

Wakefield Public Schools

Elementary Schools

Student/Parent Handbook

2021-2022



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إذا كنت تحتاج/تحتاجين لترجمة هذه الوثيقة، المرجو مراسلة مدير المدرسة

ELEMENTARY SCHOOLS:

DOLBEARE SCHOOL 340 Lowell Street 781-246-6480

Principal: TJ Liberty, tj.liberty@wpsk12.org
Assistant Principal: Michelle Ofilos, michelle.ofilos@wpsk12.org
Secretary: Susan Berggren, susan.berggren@wpsk12.org

School Hours:

Instruction Begins – 8:40 AM
Instruction Ends – 2:45 PM.

Office Hours: 8:00 A.M. – 3:30 P.M.

Website: www.wakefieldpublicschools.org

DOYLE SCHOOL 18 Paul Ave. 781-246-6420

Principal: Shannon Blacker, shannon.blacker@wpsk12.org
Secretary: Stacey McNeil, stacey.mcneil@wpsk12.org

School Hours:

Full Day 8:45 A.M. - 2:15 P.M.

Office Hours: 8:00 A.M. – 3:00 P.M.

Website: www.wakefieldpublicschools.org

GREENWOOD SCHOOL 1030 Main St. 781-246-6460

Principal: Tiffany Back, tiffany.back@wpsk12.org
Assistant to the Principal: Kathryn DiVasta, kathryn.divasta@wpsk12.org
Secretary: Marie Paiva, marie.paiva@wpsk12.org

School Hours: Instruction Begins – 8:40 AM -
Instruction Ends – 2:45 PM.

Office Hours: 8:00 A.M. - 3:30 P.M.

Website: www.wakefieldpublicschools.org

WALTON SCHOOL 18 Davidson Rd. 781-246-6494

Principal: Brian Schmitt, brian.schmitt@wpsk12.org
Assistant to the Principal: Kristin Liberti, kristin.liberti@wpsk12.org
Secretary: Sue Worden, susan.worden@wpsk12.org

School Hours:

Instruction Begins – 8:40 AM
Instruction Ends – 2:45 PM.

Office Hours: 8:00 A.M. – 3:30 P.M.

Website: www.wakefieldpublicschools.org

WOODVILLE SCHOOL 30 Farm St. 781-246-6469

Principal: Matthew Carter, matthew.carter@wpsk12.org
Assistant Principal: Marina Tzortzis, marina.tzortzis@wpsk12.org
Secretary: Grace Rossino, grace.rossino@wpsk12.org

School Hours:

Instruction Begins – 8:40 AM

Office Hours: 8:00 A.M. – 3:30 P.M.

Website: www.wakefieldpublicschools.org

OTHER TELEPHONE NUMBERS

Wakefield Memorial High School	246-6440
Galvin Middle School	246-6410
Special Education Department	246-6416
Central Office	246-6400

WAKEFIELD SCHOOL OFFICIALS

SCHOOL COMMITTEE

Suzy Veilleux (C)	Thomas
Mike Boudreau	Markham
Stephen Ingalls	Ami Wall
Amy Leeman	
Kevin Piskadlo	

(C) - Chair of School
Committee

CENTRAL OFFICE ADMINISTRATION

Douglas Lyons, Superintendent of Schools
Kara Mauro, Assistant Superintendent of Schools
Christine Bufagna, School Business Administrator
Rosie Galvin, Administrator of Special Education and Student Services
Tim O'Brien, Director of Facilities and Transportation
Jeffrey Weiner, Technology Director
Estelle Burdick, Director of Wakefield Academy

WAKEFIELD PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Wakefield Public Schools is to prepare students for college, career, and community by providing rich and challenging curriculum, high quality instruction, and educational experiences that meet their individual needs and interests.

NON-DISCRIMINATION STATEMENT

The Wakefield Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age or immigration status. The Wakefield Public Schools are also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age or disability. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights

Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

In addition to designating at least one administrator to handle inquiries regarding the District's non-discrimination policies, the Superintendent shall adopt and publish one or more grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual is interested in filing a complaint that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, disability, or immigration status, their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

To file a complaint alleging discrimination or harassment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, homelessness, religion, or immigration status or to make inquiry concerning the application of Title II, Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, Age Discrimination in Employment Act or applicable state laws and their respective implementing regulations, please contact:

Civil Rights Officer/Title IX Coordinator

Kara Mauro
Assistant Superintendent
60 Farm Street
Wakefield, Ma. 01880
Phone: (781) 246-6400

504 Compliance Officer/Homeless Liaison

Rosie Galvin
Administrator of Special Education and Student Services
60 Farm Street
Wakefield, Ma. 01880
Phone: (781) 246-6400

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Wakefield Public Schools also may be referred to the U.S. Department of Education, Office of Civil Rights (OCR), 5 Post Office Square, 8th Floor, Boston, MA 002109-33921.
Telephone (617) 289-0111 TTY (617) 223-9695.

Title IX of the Education Amendments of 1972

The Wakefield Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of sex. The Wakefield Public Schools is also committed to maintaining a school environment free of harassment based on sex, including

harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The Wakefield Public Schools' policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Wakefield Public Schools or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the District's Title IX Sexual Harassment Grievance Procedures, available [here](#). Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through the District's Title IX Sexual Harassment Grievance Procedure and may, if dismissed under that procedure, be investigated in accordance with the District's Civil Rights Grievance Procedures, available [here](#).

Upon receipt of a report of sexual harassment, the Title IX Coordinator will: (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant's wishes with respect to supportive measures; (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX may be directed to the District's Title IX Coordinator and/or the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

The District's Title IX Coordinator is:

Kara Mauro
Assistant Superintendent
60 Farm Street
Wakefield, Ma. 01880
Phone: (781) 246-6400
Email: kara.mauro@wpsk12.org

Section I

I. SCHOOL HOURS

DOYLE EEC – PRESCHOOL

Full Day 8:45 A.M. - 2:15 P.M.

DOLBEARE/GREENWOOD/WALTON/WOODVILLE

Kindergarten - Fourth Grade 8:40-2:45

II. ATTENDANCE

Children are encouraged to attend school daily. The education of children is of the utmost importance to school personnel. Continuity in every grade can only be accomplished with a consistent attendance record. Illness and unforeseen personal reasons do arise within every family, which results in a child's absence but it is vitally important for each child to be present in school whenever possible

All elementary schools have a School Absence/Child Safety Line. It is necessary for parents to call the special phone number at their child's school and state the date of absence, student's name, teacher, reason for absence, and anticipated length of absence. The absence lines are open 24 hours per day, seven days a week. Parents need to call their child in no later than 8:25 A.M. on the day of absence. If it is known that the student is to be absent for a longer period, the school should be made aware of this. Children's names found on the daily absentee list are compared to the incoming calls recorded on the School Absence/Child Safety Line. Parents are notified as soon as possible of any child who has not arrived at school.

Parents may request homework assignments be sent to the office after two (2) consecutive days of regular absence. Homework assignments may be picked up by appointment only in the school office.

A. ATTENDANCE POLICY

We believe attendance to be essential to the academic, civic, and social success of students at the WPS Elementary Schools.

1. Student Absences

- a. Parents or guardians are required to call the school's absent line no later than **8:25 a.m.** on the date of absence to confirm a student's absence from school. During this call the student's name and reason for absence must be given. If no call is received, the school office will call home to confirm the absence.

- b. Students are expected to arrive to school by 8:25 am/12:35pm.
- c. A student who is not in school is marked absent. For an absence to be considered excused, please read Section B. Excused Absences.
- d. Vacation while school is in session is strongly discouraged. Teachers are not required to provide work prior to family vacations. It is the student's responsibility to make arrangements with the teacher to make up any missed work due to the vacation. Students who have taken a vacation during the school year will have the opportunity to make up any missed work. Parents should notify teachers and the office in writing if a student will miss school due to a vacation.

