Home_page/extended_day.htm)

or, by contacting the Extended Day Program Office at the Elm St. School (508) 660-7361, [kpanos@walpole.k12.ma.us](mailto:kpanos@walpole.k12.ma.us)

### **Guidance**

The School Counselor at each school works with students, parents and teachers for a variety of reasons. Their responsibilities may include helping students who are experiencing personal difficulties; (such as: divorce, death, bullying, making friends, high anxiety), coordinating testing in the school; helping parents and teachers with concerns about students; teaching guidance lessons to students in all classrooms. Parents are encouraged to contact the counselor if there are any questions or concerns.

## Home Tutors

Home tutors are available at the town's expense for those students who will be absent for more than 14 days because of illness or accident. Please contact the principal, guidance counselor, or nurse if this need arises.

## Homework Policy

The purpose of homework is to accomplish curriculum goals outside the classroom, review and practice lessons, prepare for class, develop skills which will help students think critically, and develop research and study techniques. Homework helps the students to apply learning and to develop self-discipline and personal responsibility. Homework also informs about the child's instructional needs.

It is the responsibility of the parent to:

- Encourage your child to accept responsibility for completing home assignments
- Encourage and guide your child with assigned homework
- Make sure your child really needs help before offering to assist; provide necessary assistance and add a positive supportive attitude for completing assignments
- Show an active interest in your child's homework
- Help your child define an appropriate routine and environment for completing assignments
- Read and discuss the homework expectations with your child
- Communicate concerns/questions/issues with your child's teacher any time during the year
- Help your child see the connection of homework to learning and daily life skills
- Facilitate access to material necessary for the completion of home assignments; e.g. take them to the library
- Recognize homework is not limited to writing assignments but may include: studying, reading, researching, interviewing, etc.
- Set a high priority in the home for homework

The following chart lists the homework assignment frequency and minutes per night expected of the students:

Grade K	Daily at home read aloud	15 minutes/night
Grade 1	2 times/week	10 minutes/night
Grade 2	2 times/week	15 minutes/night
Grade 3	3-4 times/week	20-30 minutes/night
Grade 4	3-4 times/week	30-45 minutes/night
Grade 5	4 times/week	45 minutes/night

## Instructional Trips

Students will have the opportunity to take field trips to various places during the elementary school years. These enriching and educational trips are carefully planned and supervised and are provided at a reasonable cost to the parent. The trips are aligned with curriculum frameworks. Financial assistance is available as needed. Requests for financial assistances are kept in strict confidence. Direct any such requests to the Principal, Guidance Counselor or Classroom Teacher.

## Media Services

The Media Center supplies the materials and equipment needed to support the school's instructional program and contain organized collections of many different kinds of educational

resources to help provide for the diversity of children's interests, levels of skills, and ways of learning.

Students use the Media Center on both an informal and scheduled basis, as an extension of their classroom experience. It is important for children to have the opportunity to develop skills in locating, evaluating, and using information so they may become increasingly self-directed, independent learners.

Materials selected for school media centers, as well as individual classroom collections, follow Walpole School Committee policy as well as the American Library Association's Library Bill of Rights, both of which state:

- Collections are provided for the interest, information and enlightenment of all students the library services.
- Libraries work to provide materials and information presenting all points of view on current and historical issues.
- Materials in the school library have been selected for students ages 5-11 following these guidelines.
- Adult guardians of students are encouraged to discuss with their children the books they have chosen to read independently and supervise the materials their child selects from school and classroom collections.

### **Reading Services/Title One**

Reading Specialists or Title One teachers may work with students individually and in small groups following diagnostic assessment, in order to help them improve their reading and/or math skills. Attention is often concentrated in areas of vocabulary, word analysis, comprehension, and oral and silent reading. The length of time a student spends with the specialists is determined by individual needs. Parents will be notified if their child is recommended for these services. In addition, Title One staff may provide support in math in grades K-3. Reading Specialists also offer consultation to teachers. Title One is a federally funded program, which provides extra support to children who may be having difficulty. It is not a special education service.

### **Report Cards/Parent Conferences**

All schools K-5 will follow a semester timeline. This means that students' progress reports will be sent home 2 times a year. Parents will receive these in January and June.

Formal parent/teacher conferences will be scheduled in the fall and spring to discuss student progress. However, parents who have questions or concerns are encouraged to request a conference with the teacher or principal any time during the year. Parents and teachers will make a time that is mutually convenient for both the parent and the teacher.

### **Retention Policy**

Because children develop intellectually and physically at different rates, it is necessary to evaluate each child's progress on an individual basis. Most children require a year to mature and to master the basic skills of that grade. However, in a case where a child does not show sufficient growth and mastery of skills, it is possible for the child to repeat a grade in order to gain a better foundation for future success. The decision to repeat a child will be made only after a careful analysis of the child's growth in all areas by the child's teacher, parent, and the principal, and any other educator who works with the child.

