

Helen E. James School (PK-2)
Anne T. Dunphy School (3-6)



**WILLIAMSBURG SCHOOLS’
PARENT/STUDENT HANDBOOK**



Updated 2010

WILLIAMSBURG ELEMENTARY SCHOOLS

P.O. BOX 573

WILLIAMSBURG, MA 01096

Alfred J. Venne, Principal

**ANNE T. DUNPHY
SCHOOL**

Main ATD 413-268-8421

**HELEN E. JAMES
SCHOOL**

HEJ 413-268-8424

Fax 413-268-8420

Dear Parents/Guardians:

I am pleased to welcome you and your child to the Williamsburg Elementary Schools and to share the contents of this booklet with you. This handbook provides information about our school system and regulations of the Commonwealth that we hope you will find helpful. Headings are arranged alphabetically for easy identification. Your child's teacher will review the contents of this booklet in class. It would be helpful if you would do so as well.

We share a common goal - the best possible education for your child. This can only be attained by a close working relationship between the schools and the home. The School Department needs and welcomes your cooperation and participation.

If you have any questions, please feel free to call your child's teacher or me.

As the Principal of the Williamsburg Elementary Schools, I look forward to working with you and want to assure you that every effort will be made to provide the best possible education for your child. Best wishes to you and your child for a productive and stimulating school year.

ALFRED J. VENNE
Principal

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DIRECTORY OF SCHOOL NUMBERS

Anne T. Dunphy (3 - 6) --Main Office	268-8421
Helen E. James (K - 2)	268-8424
Helen E. James (Preschool)	268-8427
Absence All (Call the Office)	268-8421
Behavior/Discipline Call the Office -Your child's teacher will return your call	268-8421
Discipline (School Grounds, Bus Stop, Etc.) Call the Principal	268-8421
Grades, Homework, Classwork, Make-Up -Your child's teacher will return your call.	268-8421
Hampshire Regional High School (7-12)	527-7680
Hampshire Regional School District	
Craig Jurgensen, Superintendent	527-7200
G. Anthony Ryan, Assistant Superintendent	527-7200
Laurie Farkas, Special Education Administrator	527-7200
Medical Concerns - Call the Office -	268-8421
School Council - Call the Office -	268-8421

GENERAL INFORMATION

Williamsburg, with two neighboring towns, is a member of School Union 66. Such rural school unions are formed in the interests of administrative and financial efficiency, sharing the services of a school superintendent and office staff, as well as other supervisory personnel, where such cooperative use is desired and appropriate.

Local authority for the school rests with the five member school committee. School committee members traditionally are elected for three year terms and are eligible for re-election. All meetings are open to the public. Dates and time of the meetings are published in the local papers and the school newsletter (The Planet.)

Williamsburg is also part of the Hampshire Regional School District for grades 7 - 12. Three elected member of the community and one appointed member of the local school committee represent Williamsburg on the Regional School Committee.

WILLIAMSBURG ELEMENTARY SCHOOLS
PHILOSOPHY

WE WISH TO GUIDE OUR CHILDREN TOWARD A LIFELONG LOVE OF LEARNING FOR ITS OWN SAKE; TOWARD A VISION OF THE FUTURE FOUNDED ON LESSONS OF THE PAST; TOWARD REVERENCE FOR HEALTH OF MIND AND BODY; TOWARD DEDICATION TO PRINCIPLES OF TRUTH, FRIENDSHIP AND JUSTICE IN HUMAN AFFAIRS; AND TOWARD A DESIRE TO ENJOY, TO ENHANCE AND TO PRESERVE THE BEAUTY OF THE WORLD IN WHICH OUR CHILDREN WILL ONE DAY LIVE.

Therefore, the Williamsburg Elementary Schools commit themselves to the following goals:

Create a non-judgmental environment that treats mistakes as a valuable part of learning and encourages creativity.

Foster excitement for independent learning and encourage students to share their knowledge by helping others.

Establish clear, consistent expectations and provide the necessary guidance so that students will learn to be responsible and contributing members of the school community.

Create an environment of mutual trust and respect that promotes self-esteem, dignity, cooperation and the ability to resolve conflicts non-violently.

Recognize, respect and value the diversity of cultures, abilities and opinions within the community.

Promote a professional climate that enhances respect for diverse teaching styles and subjects through communication, collegiality and staff development.

Encourage an open atmosphere that involves parents and community in school activities.

Support a variety of activities that teaches students the attitudes and skills necessary for life-long learning.

Develop integrated curricula to help students recognize the interrelationships of various subjects and be able to apply the common concepts.

Assess the effectiveness of these goals on a regular basis in order to modify either the program or the mission statement.

ATTENDANCE

Regular attendance is important to a child's success and enjoyment of the school experience. If a child is unable to attend school, parents/guardians are asked to telephone the school (**268-8421**) between 8:30 and 9:30 A.M. This call should be made for the safety of the child. The school nurse will call the home of any student whose parent/guardian has not notified the school of the student's absence. A child who is not in school by 11:00 A.M. will be considered absent and needs to bring a written excuse to her/his teacher upon returning to school. The note should list the days missed, the reason for the absence and must be signed by the parent or guardian. The following is our school schedule for this year:

Hours for students: 8:30 A.M. to 3:00 P.M.

Dismissal on curriculum days is 11:45 AM

Preschool: 8:15 A.M. to 11:15 A.M. or 8:15 A.M. - 3:15 P.M.

K - 6 Students should arrive no earlier than 8:15 A.M.

A parent who takes her/his child out of school for a trip, vacation, etc. assumes all responsibility for the work missed. When the office is notified in advance, work may be made up, but teachers are under no obligation to provide special help classes for such students. If you are contemplating this type of absence for your child, you might want to consider its impact on your child's studies.