B. EXCUSED ABSENCES

- 1. A student who is absent for a medical reason will have the absence excused upon receipt of a physician's note from the doctor or the doctor's office. This note should be turned into the main office within 48 hours of the absence.
- 2. A physician's note from the doctor or the doctor's office validating the illness and noting the dates absent from school as a result of the illness may be required for extended absences.
- 3. A student who is sent home by the school nurse and remains out of school due to symptoms for 24-48 hours.
- 4. A student who is absent for chronic illness may have those absences excused if a doctor's statement is on file with the school.
- 5. Students shall have an absence excused and shall be excused from any school activity if the absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
- 6. Legal matters, which require personal appearance in court, shall be excused.
- 7. Emergencies which involve individuals or immediate family members may be excused at the discretion of the administration.

C. TARDINESS

- 1. Tardiness to School
- 2. All students are expected to be in school by 8:25 a.m./12:35 p.m. Once on school grounds, students are not allowed to leave, unless properly dismissed through the Main

Office. Tardiness to school is not acceptable. Families should plan their morning (breakfast, traffic, and parking) so that students arrive to school on time.

3. A student who is late to school is marked tardy.
4. Tardiness is approved for the same reasons as an absence would be approved, subject to proper documentation. Documentation for an excused tardy or absence must be a note or appointment card from the office of the doctor, dentist, or legal appointment.
5. Administration may excuse tardiness due to extreme weather or traffic conditions at their discretion.

D. DISMISSALS FROM SCHOOL

1. Routine dismissals from school are discouraged.
2. When dismissals are necessary, a custodial parent or guardian must sign the student out from the Main Office.
3. Students who are dismissed and return to school the same day must sign out and sign back in at the Main Office.
4. Students who leave school early due to illness must be dismissed through the school nurse. Dismissals through the school nurse are excused. Leaving early due to illness does not excuse a student from making up missed assignments. In certain situations, the school may require a meeting and a medical professional's approval for a student to return to school. The school nurse will coordinate such re-entry.
5. Dismissals for medical, legal, and dental appointments will be excused under the attendance policy if a documented note of the appointment from the office of the dentist, doctor, or legal appointment is sent to school with the returning student indicating the time/date of said appointment. In every instance of leaving early, students are responsible for completing any missed class work, homework, and/or test missed.

E. ATTENDANCE POLICY GUIDELINES

1. Pupil absence notices to parents and pupil absence meetings with parents will be conducted in accordance with the requirements of M.G.L. c. 76, 1B. Each Principal or designee 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.
2. 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.

III. “NO SCHOOL” ANNOUNCEMENTS

In stormy weather, if it is necessary to close schools or delay the opening of school, announcements to that effect will be broadcast over the following radio stations between 6:00 and 8:00 A.M., but often earlier if possible: WBMX, WRKO, WBZ, and WHDH, WBUR and Channels 4, 5, 7 and Fox and local media. The Superintendent of Schools will post all school closings or delays on the school district [website](#). An additional message is also sent to parents through School Messenger with updates. Please be sure your contact information is kept up to date in iParent.

If there is a delayed opening, all programs will be delayed for two hours.

*Parents are requested not to call School Committee Members or the Superintendent. Rather, they can watch for alerts from School Messenger or access updates from the following sources: radio, T.V., or the Internet.

IV. STUDENT RESIDENCY REQUIREMENT

The Wakefield Public Schools does not participate in the School Choice Program. Unless legally homeless, students must have a legal residence in Wakefield in order to attend Wakefield Public Schools. Please refer to Wakefield School Committee policy (PO) 1003-(E) for additional residency information.

Section II

BEHAVIOR

A. INTRODUCTION

Every teacher and staff member strives for a well-disciplined and safe environment at school. This should also be a goal of all the students.

Students are expected to show respect for fellow students, teachers, aides, and volunteers. All students have a right to an education, and teachers have a responsibility to provide that education. No one student may prevent that from taking place.

Children must be taught at an early age to follow rules and regulations, to respect authority and the rights of others. All members of society must follow rules and regulations or eventually suffer the consequences.

All of our schools have access to a social emotional curriculum and resources to support the achievement of better peer relations at school. Students receive a consistent, reinforced message about bullying over an extended period of time and in a variety of settings.

Children with minor behavior problems, as well as high-risk children, learn what appropriate behavior looks like, practice these positive behaviors, and are reinforced for making proactive choices. Misbehavior is handled as a problem with solutions. Intervention is deemed a learning situation for the child. Children are taught through modeling, practice, and reinforcement. Although appropriate consequences follow misbehavior, learning new behavior is the goal. Depending on the age of the student and the nature and context of the incident, consequences may include: completing a reflection sheet with an adult, drawing a picture or writing a note of apology, making a bullying prevention poster, helping to plan and take an active role in a bully prevention lesson for his/her class, or short-term suspension, long-term suspension, or expulsion, in accordance with M.G.L. c. 71 §§ 37H, 37H1/2, 37H3/4. The Wakefield Public Schools endeavors to utilize a progressive discipline model to the maximum extent appropriate to the unique circumstances of the infraction(s).

M.G.L. c. 71, 37O prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents.

For additional information regarding discipline and district policies including the WPS District Bullying Policy please go to the district policy page:
<http://wakefieldpublicschools.org/WPS/wps-policy-book/>.

The Wakefield Public Schools shall not permanently exclude a student from its schools for alleged misconduct without first giving the student and his/her guardian an opportunity to be heard. Disciplinary Due Process will be provided in accordance with the provisions below.

B. SUSPENSIONS

The most serious consequence of inappropriate behavior is suspension/expulsion.

Depending on the incident, a student may have to be suspended. The determination for suspension will be made by the Principal.

Suspension may take place when a student does not follow certain school rules which affect his/her life, the lives of others and proper care of school property. Suspension can also occur if a student does not follow school rules. A student that brings a dangerous weapon of any kind as determined by the Principal may be subject to immediate suspension and possible expulsion.

Suspension can either be out of school (the student remains at home for a specified period) or in school (the student remains in school, away from class, in a designated area for a specified period).

Because every act of misbehavior cannot be anticipated through school rules, the Principal may be required to make a judgment in handling certain acts of misconduct not covered in this handbook. Any reference contained in this handbook regarding potential disciplinary sanctions are only guidelines and the Principal or designee may impose more or less severe consequences as appropriate.

Loss of bus privileges due to behavior will be handled by the Principal, and are not subject to appeal.

Suspension Guidelines:

Suspensions and expulsions of students shall be imposed in compliance with constitutional, statutory, and regulatory requirements, including M.G.L. c. 76, §17; M.G.L. c. 76, §21; M.G.L. c. 71, §37H; M.G.L. c. 71, §37H 1/2; and M.G.L. c. 71, §37H 3/4.

C. DISCIPLINARY DUE PROCESS

Due Process Under M.G.L. Chapter 71, Section 37H ¾

(For all offenses except for possession of a dangerous weapon, possession of a controlled substance, assault on staff and felony offenses)

Definitions Under M.G.L. Chapter 71, Section 37H ¾:

Superintendent – the Superintendent or designee for disciplinary purposes.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. *

Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Suspensions or

exclusions pursuant to M.G.L. c. 71, §§37H and 37H ½ to not count towards the calculation of the number of days of suspension under M.G.L. c. 71, § 37H 3/4. Similarly, days of emergency removal do not count as days of suspension under M.G.L. c. 71, § 37H 3/4.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Principal: the primary administrator of the school or the Principal's designee for disciplinary purposes.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

(Please note: these due process procedures apply to M.G.L. c. 71, § 37H ¾ only. For offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below)

In every case of student misconduct under M.G.L. c. 71, § 37H 3/4 for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Emergency Removals; M.G.L. c. 71, § 37H ¾: - A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of: (1) the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter

services at the hearing if needed to participate. Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent, the Principal must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing. Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension M.G.L c. 71, § 37H ¾: means removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 CMR 53.00.

Due Process for In-School Suspension; M.G.L c. 71, § 37H ¾: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H ¾: – On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

Short-Term Suspension; M.G.L c. 71, § 37H ¾: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school.

Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Due Process for Short-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing - Short-Term Suspension; M.G.L c. 71, § 37H 3/4: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Principal's Decision – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The Principal's decision shall be final with no opportunity for appeal. If the student is in a public

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

Long-Term Suspension; M.G.L c. 71, § 37H ¾: means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H ¾: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice - Long-Term Suspension; M.G.L c. 71, § 37H ¾: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: The student will have the rights identified in the written notice and the principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Principal's Decision – Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the Superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.

Superintendent Appeals – Long-Term Suspension; M.G.L c. 71, § 37H 3/4: A student who is placed on Long-Term Suspension under M.G.L c. 71, § 37H 3/4 following a hearing with the principal shall have the right to appeal the principal's decision to the Superintendent. The student or parent shall file a notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

Superintendent Appeal Hearing; M.G.L c. 71, § 37H 3/4: The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or

parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

Superintendent's Decision; M.G.L. c. 71, § 37H 3/4: The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the Superintendent shall be the final decision of the Wakefield Public Schools with regard to the long-term suspension.

M.G.L. c. 71, §§37H and 37H ½ Offenses (Dangerous Weapons, Drugs, Assaults on Staff, and Criminal Felony Matters)

Short-Term Suspension; M.G.L. c. 71, §§ 37H and 37H 1/2 - For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Exclusion/Expulsion; M.G.L. c. 71, §§ 37H and 37H 1/2 - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student.

Long-term suspension/expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ c. 71, 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c. 71, §37H

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the Wakefield Public Schools by the Principal.
2. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the Wakefield Public Schools by the Principal.

Principal's Hearing, Long-Term Exclusion – 37H - Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, the Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2 above.

Appeal to the Superintendent – Long-Term Exclusion – 37H - Any student who has been expelled from the Wakefield Public Schools pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Suspensions or expulsions are decisions that must consider a student's due process rights. Building Principals or designees are required to report to the police department the presence of any weapon on school premises.

Felony Complaints - M.G.L. c. 71, § 37H ½

Issuance of a Felony Criminal Complaint

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing/Decision – Long-Term Exclusion – 37H 1/2 - The student shall receive written notification of the charges notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Appeal to the Superintendent- Long-Term Exclusion - 37H 1/2 - The student shall have the right to appeal the suspension to the Superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to be represented by counsel at student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Wakefield Public Schools with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing – Long-Term Exclusion - 37H 1/2 - The student shall receive written notification of the charges and be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that

the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Superintendent's Appeal – Long-Term Exclusion/Expulsion - 37H 1/2 - The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of their request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. The hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to be represented by counsel at student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Wakefield Public Schools with regard to the expulsion.

D. OPPORTUNITY TO MAKE ACADEMIC PROGRESS

The Wakefield Public Schools shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another school district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

For all suspensions, students will be entitled to the following in terms of the opportunity to make academic progress:

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

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

The school-wide education service plan will be provided to the parent and student at the time the student is expelled or placed on long-term suspension.

E. DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to the due process protections afforded to all students in disciplinary matters, students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act or who the school

has reason to believe might be eligible for special education services are entitled to additional procedural protections. These procedural protections also apply for students who do not currently have an IEP or Section 504 Plan, but whom the District knows, or has reason to know, that the Student may have a disability, prior to the conduct for which the Student is subject to discipline.

The following additional requirements apply to the discipline of students with disabilities:

Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or is subjected to a pattern of removal that exceeds ten (10) school days and is considered to constitute a disciplinary change in placement, building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to conduct a Manifestation Determination Review.

At the Manifestation Determination Review, the Team will consider whether the violation for which the Student is subject to discipline is directly and substantially related to the Student's disability or was the direct result of a failure to implement the Student's IEP or Section 504 Plan.

If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was NOT a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students, and students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year. Such services are not available to students under Section 504. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, and may, as appropriate, review any existing behavior intervention plan, or, where appropriate, conduct a functional behavioral assessment.

If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) unless the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral

Regardless of the result of the Manifestation Determination, if a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student

who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. If a student has been placed in an interim alternative education setting because of disciplinary action, the student may remain in the interim setting for a period not to exceed 45 school days. Thereafter, the student will return to the previously agreed-upon educational placement unless the parent (or student if 18+) consents to an extension of the IAES, or the parent and the school agree to another placement, or the parent or the district has initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement.

The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Bureau of Special Education Appeals. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

F. BULLYING PREVENTION AND INTERVENTION PLAN

The Wakefield Public Schools are committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The Wakefield Public Schools recognizes that certain students may be more vulnerable to becoming targets of bullying based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, sexual orientation, socioeconomic status, homelessness, academic status, gender identity or expression, pregnant or parenting status, physical appearance, or disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school and/or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying or harassment.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, or retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and harassment, and the school or district is committed to working with students, staff, families, law enforcement agencies, and the community. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

The full text of the Bullying Prevention and Intervention Plan is available [here](#)

G. PHYSICAL RESTRAINT POLICIES AND PROCEDURES

The Wakefield Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student.

No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Nothing in Wakefield Public Schools policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) 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 (c) the exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. The Wakefield Public

Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

H. STUDENT SEARCHES

Search of Students and Their Belongings

Search of a student will only be performed, and seizure of a student's belongings will only take place if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. Search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.

When reasonably possible, search of a student's belongings will be conducted in the presence of a second school official. Use of canines on the exterior of vehicles or other items to detect odors do not constitute a search.

Should a student refuse to voluntarily comply with a request for a search, the student will remain under adult supervision until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.

Students are hereby given notice that STUDENT LOCKERS ARE ACCESSIBLE TO SCHOOL OFFICIALS AND MAY BE SUBJECT TO SEARCH AT THE DISCRETION OF SCHOOL OFFICIALS. Students have no expectation of privacy in their school lockers. Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

I. TECHNOLOGY RESPONSIBLE USE AND INTERNET SAFETY POLICIES

The Wakefield Public Schools Technology Responsible Use Agreement ([linked here](#)) and Internet Safety Policy ([linked here](#)) outline acceptable use of the Wakefield Public Schools network, technology devices, digital resources, and network infrastructure, including email and online class resources. All students and staff must agree to abide by the Technology Responsible Use Agreement.

The Wakefield Public Schools monitors the use of the school District's network. There is no expectation of privacy related to information stored and transmitted over the Wakefield Public Schools network. Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law, school rules of the code of conduct, or Wakefield School Committee policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action in accordance with the disciplinary due process procedures in this handbook.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Illegal or criminal activities.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive, bullying or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Cyber-bullying (bullying through the use of technology or any electronic communication) 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: wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant message, text message or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation is a violation under law. 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 persons, if the distribution or posting is a violation under law. Cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When cyber-bullying is alleged, the full cooperation and assistance of parents and families is expected.
- Violating copyright laws and/or the District policy on plagiarism.
- Copying software or applications from Wakefield Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources.

- Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- “Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems.
- Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.

Saving inappropriate files to any part of the system, including but not limited to:

- Music files
- Movies
- Video games of all types, including ROMs and emulators
- Offensive images or files
- Programs which can be used for malicious purposes
- Any files for which you do not have a legal license
- Any file which is not needed for school purposes or a class assignment
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If a student needs a file for a class project that you think may be considered inappropriate, then he/she needs to have teacher and school administration permission prior to the class project.

Section III

STUDENT PROGRESS

A. STUDENT CUMULATIVE RECORD FOLDER

A cumulative record file will be initiated on each student upon entering our school system. The cumulative file folder will contain duplicate copies of report cards, standardized testing results, as well as letters and reports pertaining to that child. Parents have a legal right to see their child’s records (with limited exceptions as detailed below). Access will be arranged within ten (10) days of the request. A staff member will be available upon request for interpretation of the records.

B. STUDENT RECORDS

The Wakefield Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent’s and eligible student’s rights to access, inspect, and to request amendment of the child’s student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to educational records maintained by a school on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate. The eligible student or parent shall have the right upon request to meet with professional qualified school personnel to have any of the contents of the student record interpreted.

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exception under state and federal law, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a

student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records – In accordance with 603 CMR 23.07(4)(g), it is the practice of the Wakefield Public Schools to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public-school district, if the disclosure is for purposes of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

Non-Custodial Parents - Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public-school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first-class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access - Authorized school personnel to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an

administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Complaints - A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (781) 338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

C. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from

students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above.

