

2021-2022 Student Handbook

Spring Street School



**2 Spring Street
West Bridgewater, MA 02379
Phone 508-894-1230 Fax 508-894-1232**

Rose L. MacDonald School



**1 Stepping Stone Drive
West Bridgewater, MA 02379
Phone: 508-894-1240 Fax: 508-894-1242**

Howard School



**70 Howard Street
West Bridgewater, MA 02379
Phone: 508-894-1250 Fax: 508-894-1253**

Welcome to the Spring Street, Rose L. MacDonald and the Howard Elementary Schools. This handbook is intended to help families get to know each school, what the expectations are in each school including the rules and regulations, and the rights of all individuals in the educational programs. This Handbook should be used as a reference throughout the year. If you have any questions or need additional information, feel free to contact us. We hope you have a wonderful school year.

Rich Leeman and Keitha Goulet

District Mission Statement

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

Vision Statement

Meeting and exceeding every child's academic, social and emotional needs by embracing small school values while providing big school opportunities.

West Bridgewater Public Schools

West Bridgewater, Massachusetts

www.wbridgewaterschools.org

SCHOOL COMMITTEE

William Flynn, Chairperson wflynn@wbridgewater.com
Donna J. Hulme, Vice-Chairperson - dhulme@wbridgewater.com
David Yeo, Clerk - dyeo@wbridgewater.com
Molly P Smith- msmith@wbridgewater.com
Robyn Dragonetti-rdragonetti@wbridgewater.com

OFFICE OF THE SUPERINTENDENT

508-894-1230

Office Hours: 8:00 a.m. – 4:00 p.m.

Mr. Mark Bodwell, Superintendent of Schools

Mrs. Kathy Marble, Director of Student Services

Mrs. Deb Llanes, Director of Curriculum & Professional Development

Ms. Kathleen Grant, Business Manager

mbodwell@wbridgewater.com

kmarble@wbridgewater.com

dllanes@wbridgewater.com

kgrant@wbridgewater.com

ADMINISTRATION

Office Hours

Spring Street School (PreK-K): 8:00 a.m – 4:00 p.m.

Rose L. MacDonald School (Grades 1-3): 8:00 a.m – 4:00 p.m.

Howard School (Grades 4-6): 7:50 a.m. – 2:30 p.m.

Mrs. Keitha Goulet, Principal Rose L. MacDonald & Spring Street School kgoulet@wbridgewater.com

Mr. Rich Leeman, Principal Howard School leeman@wbridgewater.com

Link to: [West Bridgewater Public Schools Policy Index](#)

Spring Street School Faculty and Staff

<u>Office Staff</u> Maureen Ellis - mellis@wbridgewater.com	<u>Nurse</u> Sara Mando - smando@wbridgewater.com
<u>Preschool Teachers</u> Alycia Dancey - adancey@wbridgewater.com Jodi Mattos - jmattos@wbridgewater.com	<u>Preschool Instructional Assistants</u> Mary Ellen Holden - mholden@wbridgewater.com Denise Moody - dmoody@wbridgewater.com Amanda Perrault - aperrault@wbridgewater.com Francine Sheedy - fsheedy@wbridgewater.com
<u>Kindergarten Teachers</u> Jennifer Conroy, jconroy@wbridgewater.com Emily Dion, edion@wbridgewater.com Kim Gauthier - kgauthier@wbridgewater.com Erica Gillis - egillis@wbridgewater.com Kara Jennings - kjennings@wbridgewater.com	<u>Kindergarten Instructional Assistants</u> Jeanine Bressett - jbressett@wbridgewater.com Jean D'Agostino - jdagostino@wbridgewater.com Deb Polcari - dpolcari@wbridgewater.com Nicole Melchert nmelchert@wbridgewater.com Erin Marble emarble@wbridgewater.com Dawn Hayes dhayes@wbridgewater.com Jenna Waller jwaller@wbridgewater.com
<u>Art</u> Katharine Tomas - ktomas@wbridgewater.com	<u>Music</u> Michael Corriea - mcorriea@wbridgewater.com
<u>Physical Education</u> Elizabeth Roberts - eroberts@wbridgewater.com	<u>Technology</u> Sarah O'Donnell - sodonnell@wbridgewater.com
<u>STEM</u> Sophia Sullivan - ssullivan@wbridgewater.com	<u>Special Education</u> Jenna Duckworth, Occupational Therapist - jduckworth@wbridgewater.com Kerri Walsh, COTA, kwash@wbridgewater.com Jennifer Higgins, Speech Pathologist - jhiggins@wbridgewater.com Nikki Maloney, APE Teacher - nmaloney@wbridgewater.com Christina Reed, Behavior Technician - creed@wbridgewater.com Mary Rohnstrom, Special Education Teacher - mrohnstrom@wbridgewater.com Weronika Powers, BCBA - wpowers@wbridgewater.com
<u>Other</u> Kim Collins - ESL Teacher- kcollins@wbridgewater.com	