ATTENDANCE GUIDELINES DURING TIMES OF ILLNESS OR INFECTION

Student with non-emergency illness:

Students should only be in school when they can fully participate in their educational program. Therefore, children with the following symptoms should stay at home and/or will be referred home by the school nurse:

- If a child has a fever of 100 degrees or higher, **the child should stay home until he or she is fever free for 24 hours without the use of fever-controlling medicine.**
- A child with a persistent cough, excessive discharge from the nose or eyes, a sore throat, an earache, a severe headache and/or general malaise or fever **should stay home until the condition subsides.**
- If a child vomits and/or has diarrhea, he or she **should be kept home for 24 hours after the last episode of vomiting and/or diarrhea without the use of medication.**
- If a child has impetigo, **the child must stay home for 24 hours after taking the first dose of medication. The sores should be covered until all lesions have crusted completely.**

- If a child has head lice, **he or she may return to school after using a physician recommended lice treatment and all nits have been removed. The school nurse must check the child before returning to the classroom.**
- If a child has a skin problem such as a rash or an infected sore, please provide a note from the child's doctor to the school nurse stating that the child has been **diagnosed and is being treated by a physician and is safe to return to school.**
- If a child has conjunctivitis ("pink eye"), (an inflammation of the eye where the white part of the eye becomes pink and there is often itching, drainage, and crust formation on the eyelid during the night) the child should be seen by a doctor for proper diagnosis and **may return to school after receiving antibiotic treatment for 24 hours.**
- If a child has strep throat, the child **may return to school after any fever has resolved and he or she has received the appropriate antibiotic treatment for 24 hours.**
- In the case of the "Swine Flu" (H1N1), Stay home from work and school if you get sick with a flu-like illness and avoid contact with others so the virus does not spread. Stay at home until you have been free from fever for at least 24 hours after your last dose of fever-reducing medication (like Tylenol, Advil or Motrin). For most people this will mean staying at home for about four days. (as of 9/3/09)

All communicable (contagious) diseases (chickenpox, scabies,) **must be reported to the school nurse**, who will, if the disease is reportable, report it to the local Board of Health. **Any child who has had a communicable disease must report to the school nurse before returning to the classroom.**

By following the above MDPH guidelines, we hope to provide a healthy environment for everyone in the school community. Please feel free to contact the school nurse at 268-8421, if you have questions.

ASBESTOSE POLICY

An AHERA Plan is available at the school for your review.

BICYCLE RIDERS

Children may ride their bicycles to school. Racks are provided and must be used at all times. Bicycles should be locked to ensure their protection. Children must exercise extreme care because of buses and automobiles. Children should not ride bicycles on sidewalks or lawns unless riding in the street would be hazardous. Those abusing the privilege and the laws will not be permitted to ride their bicycles. Students must also wear helmets while riding on school grounds. If a child bikes to school not wearing a helmet his/her parents will be called to pick the child up from school. M.G.L. Chapter 85 section 11B.

There is a crossing guard available at the intersection of Main and Williams Streets at 8:15 A.M. and 3:00 P.M. Since there is no crossing guard at South St., the James School students may leave their bikes at the Dunphy School and board a bus for transportation to the James School. Students should not arrive at the school before 8:15 A.M.

There will be no bicycle riding on school property during school hours or for 15 minutes before or after the school day.

CALENDAR

At the beginning of the school year, each child is given a calendar for the school year that lists all the school holidays, vacations, parent-teacher conferences and marking periods. In addition, the school calendar includes the dates for the monthly curriculum meetings for the teachers and for parent-teacher conferences. There are no classes on the afternoon of these days, so parents or guardians need to plan for home care for their children on such days.

CANCELLATION OF SCHOOL

The Williamsburg Schools are part of the Hampshire Regional School District and will be listed as such if there are cancellations.

In case of bad weather or other emergencies causing school closing, information will be phoned directly to parents via *Connect-Ed our automated phone system* and then broadcast on the local radio and TV stations (WHMP, Northampton; WTTT, Amherst; WWLP, TV 22, Springfield; WGGB, TV 40, Springfield; WMAS, Springfield; WSPR, Springfield; WHYN, Springfield; WNNZ, Westfield) beginning as early as possible.

It is not our policy to close school during the day except in the case of an extreme emergency.

CARE OF SCHOOL PROPERTY

Pride in the school building and property is necessary in order to keep the buildings and grounds clean and attractive. Children who destroy school property will have to pay the cost of repairs or damages.

CHAPTER 636/DESEGREGATION AND EQUITY

The goal of the Chapter 636/Desegregation and Equity Program in the Williamsburg schools is to provide for equity and school improvement.

The school has a School Council composed of teachers, parents, administrators and community members. The Council meets monthly to study the strengths, interests and aspirations in their school and to plan ways to enhance the educational program. All parents are welcome at the meetings.

CLASS PLACEMENT

Williamsburg Elementary is an inclusive school. All of our classrooms are heterogeneously grouped. Class selection is based on individual student's needs. In order for the plan to be successful for all children, it is important that the teachers who are cognizant of a child's learning style make the determination of placement based on sound educational practices. Therefore we do not accept requests for specific teachers. If there is something about a child that the school should be aware of that will impact placement, then we ask that this be communicated to the child's teacher.

CLOTHING

Clothing for school should be chosen for comfort, health and safety. Outer clothing should be labeled with a student's name. Students should wear outer garments that can be taken on and off easily without assistance. Footwear must be worn at all times. Snow boots may not be worn all day in school.

COMMUNICATION

Our elementary schools strive to provide open and clear communication with all stakeholders. In 2010 – 2011 the School Committee in conjunction with the Superintendent of Schools and the School Principal is looking carefully at Parent – School/School Parent communication.

COUNSELING

Our elementary school is staffed by trained individuals who provide service to each of the schools on a regular schedule. Parent communication is encouraged and appointments with the counseling staff may be scheduled by calling.

Our staff is trained to provide crisis intervention as well as to assist students in meeting their developmental needs. Primarily the staff provides service through individual and small group counseling and classroom presentations. The staff also serves as a consultant to school staff, parents and referral agencies in the community. (**Also see SPECIAL SERVICES Section**)

Our program goals include:

1. To help children understand themselves and others.
2. To help prevent problems from developing.
3. To help identify children with special needs.
4. To provide crisis intervention when necessary.
5. To be a resource to parents, teachers and administrators.
6. To help develop personalized programs that will assist students with their developmental needs.

DISCIPLINE

The School Department has developed a Behavior Code for all students in grades K - 6. Each child will receive a copy of it and it will be reviewed in school at least once every year in the fall. Parents/Guardians should also review it with their child.

Bullying Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that

can affect attending school, walking in corridors, eating in cafeterias, playing on the school grounds or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day. Bullying and harassment are major distractions from learning. Bullying of any type has no place in a school setting. The Hampshire Regional School District will endeavor to maintain a learning and working environment free of bullying. Examples of bullying include but are not exclusive to:

1. intimidation, either physical or psychological
2. threats of any kind, written, stated or implied
3. assaults on students, including those that are verbal, physical, psychological or emotional
4. attacks on student or school property (Wrecking people's stuff)

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees. The Principal or his/her designee will promptly investigate allegations of harassment (**Harassment** covers a wide range of offensive behavior. It is commonly understood as behavior intended to disturb or upset. In the legal sense, it is behavior which *is* found threatening or disturbing), including bullying, and will be responsible for handling all complaints by students alleging harassment, including bullying. The Superintendent or his/her designee and school administration will develop guidelines and procedures for the implementation of this policy.