The District will provide parents/guardians, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901

D. HOMEWORK

It is the expectation that homework will be given by teachers and completed by the students. Students will be asked and advised to do certain assignments outside the classroom as a follow-up to previous learning activities.

Homework is an extension and application of learning initiated by the teacher.

Assignments are creative in approach and require the student to apply previous learning and understanding.

The following should be considered maximum time for homework completion, including nightly reading, at each grade level:

Grades PreK-2: Twenty minutes

Grades 3-4: Forty minutes

Occasional long-range assignments are sometimes given in the intermediate grades.

Parents are requested

to have students complete these assignments over a period of time rather than at the last minute.

Homework may be a writing assignment, research, studying, or reading.

Parents should contact the school regarding homework assignments when their child is out due to illness.

Students are not allowed back into the school after dismissal. They are expected to have all books and materials needed to complete homework when they leave for the day.

Teachers are **not** expected to prepare assignments in advance of a family vacation during school time.

E. REPORT CARDS

1. Report cards are distributed two times per year in Grades PK-4 in January and June. Conferences are held between reporting periods. The dates for conferences and issuing report cards are included on the district calendar.
2. Attendance, tardiness, and dismissals are reflected on report cards.
3. To support our district goal of being paperless report cards will be electronically submitted to parents through iParent our student management system. Parents must register to have access to this system. If you have not registered you may do so by selecting this [link](#). Should you not have access to a computer, contact your child's school to request a copy of the report card.
4. Any questions or concerns about the grading should be referred to the classroom teacher.

F. PARENT-TEACHER CONFERENCES

The Parent-Teacher Conference is a way of exchanging information relative to a child's progress in school. Formal fall and spring conferences are held each school year in November and March (between each grading period).

Conferences between parent and teacher may be held at any time throughout the school year. Parents and teachers can initiate these conferences whenever they feel it is necessary.

Section IV

STUDENT SERVICES

A. READING SUPPORT

This program, under the direction of the Reading Teacher, supplements and reinforces the classroom-reading instruction for students.

Students who are below grade level in reading or are having difficulty may be selected for this support. Parents will be notified if their child(ren) is/are selected to enter this program.

B. SERVICES FOR STUDENTS WITH DISABILITIES

Both our State and Federal governments have passed important legislation affecting students, parents, and schools. This legislation is designed to provide equal educational opportunities and to inform parents and students of their rights. Each act of legislation is quite lengthy, so only brief summaries are included in this Handbook. Anyone wishing additional information may contact the Special Education Office at 781-246-6416.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504. Pursuant to Section 504, any qualified student with a disability is entitled to a free appropriate public education (FAPE). Under Section 504, FAPE is the provision of regular or special education and related aids and services designed to meet a student's individual educational needs as adequately as the needs of nondisabled students are met.

Additionally, the Wakefield Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The District is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)' consent, an evaluation will be conducted, and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

For more information regarding the services available to students with disabilities please contact the school guidance counselor or Special Education Administrator at your child's school or the Office of the Director of Special Education and Student Services.

The 504 Compliance Officer is: Rosie Galvin, Administrator of Special Education and Student Services

60 Farm Street
Wakefield, MA 01880
781-246-6400

C. OBSERVATIONS OF GENERAL EDUCATION AND SPECIAL EDUCATION PROGRAMS

Observations of a student's current and/or proposed special education program may be conducted by a parent/guardian or his/her designee in accordance with M.G.L. c. 71B § 3. Parents must request an observation five (5) days in advance, and can submit the request to the building Special Education Administrator and building Principal. Observers may be required to sign a non-disclosure form to protect student confidentiality

D. STUDENTS WHO ARE ENGLISH LANGUAGE LEARNERS (ELL)

All students, as they enroll in Wakefield Public Schools, are required to complete a Home Language Survey. If a language in addition to English is spoken at home, or if a student's first language is not English, the student will be assessed for English language proficiency. Students scoring below expectations on the English language proficiency testing and recommended for ELL services will receive ELL support services during the school day. Students receiving ELL support are required to participate in state-wide assessments. If parents elect to exclude their child from ELL services, they must check the box marked "No" on the Permission for Services form or contact the principal in person, via telephone or email. Students will exit the ELL Program after passing statewide testing, and based on the results of standardized testing, classroom performance and teacher recommendation.

E. HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

The McKinney-Vento Homeless Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following.

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students and unaccompanied youths will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. A child who is homeless or an unaccompanied youth and attending any school served by the local educational agency is eligible for Title I services and the Free and Reduced Lunch program.

The goal of the McKinney-Vento Homeless Education Assistance Act is: (1) To ensure that each child or youth experiencing homelessness has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths; (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths; (3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment; (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging student academic achievement standards to which all students are held.

Definition of Homeless Children and Youth

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian. Homeless students are defined as individuals who lack a fixed, regular and adequate nighttime residence and includes children and youth living in the following situations:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302(a)(2)(C) 1 of this title);
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii)

Homeless Education Liaison

Wakefield provides various types of support for students experiencing homelessness in order to help them attend school consistently. Eligible families may be living in shelters or may not have their own lease because they are temporarily staying with family members or acquaintances due to economic hardship or similar reason. Contact the district's Homeless Education Coordinator, at 413-534-2000, ext. 1140 for more details.

Enrollment and Dispute Resolution

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families residing in the district.

The Wakefield Public Schools will immediately enroll students experiencing homelessness in school, even if they do not have the documents usually required for enrollment – such as school records, medical records or proof of residency. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. The District's liaison for homelessness will assist students who arrive without records by contacting the previously attended school system to obtain the required records.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

F. STUDENTS IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF and other school district to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaboration districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

G. EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The district believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment. The full school committee policy on Educational Opportunities for Military Children may be found [here](#).

H. HEALTH SERVICES

SCHOOL NURSE

1. Each of the five elementary schools has one full time registered nurse on duty during the school day. They have direct responsibility for the children regarding injuries, health problems, and health examinations. The Elementary School Nurses, Victoria Morgan RN, Mary Doherty, RN, Cheryl LeBlanc RN, Kelly Qualey, RN, and Linda Smith, RN are assigned to specific elementary schools and can be reached at their respective schools.

2. Physical Exams

Per mandate 105 CMR 200.000 Physical exams are required for any child entering the school system and in grades PK and 4.

The school health program encourages the performance of the physical examination required in 105 CMR 200.100 by the student's own physician, nurse practitioner or physician assistant whenever possible.

The school committee or the board of health shall provide the services of a school physician to carry out physical examinations on such children who, because of hardship, do not have this service performed by the student's physician, nurse practitioner or physician assistant. Every reasonable effort shall be made to link such students with a primary care provider.

3. Vision and Hearing

In accordance with M.G.L. c. 71, §57, upon entering kindergarten or within 30 days after school entry, the parent/guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening through his/her MD or designee. For students who fail the screening and for students diagnosed with neurodevelopmental delay, evidence of a comprehensive eye examination meeting the requirements of M.G.L. c. 71, §57 shall be provided to the school.

In Wakefield, following DPH protocol, vision screening is done annually in grades 1-4 and hearing screening in grades K-3 under the direction of the school nurse.*

* Parents are contacted if results of these examinations warrant a follow-up.

4. The State's Growth Screening Mandate (M.G.L.c.105; C.M.R. 200.500) requires that all schools annually collect height and weight measurements of students in grades 1, 4, 7 and 10. Additionally, the child's Body Mass Index (BMI) is calculated. It is a "weight for height for age" index that can be a useful tool in early identification of possible health risk factors among developing children and youth. Results of this screening will be sent to parent/guardian if requested. If you wish for your child to opt out of this screening, at the beginning of the school year please provide a written statement to that effect.