Rose L. MacDonald School Faculty and Staff

<u>Office Staff</u> Melissa Chmielinski - mchmielinski@wbridgewater.com	<u>Nurse</u> Lynn Moniz - lmoniz@wbridgewater.com
<u>Grade 1</u> Molly Hyre - mhyre@wbridgewater.com Emily Messina - emessina@wbridgewater.com Molly Page - mpage@wbridgewater.com Lyn Puliafico - lpuliafico@wbridgewater.com Victoria Tondre - vtondre@wbridgewater.com	<u>Grade 2</u> Amy Crawford - acrawford@wbridgewater.com Cate Ebsary - cebsary@wbridgewater.com Maureen Green - mgreen@wbridgewater.com Katie McCaughey - kmccaughey@wbridgewater.com
<u>Grade 3</u> Karen Alves - kalves@wbridgewater.com Rachel Resendes - rresendes@wbridgewater.com Joseph Russell - jrussell@wbridgewater.com Madison Shea - mshea@wbridgewater.com Jessica Wall - jwall@wbridgewater.com	<u>Art</u> Katharine Tomas - ktomas@wbridgewater.com
<u>Music</u> Michael Correia - mcorreia@wbridgewater.com	<u>Physical Education</u> Elizabeth Roberts - eroberts@wbridgewater.com
<u>Special Education</u> Samantha Alves - salves@wbridgewater.com Jenna Duckworth, Occupational Therapist - jduckworth@wbridgewater.com Kerri Walsh, COTA, kwash@wbridgewater.com Amanda Higginbottom, Teacher - ahigginbottom@wbridgewater.com Joan Lewis, Teacher - jlewis@wbridgewater.com Kelly Guilfoyle, Behavior Technician - kguilfoyle@wbridgewater.com Bryan Mansfield, Behavior Technician - bmansfield@wbridgewater.com Nikki Maloney - nmaloney@wbridgewater.com Megan Pellisier, Speech Pathologist - mpellisier@wbridgewater.com Nadine Ware - nware@wbridgewater.com	<u>Special Education Instructional Assistants</u> Linda Aguiar - laguiar@wbridgewater.com Jen Bellody - jbellody@wbridgewater.com Caribeth Lawler - clawler@wbridgewater.com Alycia Krakowski - akrakowski@wbridgewater.com Laurie Shea - lshea@wbridgewater.com Jennifer Terry - jterry@wbridgewater.com Julie Watts - jwatts@wbridgewater.com
<u>STEM</u> Sophia Sullivan - ssullivan@wbridgewater.com	<u>Technology</u> Sarah O'Donnell - sodonnell@wbridgewater.com
<u>Other</u> Kim Collins, ESL Teacher - kcollins@wbridgewater.com Jennifer Enos, Reading Specialist - jenos@wbridgewater.com	