LEGAL REFS.: MGL Chapter 92 of the Acts of 2010: An Act Relative to
Bullying in Schools
Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
Board of Education 603 CMR 26:00

DRUG/ALCOHOL POLICY

Each case of substance abuse will be handled on an individual basis in accordance with the Drug and Alcohol Abuse Policy for the Hampshire Regional School District. Possession, sale, and/or distribution of those substances, which are defined by law as "controlled substances" and/or drug paraphernalia on school premises, will be handled according to the Drug and Alcohol Abuse Policy for the Hampshire Regional School District.

EARLY DISMISSAL "Note Must Accompany Child"

If a child has to leave school before dismissal time, a parent/guardian needs to send a note to school with the child (no phone calls) stating the time of dismissal and the name of the person who will pick up the child. The school may call the parent/guardian to verify the information sent on such a note.

The child will be released only to a parent or guardian, unless a written request to release the child to another person is presented.

Both bus students and walkers need notes when early dismissal is requested. Walkers can be dismissed early only if a parent or guardian picks them up since there is no crossing guard during

the school day. If a bus child is being dismissed after school to a destination other than the usual one, the parents should send instructions to the school in writing. Otherwise, children will be required to take the regular bus. Since children who walk always leave on their own, no special arrangement is needed.

FLUORIDE

Supervised fluoride treatment (in liquid form) is available once a week. A parent/guardian consent must be on file for the child to participate in the fluoride program. Contact the school nurse if you have questions.

FOOD IN SCHOOL

Both schools provide a hot lunch. Menus are published weekly in the Daily Hampshire Gazette, and monthly in the school newsletter. Meals can be purchased in school at a cost of **\$2.75** per meal, including milk. Students may also bring their own lunches from home if they prefer. Milk is available for those children wishing to have milk with a lunch brought from home. Milk is available in school at a price of **\$.50**. Please send your money on the day designated by your child's teacher. Children should behave in an orderly, quiet manner in the cafeteria or designated meal area. Candy and soda are not permitted unless approved by the instructional staff.

Some students may qualify for free or reduced lunch. An application form will be included in the packet of information your child brings home on the first day of school. If your financial situation changes at any time during the year, you may apply for free or reduced lunch. Call the office and we will provide you with an application.

Children with known peanut/nut allergies have access to a designated "nut free" table in the lunchroom. If you have any questions, please contact the school nurse. Please note the following guidelines for food allergies in Williamsburg Schools.

WILLIAMSBURG SCHOOLS' GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Severe food allergies can be life threatening. The risk of accidental exposure to foods can be reduced when students, parents, physicians and schools work together to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school in writing of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include, if needed, a photo of the child on written form and/ or provide consent for picture to be taken at school for child's plan.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Be knowledgeable about safe and unsafe foods and make sure the child knows as well.
 - Know how to avoid exposure to unsafe foods and encourage the child to practice avoidance.
 - Provide the school with "child specific" symptoms of allergic reaction.
 - Make sure the child knows how to recognize an allergic reaction symptom and when/how to tell an adult they may be having an allergy-related problem.
 - Know/Practice how to read food labels (age appropriate)
 - Review protocol/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
 - Provide emergency contact information.
 - Provide any allergy related medical updates in writing directly to the school nurse.

Student's Responsibility

- Child should not trade food with others.
- Child should not eat anything with unknown ingredients or known to contain any allergen.
- Child should be proactive in the care and management of his/her food allergy and reaction based on the child's developmental level.
- Child should notify an adult/school personnel immediately if he/she eats something or comes into contact with something he/she believe may contain the food to which he/she are allergic.

School's Responsibility

- Review the health records submitted by parents and physicians.

- Include food-allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy.
- We will identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan.
- We will work to assure that all staff who interact with the student on a regular basis understand food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- School personnel will review the Food Allergy Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.
- The school nurse will make sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Medications are kept in an easily accessible unlocked cabinet. Designated and properly trained school personnel will have access to the epinephrine pens if needed. If it is decided while creating the child's individual health care plan (IHCP) that the student needs to carry epinephrine on his/her person (parent physician & school nurse in agreement) and the child is age appropriate the student will be allowed to carry his/her own epinephrine,
- The school will designate and train according to MDPH guidelines school personnel. Those personnel are doing so under the Good Samaritan Laws governing the administration of emergency medications.
- The school will continuously work to be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- The school will work with the parent/guardian in order to decide appropriate strategies for managing the food allergy on field trips of the food-allergic child. A parent/guardian will always be encouraged to attend field trips with the child.
- A review of the allergy protocol plan with the core team members, parents/guardians, student (age appropriate), and physician will occur after a reaction in order to make improvements if necessary.
- The school will make every effort to collaborate with bus transportation to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- We will encourage a "no eating" guideline on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.
- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.

GOOD HABITS

We hope each child has learned good eating, sleeping, and playing habits before entering school. A good diet, especially a nourishing breakfast, a good night's sleep, and play outdoors will help children to be healthy and happy and able to learn well in school. The good habits and attitudes that are instilled at home will help each child to have proper respect for teachers and school personnel.

HAMPSHIRE REGIONAL HIGH SCHOOL

Parents can be a major factor in helping a 6th grader make a smooth transition to the middle school at Hampshire Regional by attending events with the student. This helps familiarize the student with the building and some of its programs.

Counselors from HRHS visit the 6th grade class during the second half of the school year. Parents who have questions regarding placement should confer with the 6th grade teacher(s) or the HRHS guidance counselor.

HOMEWORK

Homework assists students to gain mastery in content areas and strengthen specific skills. Homework is also useful in developing independent study skills, self-discipline, and responsibility. Homework may be given each night. However, the amount of homework and the length of time available needed to complete it will be appropriate to the age and maturity of the student. Back-to-School Night held early in the school year provides an opportunity for the classroom teacher to share with parents what that year's expectations will be. If parents find their child spending excessive periods of time on homework, they should discuss this problem with the classroom teacher.

Students in Grades 3, 4, 5, and 6 are required to use assignment notebooks. The school supplies these notebooks.