STATE IMMUNIZATION LAW

The school nurse maintains all health records pertaining to each child. Under DPH 105 CMR 220.000 IMMUNIZATION OF STUDENTS BEFORE ADMISSION TO SCHOOL, all children must have on file completed documentation of required immunizations. The requirements in 105 CMR 220.500 (A) and (B) shall not apply: (1) upon presentation of written documentation that the student meets the standards for medical or religious exemption set forth in M.G.L. c. 76, § 15. At the present time, in Massachusetts only medical and religious exemptions are acceptable.

When a case of a vaccine-preventable disease emerges, susceptible individuals (including those with medical or religious exemptions) who are not vaccinated will need to be excluded for the appropriate time periods as outlined in *Reportable Diseases, Surveillance and Isolation & Quarantine Requirements* (105 CMR 300.000).

At the present time documentation of the following immunizations is required. This list is subject to change in accordance with 105 CMR 220 (Immunization of Students Before Admission to School). Number of doses of each vaccine varies by age/grade.

Diphtheria, Tetanus, Pertussis

Polio

Measles, Mumps, Rubella

Hepatitis B and Varicella

Chicken Pox

Also children entering Kindergarten must provide evidence of one lead screening and vision and stereopsis screening (as outlined above under vision and hearing)

HOME VISITS BY THE NURSE

When applicable, the nurse may visit the home of any child with physical disabilities who is in need of school based medical care. In other instances, a parent/guardian who would like to discuss the problems of planning for school based medical care should contact the appropriate school nurse.

INJURIES OR EMERGENCIES

1. In case of injury or illness the nurse is contacted and appropriate action is taken.

2. The police and fire departments will transport any child to the hospital if necessary. Parent/guardian will be notified immediately if emergency transportation is considered.
3. Parent/guardian is notified of serious injury or illness. It is the responsibility of the parent/guardian to promptly take his/her child home when dismissal due to illness/injury is indicated. Transportation must be provided by the parent/guardian or parent/guardian designee when a student is to be dismissed.
4. Emergency information is to be completed by parent/guardian for each child. Alternative contact person must be local. This information needs to be updated when any changes occur.

DISMISSAL/EXCLUSION GUIDELINES

(in conjunction with DPH School health attendance guidelines)

1. Children are sometimes ill when they arrive at school. If your child has been sick the night before or complains of feeling ill before school, please evaluate and keep him/her at home if warranted, consulting with your child's MD as necessary.

If your child's class is scheduled for a field trip, please err on the side of caution as it is often very difficult to make arrangements for dismissal from a field trip and there is not adequate supervision/provision for care of a sick child.

There may be times when the school, in working with the Board of Health in response to a specific health concern (i.e. Flu of 2009, COVID-19 pandemic), may need to modify or change specific protocols. In the event that occurs, parents/guardians will be notified.

2. Fever

For school guidelines, a fever is an elevated temperature of 100.5 or higher. Upon arrival at school or during school hours, children with a fever will be dismissed. Children must remain home until fever-free for 24 hours without the use of fever reducing medication such as Acetaminophen (Tylenol) or Ibuprofen (Motrin)

3. Vomiting/diarrhea

If your child vomits or has one episode of diarrhea, does not have an elevated temperature, and does not appear unwell, it may be caused by something other than an intestinal illness. If your child vomits more than once, has a fever and /or will not be able to participate in all school activities, he/she must remain out of school for at least 24 hours after the last episode of vomiting or diarrhea.

4. Cold Symptoms

Children with moderate to severe cold symptoms (including green nasal discharge, chronic cough, or flu-like symptoms) should remain at home. This is especially true in the case of younger children who are unable to properly blow their noses, dispose of used tissues, and cover their mouths consistently when they cough/sneeze.

*Please be aware that children with certain disabilities may have chronic conditions that present with increased nasal discharge (sometimes colored) that is not secondary to illness.

5. Rash

Children with an unidentified rash that is spreading and/or worsening should not come to school until it has been diagnosed by a physician or designated assistant. Children with a rash (such as poison ivy) may come to school but the rash should be covered if possible.

6. Strep

People with streptococcal pharyngitis should not return to school until at least 24 hours after beginning appropriate antibiotic treatment and resolution of their fever. Mildly ill students and staff (without a fever) can continue to attend school while awaiting the results of a strep culture. Antibiotics should be taken for the full course of prescribed treatment, primarily to prevent rheumatic fever or other complications.

Other medical conditions (including but not limited to) Staph, Impetigo, ringworm, Pertussis, conjunctivitis, scabies, head lice, Fifth disease, coxsackievirus, will be handled per DPH school health guidelines.

COMMUNICABLE DISEASES

Per Massachusetts DPH, under certain circumstances students/faculty may be excluded from school for certain illnesses. The list and circumstances may vary from time to time. We will monitor and follow DPH guidelines regarding exclusion and readmission pertaining to communicable diseases.

MEDICATIONS

PRESCRIPTION MEDICATIONS

Medications, whether prescription or non-prescription, shall be administered to students by the school nurse, and/or those delegated by her in accordance with 105 CMR 210. Any prescription medications to be given at school must be delivered in a **pharmacy/manufacture labeled container with a prescription label attached**. No more than a 30 day supply of the medication may be delivered to the school at one time.

The prescription labeled container is adequate physician documentation for 10 days administration of a medication. Any longer administration requires written documentation from a physician or designated assistant. In either case, written permission from the parent/guardian must be provided for administration. The state policy is explicit that children MAY NOT self-medicate, except in certain conditions such as inhalers (speak directly to your child's school nurse for other possible exceptions.) If your child is to have an inhaler in school, please request and complete the form allowing him/her to self-medicate and make sure a prescription label is attached to the inhaler.

Per Massachusetts State Policy, except as noted, A PARENT/GUARDIAN OR PARENT DESIGNATED ADULT (over 18) MUST TRANSPORT ANY MEDICATION TO AND/OR FROM SCHOOL. Please ask your pharmacy to provide separate bottles for school and home as any bottle containing medication (i.e. liquid antibiotics) would need to be brought

in and picked up daily by an adult. Please note that the state recommendation is that any antibiotic ordered for three times a day is given before school, after school and at bedtime.

Unless otherwise instructed, any leftover medication will be disposed of a week after the last school dose is given. If you wish to pick up any unused medication contact your school nurse and make arrangements before the week is up.

NON PRESCRIPTION MEDICATIONS

ALL non-prescription medications require written documentation by a physician or designated assistant and written parent permission. This would include such medications as Tylenol, Benadryl, or cough medications. (The exception begins in grade 5 when under Wakefield's school physician Tylenol or Advil may be given in school with written parent permission.) **As with prescription medication, any non-prescription medication sent in to school must be brought in and picked up by an adult.** Again as with prescription medication, CHILDREN MAY NOT SELF MEDICATE.

It shall be a violation of school rules to possess prescription or non-prescription medication at school. All such medications should be registered and maintained by the school nurse, unless the school nurse has provided written authorization for administration of the medication by another individual.

If at any time during the school year, you have any questions or concerns please feel free to contact a school nurse through your child's school.

I. ALLERGIES IN SCHOOL SETTING PROCESS

The prevalence of reported food allergies has continued to increase significantly over the last several years. Those children diagnosed with a food allergy are at significant risk of anaphylaxis, a life-threatening reaction. In October 2002, the Massachusetts Department of Education in collaboration with the American Academy of Allergy, Asthma and Immunology recommended that all schools have in place a system to identify children with life-threatening allergies. Education of all staff in life-threatening allergy awareness is the cornerstone of this initiative.

School-wide Expectations

At all times, Wakefield Public Schools seeks to remain sensitive to all life-threatening allergies and will take reasonable measures to ensure a peanut, nut and latex-sensitive environment. **We ask all parents to refrain from sending peanut, nut and latex products to school with their children.**

Food allergies may be addressed through the Section 504 process as appropriate.

Selected portions of the Wakefield Public Schools Allergies in School Setting Policy are included below. For the complete text of the policy, [see here](#).