## **School Resource Police Officer**

This Police Officer works with students, parents, teachers, and community agencies to promote and maintain a safe, secure and healthy learning environment. The officer is a resource to teachers, parents and students for conferences, dealing with individual problems, discipline issues, communication with families about difficult situations, dealing with excessive tardiness, absenteeism and truancy, if the need arises. The officer will promote principles of good citizenship and community responsibility and encourage students to feel comfortable about speaking to authoritative figures.



## **Volunteer Programs**

Volunteers are invaluable! Volunteering is a very important aspect of your child's education. Additionally, it provides you with an opportunity to contribute to the activities necessary to operate an effective school.

We encourage parents to volunteer in a variety of ways - either directly in the school during school hours or helping with other tasks outside of the school day. No matter how you can help, all assistance is very much needed and appreciated by the school. Notices will be sent home during the year offering opportunities for parents to volunteer. We encourage you to consider some time during the year you can help either in the school or at home.

### **Volunteer Guidelines**

**Entering and Leaving the Building:** Enter the building by the main lobby door only and report to the office. At the office, please sign in and take a volunteer label. This identifies you as a worker in the building. At the end of your time, please sign out. Please do not visit other parts of the building (such as the playground) if it is not part of your volunteer assignment.

**Absences:** Please be sure to call the office if you will be absent on any day. The staff depends on the volunteers once they are assigned, and it is helpful for their planning if they know you are unable to come.

**Responsibilities of Your Volunteer Task:** Most volunteer duties have a staff member or PAC Chairperson who can answer specific questions as they come up during the year. If you are unsure, please call your Volunteer Coordinator or the Principal.

**Confidentiality:** When you are working in the building, information you may hear about students is considered confidential and should not be repeated or discussed.

**Concerns/Questions:** If any situation arises in the building that you have concerns about, please contact the teacher or Principal. It is important to us that we maintain communication within the building between staff and volunteers to insure that the program is working well.

Changes: If during the year you cannot continue the volunteer position for any reason, please let the Chairperson or the office know immediately so we can find a replacement.

Visiting Classrooms: Please remember that during your time in the building, classes are in session and should not be interrupted by parents. Although you may want to just stop by for a minute to give your child something or to chat, it likely will not be a very appropriate time for the class to be interrupted. You may leave items in the office for delivery.

Discipline: Most areas of the building, including classrooms, will have rules displayed. If you see inappropriate behavior while you are working, please report it to the nearest staff member or to the office. Please intercede immediately if safety is a concern.



## **Policies and Procedures**

### **Attendance**

It is imperative that the scheduled times for school are maintained, as missing even 5 minutes can be disruptive to a child's schedule. Regular attendance and prompt arrival at school are essential for a child to make progress in school. However, children should not arrive at school any earlier than ten minutes before the start time. If you arrive earlier, please wait with your child in your car.

If a child is absent or tardy, it is necessary that you send a note of explanation upon his/her return to school. Please call your child's school's **call-in answering machine** whenever a student is absent. If the school is not notified, the parent will be contacted.

Research indicates that consistent attendance has a strong correlation to a student's educational progress. Families should plan vacations during school vacation periods to insure the continuity of teaching. It is impossible to replace classroom instruction with worksheets or other materials. Children miss valuable teaching time each day they are not in school. Teachers are not responsible for providing work if students take vacations during school time.

If there are unusual circumstances and your child must be absent, make-up work may be given ahead of time. It is the responsibility of the child, with parents' help, to make up the work as quickly as possible.

Note: It is imperative that all students participate in all Gr. 3-5 MCAS testing. Please refer to the school calendar for dates.

### **Student Absence Notification Program**

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Dropout Prevention**

Any student who has not graduated from high school will not be considered permanently removed from school unless the Principal or his/her designee has sent a notice to the student, and the student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two (2) dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension for the meeting date shall exceed fourteen (14) days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma, and the alternative education programs and services available to the student.

### **Bicycles**

Pupils in grades 4 & 5 may ride bicycles to school with the exception of students at Elm Street School. It is not permitted there due to safety concerns on Route 27.

Pupils in lower grades are not allowed to do so at any time. No child is permitted to ride bicycles during snow or other inclement weather. All bikes must be placed in the rack with a lock and chain. The school system is not responsible for lost or stolen bicycles. Bicycle riding on the playground area is not permitted. State law requires that students wear helmets for safety.

All bicycle riders must conform to the automobile highway regulations as established by the Commonwealth. A list of these rules and regulations may be obtained at the Walpole Police Station. No skateboards, roller blades, or scooters are allowed.

### **Bus Conduct and Safety Rules**

1. While at the bus stop, remain well back from the road.
2. Wait until the bus comes to a complete stop and the bus driver signals to get on the bus.
3. Enter and exit the bus carefully - walking - no pushing, shoving or rushing.
4. Keep hands and feet to yourself.
5. Keep the aisle clear of feet and other objects.
6. Speak quietly and kindly while on the bus.
7. Stay in your seat at all times.
8. Keep hands inside the windows.
9. No eating or drinking is allowed.
10. Remember to take all your belongings off the bus.
11. Follow the bus driver's directions the first time given.