ILLNESS AND EMERGENCIES

Parents (or those persons designated on the Emergency Forms) are notified by the school nurse or an appropriate school staff member whenever illness or an emergency occurs. Because the schools do not have the facilities or the staff to care for an ill child after first aid treatment has been provided, parents are expected to make arrangements for their child to be transported to a medical facility or to their home. In cases of life-threatening emergencies, students will be immediately transported to the Cooley Dickinson Hospital Emergency Room by ambulance unless otherwise instructed by Cooley Dickinson medical control or transporting EMT.

An emergency form will be sent home the first week of school. The form needs to be completed properly and signed so that the child will be able to receive needed treatment and school personnel will be aware of parent preferences.

ITEMS NOT ALLOWED IN SCHOOL

Many items have been found to disrupt the educational process and thus will not be allowed to be brought into school, without the prior permission of the teacher. These include electronic devices of any nature, skateboards, roller skates/blades, playing cards, and cameras. These items will be confiscated and may be reclaimed only by parents or guardians.

KEEPING A CHILD AFTER SCHOOL

A student who needs additional help, or who needs to be kept in for disciplinary purposes may be kept by her/his teacher at the close of a school day. If there is a need, the teacher may keep after school a student up to one-half hour. The student will be given one day's notice in order to arrange for transportation. In all cases, parents will be notified of the specific arrangements.

KINDERGARTEN

The entrance age for Kindergarten is 5 years old by September 1. Kindergarten registration takes place in the spring before the September of school entrance. Announcements of registration and parent orientation dates are made by letter and by articles in the newspapers.

State mandated screening for special needs is carried out in early October after school has started. This gives the school staff information on whether a child might need additional academic, motor, or social skills help.

A school bag helps a kindergarten child carry important papers to and from school easily. Parents are strongly encouraged to provide their child with one.

Children who enter Public School at the first grade level and who are younger than our kindergarten children will need documentation of successful completion of kindergarten.

LIBRARY

Students will have an opportunity to visit the local town Library once every other week through out the school year. Classes will walk to the Meekins Library with their classroom teacher. Parents/Guardians will be responsible for the replacement cost of lost books.

LOST AND FOUND

There is a "lost and found" in each school where one can look for lost articles.

MAKE-UP WORK

The office should be contacted to request assignments if a student is absent. Home assignments will then be made available. If you wish to call the school's office for assignments when a student is absent, the call should be made before 9:45 A.M.

MESSAGES

In the case of an emergency, your child will be contacted immediately. Messages of a less urgent nature will be recorded and the child will receive the message at recess or at dismissal time. In general, students will not be permitted to use the phone during the school day.

NONDISCRIMINATION POLICY - CHAPTER 622

The Williamsburg School Department does not discriminate or exclude a child from any course, activity, service or resource available in our public school on the basis of race, color, national origin, age, sex, religion, sexual orientation, or handicap in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Laurie Farkas, Director of Pupil Personnel
G. Anthony Ryan, Assistant Superintendent
Office of the Superintendent of Schools
Hampshire Regional School District
Stage Rd., Westhampton, MA 01027
527-7200

Inquiries concerning the application of non-discrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J. W. McCormick Building, Room 222, Boston, MA 02109-4557.

PARENT INVOLVEMENT

Schools are most successful in meeting their goal of educating all students when families support schools and schools support families. Parents are encouraged to support the Williamsburg schools in many ways: by attending parent-teacher conferences and communicating with teachers throughout the year; serving on established ad hoc committees of the School Council; or other parent-teacher groups; volunteering as individuals; attending sporting, cultural, and other kinds of events and presentations. *Most Important however - Research has consistently shown that the most effective type of parent involvement is when parents support the schools at home by taking an active interest in their child's day; assuring the health and well-being of their child; helping with homework; and being available to talk with and listen to their child talk about her/his school experiences.*

PARENT/TEACHER CONFERENCES

In the Fall and in the Spring there are regularly scheduled parent teacher conferences. Each child's parents are invited to meet with the teacher for a specific appointment to discuss the progress and potential of the child. These conferences are planned for the benefit of the parent, teacher, and ultimately the child. Parents should not hesitate to contact a teacher and/or schedule a conference at any time. Academic concerns should be first directed to the classroom teacher or special subject teacher, then to the principal; if there is still a need.

PHYSICAL EDUCATION

The physical education program for elementary children is more than exercise. The emphasis of our physical education program is to develop life long skills. Skills and habits that individuals can continue into adulthood. Parents are strongly urged to provide their child with sneakers. This is especially important in the winter, as the gym floor is slippery and could be hazardous for those in socks.

PHYSICAL EXAMINATIONS

All students entering the school system should provide the School with Health Records (or copies) from the previous school attended. Proof of Comprehensive Physical Examination within the past 6 months is required for entry into kindergarten and within one year for all other grades.

School Physical Examinations can be performed by the School Physician for students in Grade 4. Parents are encouraged to take their child to the child's primary care provider for physicals. However, if this is not possible, by request, the school physician will assist families who cannot see a provider.

Physical examinations, and a second MMR immunization required for all 6th grade students before entering 7th grade.

PICTURES

Each year a professional photographer is invited to take pictures of the children in the Williamsburg Schools. Detailed information is sent home in the event a parent wishes to take advantage of this service.

POSTURAL SCREENING

Postural screening for scoliosis is mandated by state law and is provided annually in grades 5 and 6. Parents are notified if problems are detected. Per MDPH, Parents are responsible for returning written documentation, signed by the physician, to the school nurse regarding the doctor's finding for the child's school health record

PROMOTION POLICY

The School Committee has accepted the following promotion policy: Whether or not a child is to be promoted into the next grade is determined on an individual basis - there is no "set rule." At no time will a child be expected to repeat a grade unless it is felt that she/he will gain by doing so. These judgments are made by the teachers, principal, adjustment counselor, and the parents, after giving thorough consideration to their knowledge of the child. Non-promotion is considered when a child is failing in two major subjects or in one with several near failures. Social maturity is always a primary factor in the early grades.

PUBLICATION OF STUDENT INFORMATION

Under Department of Education regulations, the school may release for publication certain information concerning school children without first obtaining your consent. This information is likely to include student's name, class participation in officially recognized activities and sports, awards, photographs, videotaping and news films. Parents who would prefer not to have this information released need only inform the school of their wishes.