- All schools will require that any parties and celebrations during the school day be food free.
- The use of food for curriculum instruction or special luncheons during the school day will be restricted to the Culinary Arts, Life Skills programs and the WHS Alternative Program. Food may be permitted for curriculum and/or instructional purposes only when (1) an alternative instructional method cannot provide equal educational value and (2) all measures are taken to ensure the safety and wellbeing of students and staff.
- The use of food as a reward in any classroom shall be excluded.
- The principal of each school, especially at the elementary level, shall implement a No Food or Utensil Sharing practice.
- School nurses will provide allergy awareness education and EpiPen and epinephrine auto injector training for all Wakefield School Department employees, based on the Department of Education and Department of Public Health recommendations.
- The parent/guardian or primary care physician of any student with a life threatening allergy shall provide documentation to the school system that contains the following information:
 - Identification of the allergy
 - Description of typical symptoms
 - Dosing instructions for medication
 - This information shall be updated at least annually or as needed due to changes in the student's health needs. All past documentation of a student's health report, along with any new or updated information received, shall be reviewed and utilized by school nurses.

J. FACE COVERINGS

The Wakefield Public School District is committed to providing a safe environment as schools reopen during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to returning students to a full-time, in-person classroom learning experience.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), and the Massachusetts Department of Public Health (MassDPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation, even when social distancing is observed. Face coverings should be at least two-ply and be able to stop respiratory droplets from reaching others. Gaiters, bandanas and masks with one-way valves or vents will not be permitted.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance: The individual: has trouble breathing; is unconscious; is incapacitated; cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral, religious exemption, or other challenge, making it unsafe to wear a face mask or face covering. A written note from a physician or counselor is required for a requested medical or behavioral exemption. For a religious exemption, a parent or guardian may provide a written attestation indicating that the mask requirement conflicts with their sincerely held religious beliefs. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced, including, but not limited to: during mask breaks; while eating or drinking; while outside under supervision.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted, in accordance with the disciplinary due process procedures provided for in this handbook.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy and/or school rules in accordance with the disciplinary due process procedures provided for in this handbook.

Visitors in violation of this policy will be denied entry to the school/district facility. This policy will remain in place until rescinded by the School Committee.

K ANIMALS IN SCHOOL

Parents and children are reminded that school policy states that pets are not allowed on school property. This is both a safety issue and a health concern. Please do not walk dogs, or other animals, on the school grounds. This also applies to when parents are dropping off or picking up their children.

The Wakefield Public Schools does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

The Wakefield Public Schools acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its buildings, in classrooms, and at school functions, as required by the Title II of the Americans with Disabilities Act and its implementing regulations found at 28 CFR Part 35.

For purposes of Wakefield Public Schools policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability." The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability."

For additional requirements and information on service animals on school grounds, please see School Committee policy 1107 – Animals in Schools, available at <https://www.wakefieldpublicschools.org/district/pages/policy-book>

L. ART, MUSIC, PHYSICAL EDUCATION, WORLD LANGUAGE, LIBRARY SCIENCE

Students in Grade 1-4 are scheduled for classes in Art, Music, and Physical Education each 6-day cycle.

Parents are encouraged to ask their children when Art and Physical Education classes occur so that children can dress appropriately for their class. Only non-marking athletic footwear is allowed in the gym. Library services are provided to students through community volunteers.

M. MUSIC PROGRAM

String Instrument Lessons

Students in Grades 5 and 6 are offered the opportunity to take string instrument lessons on a 6-day cycle.

The Wakefield Music Program is excellent and all students are encouraged to participate in some aspect of the program.

N. CAFETERIA (Lunch, Snack, Milk)

School lunch is presently \$2.75. Milk only is sold for \$.60. Chocolate and low-fat milk is available. The “School Lunch Menu” is published on our website at <http://wakefieldpublicschools.org/WPS/food-services/>.

Free or reduced lunch applications may be obtained at the school and/or from our website.

All lunches meet the standards of the Bureau of Nutrition. The Basic Food Groups are taken into consideration when planning meals.

From time to time, students may have to borrow money for lunch or milk. This money must be returned the next day and children should be encouraged to develop a sense of responsibility for handling their money on a daily basis. Lunch tickets are sold on a weekly basis. Information regarding the purchase of these tickets is sent home in the fall.

Students will eat lunch with other students in their grade. Staff members and/or parent volunteers supervise lunch and recess and are available to assist the children. Children are asked to talk quietly during lunch and use appropriate table manners.

All children are responsible for cleaning up their table areas after eating and disposing of their trash.

O. BEFORE AND AFTER SCHOOL PROGRAMS

Before and After School Programs operate at all of the elementary schools. The Before School Programs run from 7:00 A.M. to 8:40 A.M. Monday through Friday. The After School Programs operate from 2:45 P.M. to 6:00 P.M. Monday through Friday. In case of a delayed opening, the Wakefield Academy Before School Program will begin at 9:00 A.M. These programs are run by Wakefield Academy, parents should contact 857-445-6642 for more information about these and other programs.

P. EXTRA HELP

Students can remain after school for extra help with schoolwork if necessary. Parents will be contacted if students need to remain after school.

Q. MANDATORY REPORTING

All professional staff are informed annually of their obligations to report cases of child abuse and neglect as specified in M.G.L. c. 119, § 51A-51F and M.G.L. c. 71, § 37L.

Section V

TESTING

Various test instruments are used to assess and measure a student's performance during the elementary school years, Kindergarten through Grade 4.

A. PRESCHOOL AND KINDERGARTEN SCREENING

Preschool and Kindergarten screening is available to all children in the town beginning at age three (3). This screening is held in the spring of each year, however, a Parent may request a special education evaluation for their child at any time. The primary purpose of this screening is to identify any needs for special education services. Parents are required to have their incoming child screened.

B. STATE MANDATED ASSESSMENT TESTING

State mandated assessment tests are administered in grades 3 and 4.

Grade 4 - MCAS (Massachusetts Comprehensive Assessment System) English/Language Arts and Math Test in the spring of each school year.

Grade 3 - MCAS Reading Test and Math Test in the spring of each year.

Test results are forwarded to parents after the results are received from the State.

Section VI

TRANSPORTATION

A. BUS TRANSPORTATION

Free transportation will be furnished to all students in Grades K-6 who live more than two (2) miles walking distance from the school to which they are assigned.

Transportation may be furnished for students who live less than two (2) miles from the school to which they are assigned for a fee that is determined each year by the School Committee.

We defer to the knowledge and expertise of our bus carrier in setting up our bus stops. They are the most knowledgeable about safety and the ability to maneuver buses under any and all road conditions.

B. TRANSPORTATION GUIDELINES FOR STUDENT SAFETY

The student school day begins when he/she leaves home and ends when he/she returns. Students come under the jurisdiction of the school administration during this entire period. Remember, it

is a privilege to ride the school bus. If students are not well behaved, courteous, or, if they endanger the health and safety of other students, and results in the violation of the rules of behavior, this privilege will be taken away from the student.

Revocation of the riding privilege shall be as follows, dependent upon the determination of the significance of the violation by the Principal: The first reported offense may be a warning. The second offense may be the immediate revocation of bus pass and riding privileges for five school days. The third offense shall be the immediate revocation of the bus pass and riding privilege for the remainder of the school year. The bus driver shall be considered to have the same authority as a teacher in the classroom and shall be required to turn in a Bus Conduct Report if circumstances warrant.

C. BUS SAFETY

Transportation Guidelines for Student Safety

1. Bus stops are established for the convenience of bus students. Littering, defacing property, roughhousing, throwing things, shouting, smoking, and other objectionable conducts are prohibited. While awaiting the arrival of the bus, it is mandatory that students must remain well back from the roadway. Those stops having groups of children not observing this rule will not be picked up.
2. Pupils shall not enter a bus when the driver is not in the vehicle.
3. Pupils shall enter the bus in an orderly fashion and go directly to a seat in the assigned area and remain seated until the destination is reached. Pupils shall not attempt to “save” a seat for others.
4. There shall be no littering, eating, or defacing of the buses, shouting, or tossing objects in the bus. There shall be no standees.
5. No student may do anything, which will disturb or distract the driver from the safe operation of his bus.
6. Pupils must ask and obtain the driver’s permission before opening windows in the bus. They shall keep their hands, arms, and heads inside the bus.
7. Pupils shall be picked up and unloaded only at regularly scheduled stops and at the scheduled time. The driver will not wait for late stragglers.
8. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
9. The emergency door must be used for emergencies ONLY. Do not touch safety equipment on the bus.