Each student will receive a Bus Rules and Regulations packet at the beginning of the year. Please review this packet with your child/children frequently.

### **Cellular Phones/Electronic Devices**

Students may not use cellular phones or other electronic devices during the day. If students need to have one of the above devices for an out of school purpose, the device must be kept turned off and remain in the backpack. If a student is found to have an electronic device in his or her possession, outside of the backpack, it will be kept in the office until a parent is able to pick it up.

### **Dismissal of Students**

If you desire to have your child excused before the end of the school day, he/she must bring a written request from home. Dismissals should be limited to dental and doctor's appointments. It is also necessary that you inform the teacher/office if your child is to be picked up by someone other than a parent. All children dismissed early must be picked up at the main office. If your decision to pick up your child from school is last minute, please telephone the school office. Please remember that phone calls are difficult in a busy school. Written notes to the teacher facilitate the correct handling of dismissals. Do not rely on email for last minute changes, as staff will likely not check email until after dismissal.

**No dismissals, unless there is a medical emergency, will occur within 15 minutes prior to the end of school as this is a very busy time for classes and school, in general.**

### **Distribution of Student Information to Non-Custodial Parents**

*(Massachusetts General Laws, Chapter 71, Section 34H)*

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). The purpose of this policy is to protect parental rights while ensuring the safety of all parties. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
  - 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  - 2. The parent has been denied visitation or has been ordered to supervised visitation, or
  - 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

### **Early Dismissal of School**

Early dismissal of students during the school day is very rare. This is done only if severe weather conditions occur after the students have arrived or other emergencies such as loss of heat, etc. When the entire school is dismissed early by the Superintendent, telephone calls will be made by our automated emergency phone notification system to the numbers listed in the Phone 1, Phone 2 and Phone 3 section of the Student Profile, and an email will be sent to all subscribers of the Principal's Newsletter. Emergency contact information is invaluable in these situations. Please be sure to keep the school informed about changes in contact information throughout the year.

### **Emergency Forms**

All students must have an Emergency Form completed for the school. This provides the necessary information for the school if parents need to be contacted for any reason. Any changes



on the form during the school year must be sent to the office to insure accuracy of information. This includes cell phone numbers, changes in employment telephone numbers, etc.

Please include as many options as possible for people who have permission to pick up the child at any time during the school year. Cars break down, people get stuck in traffic, and other unforeseen circumstances do occur. The school will not release a child to anyone without parental consent. Simultaneously, the school would like to ease children's concerns and be able to assure that they will be going home soon with a familiar family member or friend.

### **Entrance Age**

In an attempt to permit children to enter kindergarten or first grade at the time most appropriate for them, the School Committee has established the following policy on entrance age:

Children who will be five years of age before September 1st of the school year during which they wish to enroll will be eligible to enter kindergarten in September.

Children who will be six years of age before September 1st of the school year during which they wish to enroll will be eligible to enter first grade in September.

Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

### **Financial Assistance**

Some financial assistance is available for families who may need this support. Please speak to the child's teacher, the guidance counselor, the nurse or the principal. All requests are confidential. The PAC provides some funding and other funding is often available from community agencies. This includes items such as field trip fees, as well as items such as winter coats or backpacks. Additionally, the school participates in the Federal Free & Reduced Lunch Program. Information is available in each school's office.

### **Hazing**

*An Act Prohibiting the Practice of Hazing Chap. 536, Chap. 269 Sec. 17-19.*

Hazing is prohibited at all schools, in accordance with the state law abolishing this practice.

"Hazing" means "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person."

### **Lost and Found**

There is a designated place at all schools for lost and found articles. Each year many of these articles are left unclaimed and donated to agencies such as Goodwill. It is recommended that all of your child's clothing, lunch boxes, backpacks, toys, etc., be clearly marked with their name to insure prompt return to the rightful owner. Please check periodically in case your child's belongings are there.

### **No School Procedures/Delayed Opening**

If school will be cancelled, or the start time delayed, a phone call will be made by our automated emergency phone notification system to the number listed in the Phone 1 section of the Student Profile. An email will be sent to all subscribers of the Principal's Newsletter. Announcements

will also be posted on the district-wide website. <http://www.walpole.k12.ma.us> .  
Announcements will also be made on WBZ radio and Channels 4, 5, 7, 25 on television.

Please do NOT call the police station about possible school closings as this will tie up emergency lines. Please do NOT call the school, as this also will tie up our phone lines.

In some cases, there may be a delayed start in the opening of school in order to clean the roads/sidewalks of snow. Please do not send your child(ren) in earlier than the delayed opening as there is no staff to supervise the children.

***If there is a delayed opening, the morning session is cancelled for Kindergarten and Preschool.***

### **No Smoking Policy**

Legislation has required that all schools are "smoke free" environments. The school has been posted to designate that there will be no smoking in the building or on school grounds. This includes the parking lot and playground. Therefore, smoking is not allowed in private cars on school property. We appreciate your cooperation.