READING SUPPORT

The Williamsburg School Committee employs a certified reading specialist to assist children who need help in achieving success in reading. Students are identified through teacher recommendation and testing. Students may work with the specialist within the structure of the classroom, and/or in the designated reading room. Parents are consulted before a child is placed in this program.

PROGRESS REPORTS

The K-6 Standards-Based Progress Report Card will be issued three times a year. It includes specific standards relating to the knowledge and skills your child should attain by the end of the year. It uses a reporting scale to reflect your child's progress toward meeting each standard at the end of the year.

The Standards-Based Reporting Scale is as follows:

E - Exceeding the grade level standard (grades 3 – 6)

M - Meeting the grade level standard

P - Progressing toward meeting the grade level standard

B - Beginning to develop the grade level standard

N - Not yet demonstrating an understanding of the grade level standard

You may also see the following letter on your child's progress report card:

X - Standard not addressed in this grading period. You see this letter if:

(1) The teacher has not yet introduced the standard *or*

(2) If the standard was taught and assessed in a previous trimester. This is because the entire curriculum cannot be taught at once. While some learning standards will be addressed throughout the entire year, others will be phased in (and out) as the school year progresses.

You will also see a section called Social Development & Student Responsibilities Here the developmentally appropriate behaviors and responsibilities that impact student learning are addressed. The scores for this section are as follows:

4 – Consistently demonstrates

3 – Frequently demonstrates

2 – Sometimes demonstrates

1 – Rarely demonstrates

This is also the scale that will be used to reflect effort under each academic area.

A copy of all reports will be available for custodial parents as per MGL chapter 71 Section 34H.

Residence Verification

Educational services at the elementary school are available only to those students who reside in the town, and to those from other towns who may be enrolled under the School Choice program. Evidence of residency is required for enrollment. Evidence includes a recent phone bill, electric bill and a current guardian driver's license. Accordingly, the Town Clerk will be provided with a list of student names and addresses for purposes of verifying residency.

RESPONSIBILITIES OF STUDENTS

Each student shall adopt the code for good school citizenship as follows:

1. Observe and follow all safety rules.
2. Show consideration for the feelings, opinions and abilities of others.
3. Accept responsibility for one's own actions.
4. Develop habits of honesty, truthfulness and kindness.
5. Take pride in one's own possessions and respect the property of others.
6. Attend school regularly.
7. Follow school, community and Commonwealth rules.
8. Show respect for persons in authority.

SAFETY, SECURITY AND VIOLENCE

The district is committed to maintaining an orderly educational environment, and to using administrative procedures that keep schools and offices free from disruption and prevent unauthorized persons from entering school property. The purpose of this policy is to promote mutual respect, civility and orderly conduct among employees, students, parents and the public. It is not intended to deprive any person of his or her right to freedom of expression, but only to maintain a safe and harassment-free workplace and learning environment for students and staff. The district seeks public cooperation in encouraging positive communication, and discouraging volatile, hostile or aggressive actions by anyone.

1. Any individual who disrupts, or threatens to disrupt school or office operations, threatens the health or safety of students or staff, willfully causes property damage, uses loud or offensive language which could provoke a violent reaction from others, or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the school Principal or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting or demeaning manner, the Administrator or employee to whom the remarks are directed will calmly and politely ask the speaker to communicate in a civil manner. If the abusing party does not correct his or her behavior, the employee will verbally notify the offending person that their meeting, conference, discussion or phone conversation is terminated, and if on school property, the offending person will be directed to leave the premises.
3. If an individual directed to leave under the above conditions does not do so promptly, the Principal or designee shall inform the offending party that charges may be filed for violating Massachusetts General Laws Chapter 272, Section 40, *Disturbance of School or Public Meeting*, and that law enforcement officials will be notified.
4. The Superintendent will ensure that a safety response or crisis intervention program is developed and implemented to raise awareness among employees about how to deal with threatening situations.
5. When violence is directed against employees, or theft against property, employees will

promptly report the occurrence to their Principal or designee and complete an Incident Report.

6. When any attack, assault or threat is made against employees or their supervisors on school property or at school-sponsored activities, an Incident Report must be completed and filed with law enforcement officials.

7. When it is determined that a member of the public has, or is likely to violate these provisions, the employee will immediately notify his or her supervisor and file an Incident Report. If possible, the offending party should be given a copy of this policy at the time of the occurrence.

8. Application of this policy and reporting procedure is also encouraged in any situation or circumstance where it is observed that laws are knowingly being violated in the school.

SCHOOL NURSE/HEALTH PROGRAM/MEDICATION POLICY

SCHOOL NURSE

The school nurse provides care to all of the children and the staff at both the Helen E. James School and the Anne T. Dunphy School. The school nurse functions with the support of the school physician and under the school health guidelines provided by Massachusetts Department of Public Health (MDPH). The school nurse will assess each child's illness individually. Children may be sent home according to the nurses' discretion and according to MDPH law and guidelines. We ask parents to carefully assess their child prior to sending him/her to school if they think the child might be ill. **Please see our "Attendance Guidelines During Times of Illness or Infection"** for reference when trying to make a decision. The school nurse is also accountable for managing the student health records and immunizations per MDPH law and guidelines. Throughout the school year the school nurse will also provide direct student instruction in the classroom regarding various health issues.

If you have any questions, please feel free to contact the nurse at 268-8421 or 268-7345.

PHYSICAL EXAM & IMMUNIZATION REQUIREMENTS

Physical examinations performed by a physician, physician assistant or nurse practitioner must be on file with the school nurse upon entering school as a new student, entering kindergarten, and then again in grade 4. The date the physical exam was done must be within one year prior to the entrance to school or within 30 days after school entry. Students will then be asked for documentation of a physical prior to entering grade 7 and again in grade 10.

Immunizations are required for all students prior to entering school. They are then collected throughout the child's schooling at required intervals by the state. The only exemptions for the immunization requirement are for religious or medical contraindication purposes and the reason must be provided in writing to the school nurse by the parent/guardian or by the child's physician if it is a medical exemption. Philosophical exemptions for immunizations are not allowed by state law.