Howard School Faculty and Staff

<u>Office Staff</u> Denise Nelson - dnelson@wbridgewater.com	<u>Nurse</u> Peggy Linskey - mlinskey@wbridgewater.com
<u>Grade 4</u> Jamie Ferriera - jferriera@wbridgewater.com Eileen Graf - egraf@wbridgewater.com Joan Magnuson - jmagnuson@wbridgewater.com Amy Winter - awinter@wbridgewater.com	<u>Grade 5</u> Deborah Holland - dholland@wbridgewater.com Krystal Keady - kkeady@wbridgewater.com Christine Olsen - colsen@wbridgewater.com Brandi Richmond - brichmond@wbridgewater.com
<u>Grade 6</u> Kylee McLaughlin - kmclaughlin@wbridgewater.com Anna Mills - amills@wbridgewater.com David Peckrill - dpeckrill@wbridgewater.com Melissa Wenzel - mwenzel@wbridgewater.com	<u>Special Education</u> Johnna Dolan - jdolan@wbridgewater.com Jennifer Kelley - jmkelley@wbridgewater.com Deborah Knight - dknight@wbridgewater.com Kristie Lehane - klehane@wbridgewater.com Weronika Powers - wpowers@wbridgewater.com Jenna Duckworth, Occupational Therapist - jduckworth@wbridgewater.com Kerri Walsh, COTA, kwalsh@wbridgewater.com Grace Barrera, Speech Pathologist - gbarrera@wbridgewater.com Nikki Maloney, APE Teacher - nmaloney@wbridgewater.com
<u>Art</u> Katharine Tomas - ktomas@wbridgewater.com	<u>Music</u> Michael Correia - mcorreia@wbridgewater.com
<u>Physical Education</u> Elizabeth Roberts - eroberts@wbridgewater.com	<u>School Psychologist</u> Brittany Elliott - belliott@wbridgewater.com
<u>STEM</u> Sophia Sullivan - ssullivan@wbridgewater.com	<u>Technology</u> Sarah O'Donnell - sodonnell@wbridgewater.com
<u>Other</u> Kim Collins, ESL Teacher - kcollins@wbridgewater.com Jennifer Enos, Reading Specialist - jenos@wbridgewater.com	

ABSENCE

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

Parents must call (not email) the school secretary to report an absence and a reason for the absence by the start of the school day. To ensure the safety of all students, any student who is not in school by the start of the school day, and parents have not called the office to report the absence, will receive a telephone call from the school secretary to check to be sure the child is at home.

Parents must call the school nurse to report an absence and a reason for the absence by the start of the school day.

Whenever a child is absent, a note from the parent/guardian must accompany the child upon his/her return to school. A doctor's note will be required for pupils who have been absent more than five (5) consecutive school days.

The excuse note must contain the following:

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

SICK CHILD GUIDELINES

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

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

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

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

A pupil absent from school is expected to make up all missed work. In order to provide continuity in your child's program, parents should consider the school calendar and make every effort to schedule vacations during those times. Please keep in mind that not all school work can be done at home. Only with specialized help will a pupil absent an excessive amount of time be able to maintain his/her academic standing. In order to receive work at home a student must

be out two (2) or more consecutive school days. After being out the two consecutive days the parent may request the work. This may be done by contacting the child's teacher and/or the main office.

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

Attendance Policy – If a student has:

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

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

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

AFTER SCHOOL PRESENCE

Students not engaged in an approved school activity or under the direct supervision of a faculty/staff member must leave the building and all school grounds immediately at the close of school. Loitering and/or failure to immediately leave are grounds for disciplinary consequences. **Students/Parents may not return to classes for forgotten homework without permission from the office staff after school hours. (Please check each school's office hours on Page 3 of this handbook.)**

APPOINTMENTS

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

ATTENDANCE/START AND END OF SCHOOL

SCHOOL	STUDENTS MAY ARRIVE	SCHOOL DAY BEGINS	DISMISSAL
Spring Street School K	8:50	9:00	2:40
Rose L. MacDonald	8:15	8:30	3:00
Howard School	7:50	8:10	2:30

Spring Street Preschool a.m. session arrival is 9:00; dismissal at 11:30.

Spring Street Preschool p.m. session Arrival at 12:10-dismissal at 2:40

Spring Street Preschool Extended Day session arrival is 9:00-dismissal at 1:00.

Perfect attendance is defined as no absences, tardies or dismissals from school.

Early release day dismissal times: Spring Street 11:30, Rose L MacDonald School 12:00, Howard School 11:30

BULLYING

Definition and Prohibition of Bullying - Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

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

Any form of bullying is prohibited:

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

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

See also: West Bridgewater Public Schools Policy [JICFB BULLYING PREVENTION AND INTERVENTION PLAN](#).