### **Parental Notification Law**

In accordance with Massachusetts law, a parent has the right to exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive such exemption, a parent must send a written request to the Principal requesting an exemption for their child. No student who is exempted from this portion of the curriculum will be penalized. If you would like an outline of any such curriculum, please contact the Principal or School Nurse.

### **Physical Restraint Regulations**

All Walpole schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Education Regulations (766 Reg. 603 CMR 46.00). If a student's behavior poses a threat of imminent, serious, physical harm, they can be held until calm. Specific procedures are carried out by qualified, trained staff and parents are notified. For further information, contact your child's school.

### **Security**

Security is an important concern for everyone and several procedures are to be followed by all visitors.

- All visitors, including parents, must report to the main office upon entering the building. There is a visitor log book to sign, and a visitor's pass to wear. We will help with any concerns.
- No unauthorized people, including parents, are allowed on the playground during school hours.
- Adults escorting children to Extended Day should wear an Extended Day pass.
- All volunteers working in our schools, or chaperoning field trips, must complete a CORI form which is available in the main office. This is a "Criminal Offender Record" check. It must be renewed every three years.

### **School Lunch Program/Milk**

A lunch program, prepared to fulfill the requirements of the National School Lunch Program, is available in all Walpole Schools. Menus are announced to each class and are published in the Walpole Times and the monthly news calendar/bulletin sent home each month.

Students who are at school at lunchtime are welcome to purchase lunch and/or milk in the Cafetorium. Families will receive information from our Food Services Program about our cash-free system. Families pay in advance and students use a pin number instead of cash. That amount is automatically deducted from their account. Money will not be accepted. It is imperative that parents review their account and keep payments current.

Walpole participates in the federal free and reduced lunch program. Applications are available in the school office and confidentiality is guaranteed.

### **Student Directory Information**

The Walpole Public Schools hereby designate the following information as "directory information": students' names, grade or class, year of expected graduation, participation in school sponsored activities, student work, honors, awards, post graduate plans relative to further education and/or careers. Directory information will be disseminated without further notice during any school year in which the student is enrolled in the school district unless the parents or student, age 18 or older, notify the Superintendent of Schools in writing, of the fact that he or she does not wish the school to disseminate some or all "directory information" to third parties. Third parties may include newspapers, television, local cable, or the school or district web site. Once dissemination has been restricted, said restriction will remain in effect unless a subsequent written notification releases the school to disseminate some or all "directory information." Restriction upon the dissemination of "directory information" must be sent to the Superintendent of Schools at 135 School St., Walpole, MA 02081, no later than October 1.

### **Student Records**

Federal and state laws provide parents and eligible students (those who are age 14 or older) with rights of confidentiality, access, and amendment relating to student records with 24 hours notice.

*Access and Amendment:* A parent or eligible student has a right to access student records and to seek their amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In order to obtain access or to seek an amendment to student records, please contact the building Principal.

*Confidentiality:* Release of student records generally requires consent of the parent or eligible student. However, the Regulations provide certain exceptions. For example, staff employed or under contract to the district have access to records as needed to perform their duties. The Walpole Public Schools also releases a student's complete student record to authorized school personnel of a school to which a student seeks or intends to transfer without further notice to, or receipt of consent from, the eligible student or parent.

### **Transfers, Change of Address, Telephone Numbers**

Parents should notify the school of any change of address, telephone number (including cell phones and email addresses), or other pertinent information as soon as possible. When a transfer from our school is expected, we would appreciate advance notice so that the child's records may be completed and forwarded to the new school. It is important that the class and teacher also

have the opportunity to say “Good-bye” and to help the child make the transition. This will aid in the child's adjustment to his/her new environment.

### **Transportation**

Bus transportation is provided for all students who live further than two miles from the school. Students who live within two miles of the school may also ride the bus, but need to pay a transportation fee.

A bus pass is required for all students who ride the bus and is available at the School Business Office on the second floor of Town Hall. (660-7200, Ext. 225) ([mhalfrey@walpole.k12.ma.us](mailto:mhalfrey@walpole.k12.ma.us))

### **Visiting and Communicating with School**

When it is possible to send a note to school concerning your child, please do so. There is a limit to the number of telephone calls or emails that can be handled. Teachers should not take phone calls or check emails during the day when they are in class as it interrupts the teaching process.

Parents may leave voice mail messages for teachers during the school day. If the teacher's extension is unknown, utilize the directory as indicated by the message at the main number. Teachers will return communication as soon as possible.

Email often facilitates communication, particularly when trying to schedule an appointment or ask a quick question. However, be aware that an email is a public document. Be cautious about including personal information. Please do not expect a reply the same day.

Much communication, such as newsletters and notices about events, is now done with email. Please sign up for our schools email distribution list. Go to <http://lists.walpole.k12.ma.us> Click on “principal’s email list” and follow the instructions.

If it is essential to get information to a teacher during the school day, leave a telephone message with the school secretary. Let the secretary know that it is important the teacher receive the message before the students are dismissed.