MEDICATION

The nurse manages medication administration and/or the delegation of medication if needed. Parents are reminded to contact the school nurse if their child will need medication during school hours. All medication must be brought into school by a responsible adult and

given directly to the school nurse unless other arrangements have been made with the school nurse prior to the medication being brought to school. In the interest of safety, the school asks parents/guardians to provide the name of any daily medication their child receives on the student emergency form at the beginning of the year or to contact the nurse directly to insure confidentiality. **The school also requests that if a child receives any medication for an acute condition or for/during a procedure prior to coming to school the same day that the school nurse be notified before the child is left at school for the day. A physician's note allowing the child to return to school on the same day will be requested regarding any procedure and/or medication given on the same day a child returns to school.** If a physician's note is not provided and/or the child is not able to participate safely in the school day the child will be sent home by the school nurse. Please be advised that some medications can alter a child's ability to perform motor skills or participate mindfully in the classroom and in the interest of safety for your child it is important to communicate with the school nurse. **For more information see "Guidelines for Medication Administration in School".**

GUIDELINES FOR RETURNING TO SCHOOL AFTER MEDICAL TREATMENT

If your child has had a medical or dental surgery/procedure or has had a serious medical emergency that required a visit to the emergency department and/or hospitalization, a parent/guardian must contact the school nurse prior to the student returning to school. A parent/guardian must provide written documentation from a medical provider (MD, PA, NP) that indicates that the student is medically cleared for the return to school, explains any restrictions/accommodations while in school, and states any other pertinent information important to the safety and well being of the student.

FIRST AID & CPR

If the school nurse is not present in the building when a student arrives at the health office, trained personnel may provide immediate first aid if needed and the nurse will be contacted in the other building. Various school staff members are trained in first aid and CPR in order to assist with emergencies. Some school personnel are trained in epinephrine administration in the case of a severe allergic reaction.

SCHOOL HEALTH SCREENINGS

The school nurse is responsible for MDPH mandate screenings. Parents are responsible for following up with the appropriate healthcare provider and returning referral paperwork to the school nurse for placement of documentation of consultation in the child's school health record. A student can be exempt from an annual MPDH school mandated screening if the parent states in writing to the school nurse his/her request to exclude his/her child from a screening **and** can provide a physician documentation of the screening(s) being done within the past.

KINDERGARTEN VISION SCREENING

Per state law, pre-kindergarten vision screening must be done at your child's pediatrician's office. Upon entering kindergarten or within thirty days after school entry, parents/guardians need to present documentation to the school nurse from their child's pediatrician showing that their child's vision was screened. If the child failed that initial vision screen or has a diagnosed neurodevelopmental delay evidence of a comprehensive eye exam shall be provided to the school nurse.

VISION AND HEARING SCREENING

Vision screening is done annually through grade 5. Hearing is screened in the year of school entry and annually through grade 3. Referrals are sent home to parents if their child does not meet the standards set by the Massachusetts Department of Public Health for the current school screening year.

GROWTH AND DEVELOPMENT SCREENING

The state mandates screening of body mass index (BMI) and corresponding percentile in grades 1 and 4. Students in grades 1 and 4 will have their height and weight done and their BMI and corresponding percentile calculated. These results will be sent home via mail to parents/guardians in grades 1 and 4 only and should be opened by a parent/guardian. Notification about the BMI screening will be posted in the school's newsletter before it is done.

Annual height and weight screenings for all students is no longer mandated by law, however we strive to use a higher standard of annual measurements and will take the extra effort to track students' growth and development from year to year. This information will be recorded in the student health record, but not sent home unless requested.

POSTURAL SCREENING

The nurse provides postural screening for students in grades 5 and 6. Referrals are sent home to parents if their child does not meet the standards set by the Massachusetts Department of Public Health for the school screening year. If a student is already being monitored by a healthcare provider for a postural condition he or she may be exempted from the school's screening by providing annual documentation from the monitoring provider.

THE SCHOOL PHYSICIAN

The school physician provides standing orders for the nurse, and consultation as needed to the nurse and/or school committee. The school physician may also provide annual fourth grade physicals if a student does not have access to his/her pediatrician.

WILLIAMSBURG SCHOOLS
GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOL

- Medication **MUST** be brought to and from school by a parent/guardian or responsible adult.
- **All medication must be in its original prescription labeled bottle or original manufacturer container.** Medication will not be accepted any other way.
- ALL medication will be kept locked in the nurse's office.
- No more than a thirty-day supply of medication should be delivered to the school.
- **A physician's written order is mandatory** for any medication (inhaler, epi-pen, lactase enzyme, Ritalin, vitamins, allergy medication, homeopathic treatments, etc) whether over-the-counter or prescription.
 - There are only two exceptions to having as physician's order:
 1. Your child may be given regular strength (or according to body weight) acetaminophen (Tylenol), ibuprofen (Advil, Motrin), Benadryl, and/or calamine lotion with only a parent/guardian consent because there is a standing order in place from the school physician.
 2. Your child has been prescribed an antibiotic for ten days or less and you have sent in only the doses needed during school hours in the original prescription bottle with written parent consent.
- **A parent consent form MUST be completed and signed** before a child can receive any medication in school. Completing and signing the emergency information sheet at the beginning of the school year or completing a separate parent consent form can give consent for standing order medications provided in school. A list of standing orders is available upon request.
- A medication administration plan also needs to be signed by a parent/guardian.
- Medication will be administered by the school nurse or by her designee as allowed by MDPH and FDA medication delegation licensure with parent consent.

The guidelines above follow MDPH (105 CMR 210.000) and exist solely to protect the health and safety of your child. If you have any questions or need to obtain forms necessary for medication administration during school hours, please contact the school nurse at 268-7345 or 268-8421.

SCHOOL RULES (GENERAL) & PLAYGROUND RULES

SCHOOL RULES

Each classroom teacher will develop classroom rules and procedures, which are appropriate for the age level of the students. The teacher will review these with the students. There are, however, a few general rules for behavior which should be adhered to by students:

1. Keep hands, feet, and objects to yourself.
2. Remain seated unless permission is given otherwise.
3. Follow directions from school personnel.
4. Raise hands for permission to speak.
5. Respect the property and rights of others.
6. Use acceptable manners at all times.
7. Walk in the building at all times.
8. Line up immediately when directed to do so.
9. Use appropriate language at all times.
10. Be on time to class and keep work area neat and orderly.
11. Follow playground rules designed for the safety of all.
12. Do your best at all times.

GUM CHEWING IN THE BUILDING IS PROHIBITED.

PLAYGROUND RULES

Recess is a time for children to have fun and enjoy each other in an informal setting. It is a great opportunity for them to develop their social skills and to learn appropriate behavior. We expect every child to have the freedom and opportunity to receive the most benefit from recess time. In order to assure this happens, a few simple guidelines are necessary to create a safe and non-threatening play environment for the children.