CHANGE OF NAME, CUSTODY AND GUARDIANSHIP

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

CHAPERONES

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

CHAPERONES/CORI FORMS

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

CLASSROOM NUTRITION and CELEBRATIONS PK-6

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

See also: West Bridgewater Public Schools Policy [ADF - SCHOOL DISTRICT WELLNESS PROGRAM](#).

CONNECT-ED SYSTEM

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

CONFERENCES

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

CURRICULUM

LANGUAGE ARTS (ELA)

The general objectives are:

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

READING (ELA) - At the primary level the emphasis is on the skills involved in learning to read. These skills may be identified as: phonemic awareness, phonics/decoding, word recognition, word analysis, vocabulary development, comprehension, oral and silent reading fluency, and study skills. At the intermediate level, the teaching of these strategies

continues with a greater emphasis on reading to learn. Reading in the content areas becomes a strong focus at the intermediate level and students learn strategies to make connections to content specific learning and vocabulary.

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

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

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

MATHEMATICS - The mathematics program is designed to help students move from the concrete -- working with physical material -- to the abstract. Critical thinking and problem solving are used to teach key skills and concepts. Geometry, mental math, and estimation are an integral part of the program. Students are expected to memorize their basic number facts -- addition, subtraction, multiplication, and division. The program emphasizes the processes that help mathematics make sense to the students -- to help students see why the facts *work* and why we need to *know* them by relating them to real-world problems. As students explore, represent, predict, validate, discuss, investigate, and describe math, they become proficient learners who reason, understand, and remember math.

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

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

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

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

There are four major goals for the art program:

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

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

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

SCHOOL LIBRARY - The library is available to all pupils as scheduled each week. The large and varied selection of books, periodicals, and other instructional materials are a valuable supplement to the educational program and will be available to check out as needed.

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATH) - All students in grades K-5 will be involved in the STEM program. Students will engage in hands-on experiments that align with the Next Generation Science Standards. These lessons will extend and enrich classroom Science instruction.

TECHNOLOGY - All students in grades PK – 6 are involved in a Computer Literacy Program. All students in grades PK-6 utilize technology in the core curriculum. Students are provided with hands-on experience using a variety of technology.

The three major objectives of the program are:

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

NO SCHOOL/ DELAYED OPENING

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

The "**No-School**" policy is in the interest of the health and safety of the pupils. Parents are encouraged to use their own discretion in deciding whether to send their children to school during adverse weather conditions. If there is no school because of severe weather conditions, it will be announced starting at 6:30 a.m. over the following radio stations: **WBZ** and **WEEI** Boston; and on television, Channels 4, 5 & 10 and Fox 25.

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

DETENTION OF STUDENTS

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

DISCIPLINARY PROCEDURES

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

1. A Warning. (A disciplinary form or letter may be sent home.)

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

DISMISSALS

Consistent daily routines and schedules are important to help teach your child to become independent and responsible. We strongly encourage consistency regarding dismissal routines. Last minute changes to your child's dismissal are a disruption to the daily routine and can be stressful for the child. The school office is extremely busy during the last half hour of the day, and we ask that you avoid any last minute dismissal changes if possible.

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

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

DISTRIBUTION OF INVITATIONS / FLYERS

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

See also: West Bridgewater Public Schools Policy [IMD - SCHOOL CEREMONIES AND OBSERVANCES](#).

DRESS/ STUDENT ATTIRE

Students are required to comply with any applicable federal, state, and local mandates regarding masks/face coverings, as well as any District policies and rules relative to masks/face coverings. Any student who does not comply will be considered not in a condition to attend school. As such, the building principal or designee will work with the parent/guardian and student to develop a plan for the student to meet the conditions required for attendance. Students who refuse to comply may be subject to the full range of discipline, in the discretion of the building principal.

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

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

Clothing that may be described as beachwear is not acceptable in school at any time and will not be allowed. Students are responsible for wearing appropriate attire. Sandals (specifically flip flops) that do not have an ankle strap and fall off the foot easily should not be worn to school. The administration reserves the right to determine appropriateness of clothing

within the guidelines, especially regarding shorts that are extremely short, extremely tight or short skirts or pants, and tops as described above. A student whose clothing is considered inappropriate for school will be asked to make arrangements for other, more appropriate clothing. The visibility of undergarments is not acceptable.