It is required that all visitors (including parents) stop at the office when coming into the school. This includes any matter pertaining to your child. This applies to when school is in session and is designed to keep interruptions of classroom work to a minimum. For an appointment to speak with a staff member, please send a note or call to arrange a mutually convenient time to talk. If you have items to be delivered to a student (forgotten assignment, lunch box, sneakers, etc.) please leave them at the office and we will be sure your child receives the item.

### **Non-Discrimination Policy**

It is the role of the Walpole Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, gender identity or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. Because of the importance of this issue, this policy provides explicit definitions clarifying the scope and intent of the policies and procedures for its implementation.

It shall be a violation for any student, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or to violate the civil rights of any pupil, teacher, administrator, or other school personnel. A failure of such personnel to address conduct, which violates this policy, also constitutes a violation of civil rights. Conduct

amounting to a hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

Each school will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and will take appropriate action against any pupil, teacher, administrator, or other school personnel who is found in violation.

The Walpole Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Walpole Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

In addition, the Building Principal is charged with ensuring that educational programs comply with all aspects of law pertaining to the educational rights of students with qualifying disabilities.

Inquiries or complaints should be directed to the Building Principal. Issues or complaints that cannot be resolved at the building level can be brought to the attention of the district Coordinator for Nondiscrimination Compliance or to the Massachusetts Department of Education or to the U.S. Department of Education, Office for Civil Rights.

The grievance procedures set forth can be used to resolve any discrimination complaints alleging non-compliance with any of the above statutes and related regulations.

### **Grievance Procedure**

Any student or employee of the Walpole Public Schools who believes that he/she has been excluded from participation, denied benefits, or subjected to discrimination in regard to any program or activity of the Walpole Public Schools, shall bring any complaint to the attention of the school principal when such complaint arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal's designated civil rights administrator will investigate the complaint and respond, in writing, within seven calendar days.

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Walpole Public Schools Coordinator for Nondiscrimination Compliance. The written complaint must state the circumstances that gave rise to the alleged grievance and must be filed within seven calendar days of the receipt of a response from the school principal or designee.

The district's Coordinator for Nondiscrimination Compliance will conduct a hearing and respond in writing within fourteen calendar days.

If a parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools, or to the Walpole School Committee.

Such appeal must be received by the Superintendent or the School Committee chairperson within seven calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Complaints not originating from school-based programs, policies or practices should be brought to the attention of the administrator in charge of the work or policy unit. This administrator will act as the principal does in school-based complaints and will adhere to the same timelines. The procedure followed is the same as with a school-based complaint.

**Walpole Public Schools Contacts:**

Civil Rights Coordinator:	Lincoln D. Lynch, III, Ed.D.	508-660-7200 x 221
Title I Coordinator:	Jean E. Kenney, Ed.D.	508-660-7200 x 235
Title II Coordinator:	Jean E. Kenney, Ed.D.	508-660-7200 x235
Title VI Coordinator:	Jean E. Kenney, Ed.D.	508-660-7200 x 235
Title IX Coordinator:	Lincoln D. Lynch, III, Ed.D.	508-660-7200 x 221
Section 504 Coordinator	John J. Queally, Ph.D.	508-660-7200 x 227
Nondiscrimination Compliance	Jean E. Kenney, Ed.D.	508-660-7200 x235

**Contact information for state and federal agencies:**

**MA Department of Elementary and Secondary Education**

Bureau of Special Education Appeals  
75 Pleasant St.  
Malden, MA 02148

**U.S. Department of Education Office for Civil Rights**

Edward McCormack Bldg, Room 701  
Post Office Square  
Boston, MA 02109

**Massachusetts Commission Against Discrimination**

One Ashburton Place  
6<sup>th</sup> Floor, Room 601  
Boston, MA 02108

**United States Equal Opportunity Commission**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203

**Definitions/Summary**

**Title VI of the Civil Rights Act of 1964**

Title VI prohibits discrimination based on race, color, and national origin.

**Title VII of the Civil Rights Act of 1964**

Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin.

**Title IX**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.

### **Chapter 622**

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation.

### **The American with Disabilities Act of 1990**

The ADA prohibits discrimination by any public entity against persons with disabilities.

<http://www.jan.wvu.edu/links/adalinks/htm>

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 prohibits discrimination on the basis of disability.

<http://www.ed.gov/offices/OCR/regs/34cfr104.html>

The Walpole Public Schools complies with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations, and procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to Dr. John J. Queally, Director of Student Services, 135 School Street, Walpole, MA 02081, 508-660-7200 x227, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC, 20201.

### **The Age Discrimination Act of 1975**

The Age Act prohibits discrimination on the basis of age.

<http://www.ed.gov/offices/OCR/age.html>

### **Sexual Harassment and Unlawful Discrimination Policy**

It is the policy of the School Committee to maintain a work and education environment in the Walpole Public Schools that is free of sexual harassment and of discriminatory actions based on the race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated. Any concern related to the implementation of this policy (or a request for a copy of the full policy) may be addressed directly to the school principal or to the Superintendent of Schools (508-660-7200 x221). Complaints should be directed to Director of Personnel Services, Linda McKelligan, @ 508-660-7200, Ext. 227. No one will be reprimanded or punished in any way for initiating a good-faith inquiry or complaint. The Boston Office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.