1. Treat each other with respect.
2. No rough play.
3. No possession or throwing of dangerous objects.
4. Use equipment in a conventional and safe manner.
5. Remain in playground areas.
6. When the bell rings, line up promptly.
7. Follow directions from school personnel.
8. Play games by the rules.
9. Stay away from the building windows.
10. See the duty monitor at once if you are hurt.
11. No sticks or sharp objects on the playground.
12. No toys except balls and jump ropes on the playground. No toys from home will be allowed without prior permission from the child's classroom teacher.
13. Do not go back inside the building unless you have permission.
14. No rock throwing or snowball throwing at any time.

It is recognized that no amount of rule setting can possibly cover all of the many unique situations that will arise on the playground. It will be necessary for the adults to make decisions

each day that may apply only in that particular instance. It is also recognized that consistency and fairness for all is extremely important towards establishing a safe and enjoyable environment for the children.

SPECIAL SERVICES & Individuals with Disabilities Education Act (IDEA)

Child Study Process/RTI (Response to Intervention)

Child Study (RTI) is a regular education initiative designed to modify the regular education program in order to better meet a child's academic, social and/or behavioral needs. When a teacher has a concern about a child, s/he will initiate the child study process by completing a required forms delineating areas of strengths and weaknesses and requesting a meeting to discuss the student. Upon review of the form, the principal and teacher determine which staff members are to attend the meeting. In most cases those in attendance include the child's classroom teacher, the principal and various support staff, such as the speech/language clinician, academic support teachers and/or the Reading teacher. The child's parents are also invited and are considered an integral part of the team.

At the Child Study (RTI) Meeting, the Child Study Team discusses the areas of concern and develops recommendations for the classroom teacher. The team then plans to reconvene to discuss the success or failure of the strategies put in place. This process can occur several times over the course of the school year or just once depending on the child's progress.

It is important to emphasize that the Child Study (RTI) Team process is meant to be a regular education initiative and is designed to give support to the classroom teacher for the student involved. If the student does not make the expected progress, the team may recommend specialized testing to determine whether or not there are special problems interfering with the learning process. At this point, special education testing could be recommended.

Academic Support Services

Our school has a special needs support program which is committed to providing services in the least restrictive environment. Services may be provided in the regular classroom as well as in special groups or classes. Teachers often work with both regular and special education students. Parents, teachers and specialists work closely to ensure a program geared to the child's learning style. Parents who think that their child may have special learning issues should feel free to contact their child's teacher or the principal.

Speech/Language Program

A speech and language clinician is available for students in grades K-6 and also in our integrated preschool program. Services are provided as determined by the educational team and parents. Instruction is provided on an individual basis, in small groups, or within the classroom. The speech clinician works in conjunction with the classroom teachers.

Adjustment Counselor

The Adjustment Counselor performs liaison duties with local social services agencies and provides emotional support to children and families through individual and small group counseling. In addition, the counselor facilitates classroom discussions and works with peer mediators and the conflict resolution program.

TARDINESS

A student who is tardy must report to the office to make certain that her/his name will not be placed on the absentee sheet, thus preventing a needless call home. A note explaining the reason for the tardiness should be sent with the child the next day. Students who arrive late because of a late bus will not be marked tardy.

Therapeutic Restraint Policy

Clarifying Definition – Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical escort is defined as the touching or holding of a student without the use of force for the purpose of directing the student. Physical escort is not therapeutic restraint.

Restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that restraint is required to protect the safety of school community members, the school district has adopted a policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be reviewed annually, provided and explained to the school staff, and made available to parents of enrolled students. Detailed copies of this policy and procedures are available from the Principal.

TITLE 1/READING RECOVERY

This is a federally funded entitlement program. The money is allotted according to a formula based on the number of low-income families. The program provides money for extra help for students based on academic needs. When these funds are available they are used to employ a certified person to teach reading recovery. The extra help occurs primarily in a one - on - one tutorial setting. Parental notification must be given before a child can enter the program. Parental input in program design and implementation is requested. All parents are invited to participate in any parent education opportunities.

TRANSPORTATION

The Administration has two main responsibilities in regards to school transportation:

- A. The enforcement of school attendance laws.
- B. The safety of children.

To insure the safety of the children, the Administration has ruled that they will withdraw the privilege of free bus transportation from any student whose conduct is such that it is distracting to the bus driver. It should be noted that our buses have video cameras in them and that there may also be audiotaping,

Students who are transported by the Williamsburg Schools are expected to follow all rules listed below. These standards for behavior are necessary in order to provide safe and efficient school transportation. (The student responsibilities listed below are based on recommendations from the State Department of Education Guide, "PUPIL TRANSPORTATION GUIDE FOR MASSACHUSETTS SCHOOL ADMINISTRATORS."

All students must:

1. Observe classroom conduct at the bus stop and on the bus.
2. Arrive at the bus stop at least five minutes before the bus is scheduled to arrive.
3. Wait in a safe place, clear of traffic and away from where the bus stops.
4. Wait in an orderly manner, avoiding "horseplay."
5. Go directly to an available, or assigned seat when entering the bus.
6. Remain seated, keeping aisles and exits clear.
7. Refrain from putting arms or any objects out the bus windows.
8. Obey the driver promptly and respectfully.
9. Show respect for the rights and safety of others.
10. Carry on the bus only materials/objects permitted in school.

PLEASE NOTE: STUDENTS WHO DO NOT OBEY THE REGULATIONS GOVERNING PUPILS RIDING ON SCHOOL BUSES MAY FORFEIT THEIR RIGHT TO RIDE.

Students will be allowed to take a different bus or to go to a different home at the end of a school day **ONLY WITH A PARENTAL NOTE**. These notes should be given to the classroom teacher first thing in the morning.

A regular change of schedule, such as scouts requires a note only at the start of the session.

VOLUNTEERS and VISITORS IN THE WILLIAMSBURG SCHOOLS

We seek volunteers who are available on a regular basis as well as on a one-time or occasional basis. Regular volunteers, those who are available at least an hour a week, work in classrooms with individual or small groups of students, usually in a specific subject area. Resource volunteers, those available on a one-time or occasional basis, may visit a classroom to provide additional information on a topic the students are studying by talking about their hobbies, travels to another state, or country, or their careers, for example. There are also opportunities for clerical work and participation in special projects.

No specific educational or work experience is needed to be a volunteer; enthusiasm and willingness to help is all that is required. Volunteers work under the supervision of a classroom teacher or other staff member.