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

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

Items brought into school - books, toys, etc. should be left up to the discretion of the teacher. If items are allowed they should be labeled. The pupil must be responsible for his/her own personal property.

See also: West Bridgewater Public Schools Policy [JICA - STUDENT DRESS CODE](#).

DUE PROCESS

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

D.C.F (Department of Children and Families)

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

EARLY DISMISSAL DUE TO SNOW OR EMERGENCY

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

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

- An announcement to this effect will be made over **Channels 4, 5 ,10 & FOX 25** and the **local cable television** station.
- Every effort will be made to contact each parent/guardian at the elementary level by e-mail, phone, and electronic social media, including Twitter and Apptegy.
- Each school will dismiss approximately 30 minutes apart, beginning with the Middle-Senior High, then the Howard and Spring Street Schools and finally the MacDonald School. Parents may pick up students as soon as possible during emergency dismissal.

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

ELECTRONIC DEVICES

The use and/or possession of electronic communication devices such as cell phones, Kindles, Apple watches (or other brands) and any other electronic media device is allowed only with permission of a staff member. If a student possesses or uses any electronic communication device during the school day without permission, the equipment may be confiscated, secured in the main office, and returned to a parent/guardian. Cell phones must be turned off and stored in backpacks during the school day, unless authorized by a teacher for instructional use. Therefore, students are not allowed to receive phone calls or texts during the school day. Students are also not allowed to contact parents/guardians from their electronic devices during the school day. If a child needs to contact parents/guardians, he or she may use the school telephone in the nurse's office or school office.

Repeated violations may result in further disciplinary action. If students wish to possess or use electronic video or still-image devices while on school property, they must request permission from the administration. If any student possesses such devices they may be confiscated, secured in the main office, and returned to a parent/guardian. Any unauthorized capture or distribution of electronic video or still images may result in a suspension and/or possible prosecution by the West Bridgewater Police Department.

See also: West Bridgewater Public Schools Policy [JNDB DIGITAL USE POLICY](#).

EMERGENCY FORMS

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

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

FIELD TRIPS

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

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

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

See also: West Bridgewater Public Schools Policy [JOA - FIELD TRIPS](#).

FLUORIDE PROGRAM

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

FEDERAL GUN-FREE SCHOOLS ACT

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

FIRE DRILLS/LOCKDOWN DRILLS (INCLUDING EVACUATIONS)

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

See also: West Bridgewater Public Schools Policy [EB SAFETY PROGRAM](#).

GUIDANCE

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

HARASSMENT

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

See also: West Bridgewater Public Schools Policy [ACAB HARASSMENT](#).

HOMELESS

The West Bridgewater Public Schools complies with the Mc-Kinney Vento Act, for students in transition who may find themselves temporarily homeless. Parents should inform the principal of their child's status so that the school can ensure continued access to education and access appropriate supports such as transportation, nutritional access and screening for eligible programs. The district's Homeless Liaison is Kathy Marble, who can be reached at 508-894-1230 or by email at kmarble@wbridgewater.com.

See also: West Bridgewater Public Schools Policy [JFABD HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES](#)

HOMEWORK

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

Kinds of Homework

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

1. Preparation homework – is given to prepare a student for upcoming lessons.
2. Practice homework – is designed to reinforce lessons already taught in class.

3. Extension / creative homework – is intended to provide challenging learning opportunities for enrichment and extension of the lesson. These assignments reinforce the Massachusetts Curriculum Frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.
4. Technology – Teachers will utilize when appropriate the computer to assist in homework completion to assist students in learning 21st Century skills.

Teacher Responsibilities

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

Parent Responsibilities

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

Student Responsibilities

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

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

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

LEAVING SCHOOL WITHOUT PERMISSION

Leaving school without permission is a serious matter and one that is dealt with according to the disciplinary procedure section of this handbook.

LOCKERS - HOWARD SCHOOL

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

LOST AND FOUND

Articles will be held in the office for a reasonable length of time. Twice a year unclaimed items are disposed of.