### **Chapter 622 of Massachusetts General Laws and Title IX of the Federal Education Amendments of 1972**

**Regulations governing the application of Chapter 622** of the Massachusetts General Laws, Acts of 1971, were issued in June 1975. Chapter 622 specifies that "No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation." These regulations focus on services, programs, and opportunities offered to students.

The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extra curricular and athletic activities.

**Title IX** of the Educational Amendments of 1972 became effective in July of 1975 and is concerned with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states that, “No person in the United States shall, on the basis of sex, be excluded from participation in , be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.” Title IX rules and regulations require educational institutions receiving federal assistance to adopt a notification policy concerning Title IX.

A copy of this policy and/or any regulations or inquiries regarding Title IX may be obtained by contacting Dr. John J. Queally, Director of Student Services, 135 School Street, Walpole, MA, 02081, 508-660-7200 x227.



### **School Health Services**

There is a full time nurse at each of the Walpole Public Schools. The school nurse’s priority is always the health and safety of each student.

#### **Activity Restrictions**

It is the responsibility of the parent/guardian to notify the school nurse of any activity restrictions for a child. A note from the health care provider is required if a student is to miss physical education classes for more than one week. The physician's note should include the kind of activity restriction and duration of the restriction. Any student who returns to school, for any reason, with a cast, sling, ace wrap, or crutches must be seen by the school nurse before the start of classes. Students who have a cast, hard splint, air boot, or other protective covering to promote healing of an injury may not participate in active recess or physical education classes. Active recess is defined as full participation in recess without restriction. A student may participate in quiet outdoor recess with the nurse’s permission. Quiet outdoor recess is defined as sitting at a designated area outside with a friend or friends to play board games, read books, do jigsaw puzzles, etc. If a student who participates in quiet outdoor recess is unable to remain at the designated area the student will need to stay indoors during recess. The decision on whether a student must remain indoors will be made by the principal with input from the nurse. Limitations on student participation in recess and physical education are imposed in order to avoid further injury to the student and / or their classmates. Students may return to active participation once a physician has determined that the student is sufficiently healed and the cast, hard splint, air boot, or other protective covering have been removed. At this time the student must provide a note from a physician stating that the student may participate in all activities without restrictions.



**First Aid** - One of the nurse's responsibilities is to provide first aid for injuries and illnesses that occur within the school day. Treatment for injuries occurring outside of school is the responsibility of the parents.

**Illness** - Children who are ill with a temperature over 100, or who have diarrhea, nausea and vomiting, undiagnosed rashes, uncontrolled coughing, impetigo, or conjunctivitis should remain at home. *If your child is ill with a fever they must be "Fever Free" for 24 hours WITHOUT the use of TYLENOL, MOTRIN, or any other fever reducing medication before they can return to school. If your child has a viral stomach illness with symptoms such as nausea, vomiting, or diarrhea, please keep them home for an additional 24 hours after symptoms have subsided.*

If your child has been diagnosed with an infection requiring antibiotic treatment such as Strep Throat, Conjunctivitis, Impetigo, etc. they must be treated with the antibiotic for at least 24 hours before returning to school. In addition for Conjunctivitis, your child's eyes must be free of drainage. For Impetigo, lesions may not be oozing.

### **Health Issues**

Although a child may not be receiving medication or treatment at school, health concerns may still impact learning. It is important to notify the nurse of any new allergies or conditions that develop, especially those that require medication.

**Health Records** – The nurse maintains a health record for each student. It includes immunizations and results of vision, hearing, and postural screenings. Height, weight, physical examination records and any medical problems or histories are also included. All students must have a physician's certificate of proper immunization according to the General Laws of the State of Massachusetts and a current physical exam in order to enter school. All new students in grades K – 5 also need to have a health history completed by a parent or guardian. In addition, Kindergarten students must provide to the school an updated physical exam including a MA Visual Acuity exam and record of a lead screening. Parents of students in Grade 4 will need to complete an updated health history form.

**Health Screening** - All students in grades 1 - 5 have their vision checked annually. K students are required to submit proof of Massachusetts Visual Acuity Test that has been performed at their primary care physician's office. Grade K - 3 students have their hearing checked as well. Students are weighed and measured in Grades 1 and 4. In addition, Postural screening for Scoliosis is done in grade 5. If you do not wish for your child to participate in the mandatory health screenings, you must send written notice to the school nurse or principal prior to the screening.