10. It is essential that each student cooperate with the bus driver for the safety of all concerned.
11. Pupils shall carry their bus passes and shall produce them at the request of the drivers. In the event a student cannot show his/her pass, he/she will not be permitted to ride. If a student's conduct is inappropriate at any bus stop, the driver will be required to report the details to the Principal of the school. The applicable penalty will be invoked. Bus passes are not to be given to other students.
12. In the event that a student loses his bus pass, a new one may be issued only after consultation with the Principal at the prevailing time.
13. There shall be NO SMOKING or lighting of matches or cigarette lighters. Fireworks of any kind are also forbidden.
14. Riding or hanging on to the outside of the bus is strictly forbidden.
15. The bus driver will return misbehaving students to the school for administrative action.

Deviation from the rules printed above will result in a report to the Principal by the teacher or bus driver. Parents will be informed either by mail or by telephone of the violation of the accepted rules and the action taken by the Principal, including but not limited to removal of bus privileges for the remainder of the year. As noted in the regulations above, the bus driver is notified of the action by the Principal, the Principal retains a copy of the report and a third copy is filed at the Superintendent's Office.

D. BICYCLE RULES

1. Bicycles may be ridden to school by children in Grades 3-4. Parental permission must be given for students to ride bicycles. Students riding bicycles to school must wear an approved bicycle helmet.
2. Bicycles should be parked in the bicycle racks (if available) and locked as soon as the child arrives at the school.
3. Only one student at a time should be on a bicycle.
4. No one may ride another person's bicycle.
5. No bicycles will be used on the playground.
6. Bicycles should be ridden at a reasonable rate of speed, with consideration of walkers and other people around them.

7. Children should not ride their bicycles between children boarding the bus or walking home. They should walk their bikes in this area and follow the directions of the teachers on duty.
8. Failure to observe the rules may result in a loss of the privilege of riding a bicycle to school.
9. The primary determination as to whether or not bicycles are used is the parent's responsibility. We neither encourage nor discourage this practice. We will not assume any responsibility for, or damage to, bicycles.

Parents and guardians are requested to reinforce our school bus and bicycle regulations and to periodically review them with their children. The possibility of school bus and bicycle accidents can be greatly minimized by the cooperation of the school, the home, and the student.

Skateboards and rollerblades are not allowed at school. Students using scooters must be accompanied by an adult.

E. WALKERS

Children who walk to and from school should be instructed by their parents as to the safest route to follow. Walkers should stay on sidewalks whenever possible, cross at the crosswalks and obey crossing guards. Students should go directly to or from school and should not talk to strangers under any circumstances. They should not accept rides from other adults unless their parents have instructed them to do so.

F. MOTOR VEHICLE IDLING

For the safety of staff and students, operators of school buses and personal motor vehicles, including students, faculty, staff, and visitors, shall be restricted from prolonged idling of such vehicles on school grounds and violators may be subject to a fine. M.G.L. c. 90, § 16B.

Section VII

GENERAL INFORMATION

A. CHAIN OF COMMAND

In the case of a concern or problem, the teacher is to be consulted first. If the matter is not resolved with the teacher, parents should then contact the building principal. If the matter has not been resolved after contacting the building principal, please contact the Superintendent of Schools.

B. ELEMENTARY PARENT-TEACHER ORGANIZATION

The Wakefield Schools have very active Parent-Teacher Organizations (P.T.O.). These PTO's exist in each elementary school and are comprised of parents and teachers working together to maintain good communication between parents and faculty members. Each school's PTO is extremely active and helps to keep parents informed about what is happening in our school and what new ideas are being utilized by other systems. The PTO aids the school staff in any way necessary to facilitate the educational goals of the school. The PTO conducts an Annual Membership Drive shortly after school begins each September.

All are encouraged to become members of their school's PTO. Membership is open to all families in our school district as well as students, teachers and other interested individuals. The membership fee defrays the cost of in-school enrichment programs, field trips, and other special programs and activities. Parents are encouraged to join the PTO and to attend the monthly meetings.

C. FIELD TRIPS

All students in Preschool through Grade 4 enjoy the educational experience of at least one field trip each year. The ratio for adult to student must be 10 to 1 on a field trip, except if the trip involves water transportation at which time the ratio must be 5 to 1. Written permission slips will be required for each trip. When there is a cost associated with a field trip all payment must be submitted to the school's PTO. All checks must be made payable to the school's PTO. Students are adequately supervised on these trips and parent chaperones may be requested. All chaperones must have an approved CORI form on file in order to volunteer to chaperone.

D. LEARNING COMMONS/LIBRARY

Library schedules are established and students can use the library by class on a 6-day cycle.

Library books are taken out as needed. Students are encouraged to use the school library and take responsibility for the care and return of library books. Parents are requested to assist by encouraging students to read library books and to return these books when they are due.

E. LIBRARY (Town)

Students have the opportunity to visit the Wakefield (Lucius Beebe Memorial) Library to take advantage of its resources to supplement units of study in the classroom. The Beebe Library is a great resource for both students and parents. All students are encouraged to have a library card so they can sign books out of the Beebe Library.

F. LOST AND FOUND

A "Lost and Found" box is located in all of our schools where lost articles are kept until claimed. Please put your child's name on all belongings so that these items can be returned to

the owner. Any clothes not claimed by the end of the school year will be donated to a charitable organization.

G. PARENTS' NIGHT/OPEN HOUSE

Parents have the opportunity to visit their child's classroom in late September or early October to meet teachers, see the classrooms, and learn about grade level curriculum.

H. PARTY INVITATIONS

If you are planning a party for your child, please do not send invitations to be distributed in school unless everyone in the class is invited. If you are not inviting everyone in the class then invitations must be distributed outside of the school and not on school grounds. We understand that you must limit the number of children in your home; however, the children who do not receive an invitation feel left out or excluded.

The school cannot give out addresses or phone numbers of other students, so please do not request them from any of the school staff. Your cooperation in this matter is appreciated.

I. SCHOOL INSURANCE

Each year in September, the District offers group insurance at a nominal cost for the protection of each child for whom it is purchased.

J. SCHOOL PICTURES

Student pictures are taken in the fall. Parents will receive notification in advance of the dates the photographer will be visiting each school.

K. SCHOOL VISITS AND VOLUNTEERS

Please note this information may be subject to change based on the health and safety needs of students and staff, e.g. during the COVID-19 pandemic. Please contact your child's building Principal for more information on school visits and volunteers

Parents are welcomed to visit the school. If a parent wishes to visit classrooms or the lunchroom while school is in session they must first obtain permission from the principal. This contact may be made by a note sent to school with your child.

Because of our extreme concern for the safety of children and to assure that no unauthorized people are in the buildings, we require visitors and volunteers to sign in at the school office and wear a visitor's badge before entering a classroom and sign out when leaving the building. If a conference is necessary, please telephone the school office.

Volunteers can assist the school in many ways. They assist in classrooms, libraries and during special events, etc. All parents must have an approved CORI before being allowed to volunteer in our schools.

School volunteers have been utilized very successfully for many years in our schools. Their support and assistance are very much appreciated. When volunteering we ask that younger siblings not accompany the volunteer so that full attention can be devoted to the task at hand.

Volunteer Opportunities

- There are many opportunities to volunteer at our schools. In the classroom, there is chaperoning, volunteering for activities and more. Outside of the classroom, the PTO offers many committees, activities, and events where you may volunteer.

Before you Volunteer

- Per Massachusetts law, all volunteers are required to have a CORI (criminal offender records information) on record prior to volunteering. Your CORI will need to be updated every three years.
- Honor your commitments and plan to be on time. If your schedule changes and you are unable to volunteer, always notify the appropriate party.