LUNCH PROGRAM

Lunches are available to all students and free for the 2021-22 school year. Families are encouraged to fill out Meal Benefit Applications. If more information is desired please contact the school nurse. The dining room is supervised by a staff member(s). Acceptable social behavior is expected. Dining room rules are:

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

The school lunch (a nutritionally balanced meal);

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

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

All students will be given a lunch card by the school to start the year. This card should be used on a daily basis to help monitor food items that are purchased. Parents can also choose to put money on the card,(for ala carte items) checks can be made payable to - West Bridgewater Food Service. If a student loses or damages their card they must pay to replace the card. The replacement cost can range from \$3 to \$5.

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

See also: West Bridgewater Public Schools Policies [EFC FREE AND REDUCED PRICE FOOD SERVICES](#), [EFD MEAL CHARGE POLICY](#) and [ADF SCHOOL DISTRICT WELLNESS PROGRAM](#).

MAKEUP WORK

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

MEDIA RELEASE FORM

At the beginning of the year each student and parent/guardian will be given a media release form. If the parents/guardians do not wish to grant permission to allow photographs or videos to be taken that may include their child then they must sign and return this form. Photographs and videos may otherwise be published in the newspaper, television, or through social media. All pictures or videos that will only be used in the classroom do not fall into this category.

MEDICATION POLICY

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

1. Parents/guardians should contact the school nurse before bringing in medication (including over the counter medications). The school nurse will provide the required parent and doctor forms. Written orders from the licensed prescriber detailing the name, dosage, and time interval as well as written parental permission are needed by the nurse prior to prescription and over-the-counter medication administration.

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

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

See also: West Bridgewater Public Schools Policy [JLCD MEDICATIONS](#).

NOTICES

The pupil is the vital link in keeping the home informed on school activities. Every Thursday, notices will be sent home with students in the Home-School envelope. Monthly calendars will be sent home with each child indicating the activities for the month. Additionally, each school has a website that indicates the latest information and activities. Read all notices and news articles.

NURSE

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

OPEN HOUSE (CURRICULUM NIGHT)

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

RECESS

It is the policy of the school to have outdoor recess whenever possible. Indoor recess will be held only when weather conditions or other extenuating circumstances do not permit outdoor activity. Recess is supervised by staff members. Acceptable behavior is expected of all students.

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

REPORT CARDS

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

RETENTION OF STUDENTS

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

SCHOOL COUNCIL

The School Council, including the school principal, shall meet regularly and shall assist in the identification of the educational needs of the students attending the school, make recommendations to the principal for the development, implementation and assessment of the curriculum accommodation plan, shall assist in the review of the annual school budget and in the formulation of a school improvement plan. The council will consist of parents, members of the faculty, and administration. For more information, contact the Principal. The council is elected in the fall. Anyone wishing to attend these meetings is always welcome.

SCHOOL INSURANCE

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

SCHOOL PICTURES

Student pictures are taken annually in the fall and spring. Purchasing these pictures is voluntary.

SCHOOL PROPERTY

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

SPECIAL EDUCATION

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

SECTION 504

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

STUDENT RECORD REGULATIONS

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

See also: West Bridgewater Public Schools Policy [JRA STUDENT RECORDS](#).

STUDENT RESPONSIBILITY

School success requires a number of academic and social skills and attitudes which are often grouped under the title responsibility. Some of these are individual skills: self-control, decision-making, self-direction, self-expression, and

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

SUPERVISION PROCEDURES

There is no supervision provided on the school grounds prior to 7:50 a.m. at the Howard School and 8:15 a.m. at the MacDonald School. Therefore, the schools cannot assume responsibility for children who arrive prior to that time. There is a Surround Care program at the schools. Please contact each school for specific times that the program will be offered. No children are allowed in the building unless under the supervision of a teacher or other school personnel. Students are to leave the building and school grounds promptly at the close of school, unless engaged in a school supervised activity.