**Immunization Laws**- Massachusetts law requires successful immunization against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B, and Varicella by vaccine or a doctor's certificate of disease. The following are the immunizations required for all schools grades K through 5 **PRIOR** to entrance:

Minimal Immunization Requirement Kindergarten –

DTAP/DTP	5 doses
Polio	4 doses

MMR	2 doses
Hepatitis B	3 doses
Varicella	2 doses

### **Medication Policy**

The Walpole School System requires that the following forms must be on file in your child's health record before we begin to give any medication at school, including non-prescription or over-the-counter medication:

*Signed consent by the parent or guardian to give the medicine*  
*Medication order signed by your child's physician*

The written medication order form (available at the school health office or online at the Health Services website) should be taken or faxed to your child's licensed prescriber (physician, nurse practitioner, etc.) for completion and returned to the school nurse. The only medications that are exempt from this requirement are acetaminophen and ibuprofen, for which we have a standing protocol. All medications must be delivered to the school nurse by an adult, and a parent permission form must be signed. All medication orders must be renewed at the beginning of each academic year. For short-term prescription medications requiring administration for ten school days or less, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order.

Medicines should be delivered to the school in a pharmacy or manufacturer-labeled container by the parent or designated adult. At no time should a student carry medication to school. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty -day supply of medicine may be delivered to the school.

When your child needs medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Whenever possible, medication should be scheduled at times other than school hours. If a child is on antibiotics to be given three times a day, it is generally not necessary to receive the medication at school. The child may receive medication at breakfast, upon return from school, and at bedtime. Exceptions will be made for students who go to extended- day, or other after school care programs.

### **Medical Treatments**

The school nurse will perform medical treatments that need to be done at regular intervals during the school day. Written parental permission and written medical orders from the health care provider are necessary.(ex. nebulizer treatments, G-tube feedings)

### **Pediculosis (Lice)**

If a case of head lice is reported to the school nurse a letter is sent home to all students in that grade informing them of the case of head lice. If time permits, the nurse checks children in that child's class for lice or nits. Parents/guardians are expected to check their children on a regular basis.

### **Physical Examination Requirements**

Every child entering kindergarten and grade 7 is required by State law to have a physical examination. All students new to the school need to submit a copy of a recent (less than one year old) physical exam before they may begin.

## **Postural Screening**

Postural screening, also known as screening for Scoliosis, is required by law, for all children in public schools grades 5-9. Postural defects are a significant health problem in otherwise healthy adolescents. Because these defects often develop slowly and without pain to the child, screening to detect them at an early stage is an important preventative public health strategy.

*Please refer to the district website  
<http://www.walpole.k12.ma.us>  
for any current updates about health issues*

## **Walpole Public Schools**

### **Acceptable Use Policy**

#### **K-12 Student Use of Electronic Resources**

**To All Parents/Guardians of Students in Grades K-12: Please read this agreement with your child and then sign in the appropriate locations. Students in Grades 4 through 12 must also sign this Agreement.**

#### **Introduction**

The Walpole Public Schools is pleased to offer our students access to the district computer network, electronic resources, electronic mail, and the Internet. This Acceptable Use Policy outlines the appropriate uses for technology in the district, and activities not permitted. All parents/guardians must sign this Agreement, insure their child(ren) in Grades 4-12 also sign this Agreement, and return it to their school. Any questions or concerns about this agreement, or any aspect of the computer network or electronic resources should be referred to your school's Principal.

#### **General Network and Technology Use**

The network and technology in the Walpole Public Schools is provided to students for educational purposes, and will be used to support the learning process. All students will be provided a network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by the Walpole Public Schools. Any violation of the conditions and rules may result in disciplinary and/or legal action.

#### **Internet/Electronic Resources**

Access to the Internet and electronic resources will enable students to use thousands of libraries and databases to facilitate learning and information exchange. Students should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the risks or disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students should have no expectation of privacy in their use of electronic resources provided by, or accessed in, the district. All data storage areas including, but not limited to workstations, external drives, network storage, Internet browsing history and computer sessions etc, may be accessed and reviewed by network administrators and administration to maintain system integrity and insure that the system is used responsibly.

## **Student Users' Privileges and Responsibilities – Conditions and Rules**

### ***A. Student Users of Walpole Public Schools equipment may:***

- Use authorized hardware and software, under teacher direction, for educational purposes only;
- Access information from outside resources, under teacher direction, for educational purposes only;
- Access district networks and the Internet to retrieve information, under teacher direction, for; educational purposes only
- Use computer and network storage for files and teacher approved downloads, for educational purposes only;
- Use only those electronic communication tools - including social networking resources, blogs, wikis, podcasts, email - that have the explicit prior approval of the school Principal and classroom teacher, for educational purposes only.

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### ***B. Student Users of Walpole Public Schools equipment are responsible for:***

- Utilizing technology in the school only under teacher direction and supervision, for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Walpole Public Schools;
- Maintaining the privacy of passwords and they are prohibited from publishing or discussing passwords, including passwords used for network access, X2 Aspen, and web-based subscriptions;
- Maintaining the privacy of personal information for all students;
- Keeping all inappropriate materials, inappropriate text or image files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means;
- Abiding by the rules of Network etiquette (Netiquette):
  - Be polite and respectful in all forms of communication;
  - Use appropriate language and graphics;
  - No swearing, vulgarities, suggestive, obscene, belligerent, offensive or threatening language;
- Adhering to all copyright guidelines and avoiding plagiarism;
- Not engaging in harassment or bullying;
- Preventing damage to computers, printers, etc. from food or drink or from acts of negligence or vandalism;
- Obtaining permission from the teacher, Technical Support Specialist, and/or Principal before using any personal electronic devices, including removable USB/Firewire drives.