When you Volunteer

- Upon entering the building, sign in at the office and obtain a “Visitor” badge.
- Turn off your cell phone while in the school building.
- Keep confidential any information about children or school personnel that you learn as a result of your volunteering. It is not appropriate and can be illegal to discuss situations observed while acting as a volunteer.
- If you have any concerns about volunteering, they should be privately discussed with the teacher or principal.
- Volunteers should not be accompanied by other children when volunteering (i.e. lunchroom supervision and field trips)
 - This can become a liability and distract a volunteer’s ability to monitor student needs
- Remain in the location you are volunteering in
 - Exception when doing lunch duty and bringing student(s) to the bathroom or nurse’s office
- Never address student behavior directly but rather inform staff member who can address the student(s)
 - Exception is when it is a clear issue of safety
 - In the event of a safety issue verbally redirect student then notify staff for immediate support
- In order to be respectful of families who do not wish to have their child(ren)’s photos taken volunteers should not take pictures/video of students without permission of building administration.
- When working with students, remember to offer encouragement, praise, and recognition. It is important to remember that you are present to help all students and should refrain

from engaging staff in conference related topics. Please refrain from providing special attention to your child.

After you Volunteer

- Remember to sign out before leaving the building.
- Do not repeat stories about students or discuss the behavior of other children with parents outside of school, including social media or electronic communication. For example, “Wasn’t it cute when ...”. What happens in the classroom stays in the classroom.
- Keep student information private, even if you know the child and the family outside of school.

L. Digital Etiquette

The year is full of events and performances at the schools. It is a time to enjoy the accomplishments of our students. Remember in this digital age there is **Digital Etiquette** to follow:

Digital etiquette maintains that someone who takes a picture/video should always ask the people in that picture/video for permission before posting it on the internet. Parents often post pictures/videos from sporting events, recitals, birthday parties, and school functions online. If those pictures/videos include other children, the parent needs to obtain permission from the parents of **ALL** students involved.

We need families, teachers, and community members to be aware of this policy when they are at school events such as grade-level programs, field day, field trips, and even when visiting our classrooms and cafeteria. We have parents who prefer that their child's picture/video not be posted online. If you take pictures, please do not share them online without consent from the parents of students pictured.

This is not just a school issue. It is a community issue, as we want all children to be both safe and respected.

M. TELEPHONE USE

Children are not permitted to use the office phone for personal reasons.

Phone calls home for forgotten lunches or homework assignments are permitted at the discretion of the teacher, secretary, or principal.

In case of illness or other emergencies, the phone call will be made by the school nurse, secretary, teacher, or principal.

N. CELL PHONES AND SMART WATCHES

All phones and smart watches must be turned off when students enter the school and must remain in the student's backpack throughout the day. Any student caught texting or talking on their cell phone/smart watch during the day will have their device sent to the office. The school cannot be held responsible for lost/stolen/broken devices should parents elect to provide them to their children.

O. TOYS, DOLLS, AND ELECTRONIC DEVICES

Students are allowed to bring toys, balls or other athletic equipment, dolls etc. to school only with the explicit permission of a teacher or a staff member.

Since radios, electronic games, and devices are quite expensive and at times disturbing to others, **they are not to be brought to school.**

The school will not be responsible for breakage or loss of any of items brought from home.

Playground equipment will be provided by the school with assistance from the P.T.O.

P. TRANSFERS

Education in our schools is not provided for students living out of town. If parents are planning on moving out of Wakefield they are requested to visit the school office where the child will be attending to obtain a transfer form and to sign for release of school records to the new school.

If a student moves out of Wakefield, arrangements for continued attendance in Wakefield schools must be made through the Superintendent's Office. Tuition will be charged. Please review the [District's transfer request policy](#) .

Q. CURRICULUM GUIDES AND MATERIALS

Curriculum State Frameworks can be found on the district website for parents interested in reviewing these [guides](#).

Parents will have the opportunity to examine student textbooks and related materials during Back-to-School Night in the fall. Parents may also make arrangements with the classroom teacher to review any curriculum materials being used in the child's grade level.

R. SCHOOL COUNCILS

Each elementary school has a School Council. School councils were created in the Educational Reform Act of 1993. By definition "A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, that each school is required to establish pursuant to Mass. General Laws Chapter 71, Section 59C of Section 53 (as added by Section 53 of Chapter 71 of the Acts of 1993)."

The law outlines four major areas of responsibility for councils. School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards.
2. Identifying the educational needs of students attending the school.
3. Reviewing the annual school budget.
4. Formulating a school improvement plan.

S. SCHOOL COMMITTEE

Wakefield School Committee meetings are scheduled to be held on the second and fourth Tuesdays of the month at 7:30 P.M. The location for meetings will be posted at the Town Hall. A synopsis of each school committee meeting is printed in the local newspapers. School Committee meetings are televised on Wakefield local cable station WCAT. Community members can access School Committee agendas and minutes on the Wakefield Public Schools website at wakefieldpublicschools.org

T. SUPERINTENDENT'S OFFICE HOURS

Douglas Lyons, Superintendent of Schools, is available to book time with parents by contacting his office at 781-246-6400.

U. AUXILIARY GROUPS AND FOOD ALLERGIES

An auxiliary group is defined as a group not facilitated by school personnel. An auxiliary group does not receive funding through the school department budget. School-sponsored clubs and teams would not be considered auxiliary groups. Any group that pays a fee to use school department facilities or raises its own funds is considered an auxiliary group (PTO, Booster clubs, Wakefield Basketball Association, etc.).

Any auxiliary group intending to sell and/or serve food to students must indicate the foods being served on the Use of Facilities permit and purchase the food through our food service department and the District's approved food list or with prior approval by the Superintendent of Schools.

V. TOBACCO, ALCOHOL, AND DRUG USE PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; CBD oil; steroids; or any controlled substance. The School District prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event. Students in violation of this rule may be subject to disciplinary action in accordance with the disciplinary due process procedures in this handbook.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that

activity and may be subject to disciplinary action in accordance with the disciplinary due process procedures in this handbook.

W. SCHOOL DEPARTMENT LIAISONS

Human Rights Officer/Title IX Coordinator:
Kara Mauro, Assistant Superintendent
60 Farm Street
Wakefield, MA 01880
781-246-6400 kara.mauro@wpsk12.org

Homeless Liaison: Rosie Galvin, Administrator of Special Education and Student Services
60 Farm Street
Wakefield, MA 01880
781-246-6400 rosie.galvin@wpsk12.org

504 Compliance Officer: Rosie Galvin, Administrator of Special Education and Student Services
60 Farm Street
Wakefield, MA 01880
781-246-6400 rosie.galvin@wpsk12.org

X. COMMUNICATION BETWEEN PARENT AND SCHOOL

All of our schools encourage open communication between the home and school. An active and effective partnership will assist with concerns as they arise whether they pertain to report cards, behaviors, social interactions, peer relationships, teacher relationships, etc. Your child's teacher is the best resource, and you should always communicate with him/her first. Other people who can provide assistance include the Principal, Nurse and School Psychologist.

Y. FORGETTING THINGS AT HOME

If your child forgets something needed during the school day, please label it with your child's name and bring it to the office. The secretary will get the item to your child. Parents should not bring the item to the classroom themselves under any circumstances. Please try to send your child prepared for school each day with sneakers, lunch money, library books, etc. as needed.

Z. COVID-19-RELATED PROCEDURES

School Committee Policies

Please view all School Committee policies on our website at <http://wakefieldpublicschools.org/WPS/wps-policy-book/>. See full list below.

Printed copies of any policy or procedure are uncontrolled. To ensure that you are viewing the most up-to-date, approved version of a policy or procedure, please access them on the Wakefield Public Schools website, <http://wakefieldpublicschools.org/WPS/>.

If you need this document translated, please contact your school principal.

Si necesita este documento traducido, por favor comuníquese con el director de la escuela.

Se você precisa este documento traduzido, entre em contato seu director a escola.

Si vous avez besoin de traduire ce document, s'il vous plaît contacter votre directeur d'école.

如果您需要本文件翻譯，請連絡您所在的學校負責人。

إذا كنت تحتاج/تحتاجين لترجمة هذه الوثيقة، المرجو مراسلة مدير المدرسة