SUSPENSION PROCEDURE

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

SUSPENSION OF STUDENTS WITH SPECIAL NEEDS

Procedures for suspension up to 10 days and after 10 days: General requirements

Any eligible student may be suspended for up to 10 days in any school year without implementation of the procedures described below. When a student with special needs has been suspended for 10 days in any school year, subsequent removals require that the public school must provide sufficient services for the student to continue to receive a Free and Appropriate Public Education (FAPE). The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

State Requirements Federal Requirements (IDEA-97)

M. G.L. c 76, sections 16-18 34 CFR 300.519-300.529

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days. Responsibilities of the TEAM and the West Bridgewater School District. (Note: TEAM refers to a group of individuals who are responsible for the developing, revising, and reviewing of Individualized Education Programs (IEPs) for students with identified special needs.)

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent/guardian, and other relevant members of the TEAM as determined by the parent/guardian and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents/guardians, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. This is referred to as a **manifestation determination**. If district personnel, the parent, and other relevant members of the TEAM determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer: services to enable the student, although in another setting, to continue to participate

in the general education curriculum and to progress toward IEP goals; and as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the TEAM) for up to 45 school days on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior. If district personnel, the parent and other relevant members of the TEAM determine that the behavior IS a manifestation of the disability, then the TEAM completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the TEAM reviews and modifies it, as necessary, to address the behavior. Except when he/she has been placed in an interim alternative educational setting (noted previously), the student returns to the original placement unless the parents and district agree otherwise. Not later than the date of the 28 decision to take disciplinary action, the school district notifies the parents/guardians of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student’s current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officers or the end of the time period for the disciplinary action, whichever comes first, unless the parent /guardian and the school district agree otherwise.

Federal Requirements

IDEA-97: 34 CFR 300.519-300.528

IDEA 2004: Section 615(k) (1)-(4)

TARDY

Pupils are expected to be in school by the specified time (8:10). Howard, 8:30 a.m. MacDonald and 9:00 a.m. Spring Street). Tardy pupils are to report to the office before going to their classroom. It is very important that the students arrive on time for school on a daily basis. In cases where a student is persistently late to school a parent conference will be necessary.

Tardy Consequences:

After the 8th tardy a letter will be sent home.

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

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

TELEPHONE

The office phone is to be used by pupils **only in cases of emergency** as determined by the school principal or his/her designee. Cell phone use by students is prohibited during the school day. Cell phones must be turned off and stored in backpacks during the school day, unless authorized by a teacher for instructional purposes. The school phone should not be used for purposes such as calling home because homework or gym clothes were left at home.

TITLE I PROGRAM

West Bridgewater is a Title I District. Currently students in grades K-6 are eligible for Title I services. Students are eligible on a year to year basis. Parents will be contacted in September/October if their child qualifies for Title I services. The program provides instruction to students that are currently performing below expectation. A student is selected for the program on the basis of his/her educational needs. Achievement records, standardized tests, diagnostic tests, and teacher recommendations are utilized to assess these needs. West Bridgewater's Title I program provides concentrated instruction in Reading/ELA and/or Mathematics.

TRANSFERS

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

TRANSPORTATION

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

Safety is of paramount concern on the buses. Unruly conduct, defacing/vandalism of the buses, etc. may result in the suspension of transportation rights.

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

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

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

Students shall not engage in any behavior as deemed inappropriate by the building administrator. Disciplinary action will be taken at the discretion of the building administrators. Court decisions have upheld the exclusion of students from riding a school bus when their misbehavior affects the safety of other students or the driver.

See also: West Bridgewater Public Schools Policy [EEA STUDENT TRANSPORTATION SERVICES](#).

VACATIONS/PLANNED ABSENCES

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

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

VISITATION POLICY

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

The following procedure will be utilized:

Visitors:

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

The office personnel will contact the teacher to notify him/her of the visitor.

VOLUNTEERS

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

WALKERS - BIKE RIDERS

Crossing guards are provided at major intersections throughout the district. You can assist by making sure that your child:

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

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

WELLNESS POLICY

In accordance with the mandated School Wellness Policy we promote healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the learning environment. Improved health optimizes student performance. All foods and beverages sold or served during the instructional day should meet or exceed the nutritional recommendations of the district's nutritional standards and U.S. Dietary Guidelines for Americans. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. No food items are allowed to be sent in for birthdays.

See also: West Bridgewater Public Schools Policies [ADF SCHOOL DISTRICT WELLNESS PROGRAM](#).