### ***C. The activities listed below are not permitted:***

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- Using a code, accessing a file, or retrieving any stored communication unless given the appropriate authorization to do so;
- Using or attaching any personal electronic devices (including cell phones, iPods, any Internet or network enabled devices) without the explicit consent of the school Principal;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others including acts of cyber bullying;
- Accessing or using non-educational websites, or transferring, copying, or downloading any non-educational material, that do not support a specific assignment or teacher-authorized work;
- Participating in any communications that facilitate any illegal activities or violate any other laws;
- Damaging or modifying computers, computer systems or computer networks;
- Removing hardware and/or software from school premises without prior written consent from the school Principal or his/her designee;
- Violating copyright laws or committing plagiarism;
- Using others' passwords;
- Impersonating another user;
- Sharing or publishing any personal information of oneself or any student or staff member on the Internet or through other electronic means:
  - No personal addresses, phone numbers, email, screen names or login information;
  - No identifiable photographs unless appropriate written consent has been provided by the parent/guardian;
  - Only the first name and last initial may be used to identify students when approved for publishing or posting;
- Trespassing in others' folders, work or files;
- Intentionally wasting shared resources (including network, printers);
- Using the network for commercial purposes, personal or financial gain, or fraud;
- Intentional use of software, other websites or proxies to bypass the Internet filtering technology;
- Downloading, installing or storing files for personal use (including image and music files).

**Consequences:** Failure to adhere to these guidelines, conditions and rules of this Acceptable Use Policy will result in disciplinary and/or legal action, according to the Code of Conduct. The ultimate consequences are at the discretion of the Superintendent of Schools.

**Disclaimer** The Walpole Public Schools make no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The district will not be responsible

for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

### ***Teacher Responsibilities***

- Provide developmentally appropriate instruction and guidance to students as they make use of the network, Internet, and electronic information resources in support of educational goals
- Inform students of their responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group
- Verify parent consent prior to posting student pictures or student work on websites; identify students by first name, last initial only
- Respond to student infractions/violations of the Acceptable Use Policy according to the Code of Conduct

### ***Principal Responsibilities***

- Include Acceptable Use Policy in Student Handbook, insure distribution and receipt of parent/student signatures
- Notify teachers of students who do not have written consent to have pictures or information posted on websites
- Respond to student infractions/violations of the Acceptable Use Policy according to the Code of Conduct

### ***District Responsibilities***

- Ensure that filtering software is in use to meet the guidelines of the Child Internet Protection Act (CIPA)
- Maintain an archive of staff electronic mail
- Periodically review and update Acceptable Use Policies

### ***Student Responsibilities***

- Immediately notify the teacher if:
  - You access an Internet site that displays inappropriate material
  - You receive a pop-up message that warns you of a computer or virus problem
  - You receive any message that makes you uncomfortable or feel threatened
- Avoid plagiarism or violations of academic integrity;
- Treat others with respect online, just as you would in any other school setting.

### ***Parent/Guardian Responsibilities***

- Discuss these rules with your son or daughter to ensure he or she understands them
- Immediately notify the school Principal if your child expresses concern or shares information about inappropriate content or uncomfortable/threatening messages
- Support the school in enforcing these guidelines

- Provide a similar framework for your child’s use of computers outside of school, and communicate with your child regarding Internet safety on an ongoing basis

**Changes in the Acceptable Use Policy:** The Walpole Public Schools reserve the right to change this policy at any time.

**STUDENT USER AGREEMENT FORM**

This user agreement must be renewed each academic year.

Student User’s Name *(please print)* \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**PARENT/GUARDIAN SPONSOR**

I have read the Walpole Public Schools Acceptable Use Policy for K-12 Student Use of Electronic Resources and appropriately reviewed this document with my child. In consideration for the privilege of using the district's system/network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the district's policy and administrative procedures.

\_\_\_\_\_ I give permission for my child's name (first name, last initial only) to appear on a district or classroom sponsored website should one be developed.

\_\_\_\_\_ I give permission for my child's photo to appear on a district or classroom sponsored website should one be developed.

Signature of parent/guardian: \_\_\_\_\_

Date \_\_\_\_\_

***Students in Grades 4-12 must read this statement and sign below:***

I have read the Walpole Public Schools Acceptable Use Policy and agree to abide by its conditions, rules and guidelines. I understand that violation of these provisions may result in disciplinary action, according to the Code of Conduct, including but not limited to suspension or revocation of privileges, suspension or expulsion from school, and/or legal action.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

***Additionally, please print this page, complete it, and return it to school.  
Thank you.***

I have received and read:

\_\_\_ **The Walpole Public Elementary School Student and Parent Handbook**

\_\_\_ **The Code of Conduct**

\_\_\_ **Bus Rules and Regulations**

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*