Anyone who would like to volunteer should contact your child's classroom teacher. Volunteering is a rewarding activity for the volunteer that is enriching to the students in the classroom and helpful to the teacher in carrying out her/his objectives in the education of the children.

Visitors & Volunteers

All visitors to the schools, including volunteers, are required to report to the office each time they visit during normal school hours. At that time, visitors will be given a badge to wear. The badge will signify to the staff and students that a visitor may need direction. If a visitor is seen in

the building without a badge, that visitor will be asked to go immediately to the building office to check in.

CODE OF ETHICS & CONFIDENTIALITY

There are certain rules all of us must follow when in the school. Visiting is a privilege. An inability to follow the school rules will lead to termination of visiting opportunity.

1. DO NOT discuss individual children outside the school.
2. Do not compare children within the school.
3. Never publicly discuss parents, children, staff members or other volunteers.
4. You may see confidential records of children in the classroom, staff room or office. Under no circumstances should you repeat any of this information.

DRESS

Visitors should plan to dress comfortably and appropriately when spending time in school or during school-related activities. Clothing that advertises things like alcohol, tobacco, and other drugs, violence, or sexual acts should never be worn when visiting the school.

WHAT VISITORS CANNOT DO

Administer Discipline - If you have concerns about anything you see in the classroom or on school grounds, speak to the teacher or school building administrator.

Interrogate Students or Investigate Problems – Please report any problems to a staff member or school building administrator.

Administer Medications – Please refer any matter to the school nurse or building office.

Clean Up Bodily Fluids – Visitors should not be involved in the clean up of bodily fluids. In the case of a life- threatening situation, visitors should first attempt to alert school personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures. School personnel should be notified as soon as possible.

WALKERS

It is important that children know the route to school. If children are going to walk and are new to the school, it is advisable for parents to walk them over the route a few times so that they are familiar with the way and know how to make the crossings safely. An older brother or sister may help rehearse the route with younger children.

Parents are encouraged to review the following pedestrian safety rules with their children:

1. Always cross at crosswalks.
2. Look left-right-left for moving cars before crossing.
3. Make sure the driver sees you. Make eye contact with the driver.
4. Cross only when the road is clear.
5. Keep on looking for cars even as you are crossing the street.
6. Walk when you cross; don't run.
7. Always walk facing oncoming traffic.
8. Use the Crossing Guard Location.

WEAPONS

All school department personnel shall report in writing to the principal any incident involving a student's possession or use of a dangerous weapon on school premises at any time. The principal shall file copies of the weapon report with the local chief of police, the department of social services, and the local school committee. The principal, police chief, and a representative from the department of social services, shall arrange an assessment of the student involved in the weapons report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon completion of a counseling session, those shall make a follow-up assessment of the student involved in the initial assessment.

A student transferring into the Williamsburg School system must provide a complete school record. The record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

World Wide Web and the Internet

The school has deemed the use of the World Wide Web and the Internet as important research tools. As such, the school has developed a practice of open access under the guidance and supervision of the school instructional staff. All uses of this tool shall be consistent with the school behavior & discipline code and school Internet use policy.

Student Records law

- Amendments to Student Records Regulations adopted by the Board of Education, October 25, 2005, regarding Access to Student Records by Non-Custodial Parents

The full text of 603 CMR 23.00 is available on the Department of Education website at <http://www.doe.mass.edu/lawsregs/603cmr23.html>.

* * *

603 CMR 23.07: Access to Student Records

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the parent has been denied visitation or has been ordered to supervised visitation, or
3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Appendix A - Student Records law

NONDISCRIMINATION POLICY - CHAPTER 622:

The Williamsburg Public School Department does not discriminate or exclude a child from any course, activity, service or resource available in our public schools on the basis of race, color, national origin, age, sex, religion or handicap in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Laurie Farkas Director of Pupil Personnel
Office of the Superintendent of Schools
Hampshire Regional School District
Stage Rd., Westhampton, MA 01027
527-7200

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights: U.S Department of Education J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109-4557

Appendix B Nondiscrimination Policy

School Immunization Law (08/31/06)

A. No student, as defined in 105 CMR 220.400, shall attend a preschool program without a certificate of immunization documenting that the child has been successfully immunized in accordance with current Department of Public Health (DPH) recommended schedules against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella, Haemophilus influenzae type b (Hib), hepatitis B, varicella and other communicable diseases as specified from time to time by the Department, in accordance with the recommendations of the Advisory Committee on Immunization Practices of the Centers for Disease Control, or any successor committee serving a comparable function.

B. No student, as defined in 105 CMR 220.400, shall attend kindergarten through 12th grade without a certificate of immunization or a copy of a school immunization record that the student has received at least the following immunizations:

1. five doses of diphtheria, tetanus, pertussis (DTP), or diphtheria, tetanus, acellular pertussis (DTaP) vaccines, unless the fourth dose has been administered after the fourth birthday, in which case only four doses are required;

2. where pertussis vaccine is medically contraindicated, diphtheria-tetanus toxoid (DT) is to be substituted for DTP vaccine;

3. where the student is seven or more years of age and requires additional immunizations to satisfy 105 CMR 220.500 (B)(1), tetanus-diphtheria toxoid (Td) is to be substituted for DTP or DT vaccine;

4. four doses of trivalent polio vaccine (unless the third dose of an *all* oral polio vaccine [OPV] or *all* inactivated polio vaccine [IPV] series has been administered after the fourth birthday, in which case only three doses are required);

5. one dose of measles (live), mumps, rubella (MMR) vaccine given at or after 12 months of age. In addition, a second dose of a live, measles containing vaccine is required for students attending kindergarten and grade seven (or in the case of an ungraded classroom, students 12 years of age or older). Both doses of measles vaccine must be given at least one month apart beginning at or after 12 months of age. After September 1, 2001, this requirement shall apply to all students attending grades K through 12 and all students in ungraded classrooms;

6. three doses of hepatitis B vaccine for students attending kindergarten. Beginning on September 1, 1999, this requirement shall apply to all students attending grade seven (or in the case of an ungraded classroom, students 12 years of age or older). Beginning on September 1, 2005, this requirement shall apply to all students attending grades K through 12 and all students in ungraded classrooms;

7. beginning on September 1, 1999, varicella vaccine for students attending kindergarten and grade seven (or in the case of an ungraded classroom, students 12 years of age or older) is required, as follows:

8. one dose is required for all students receiving vaccine at less than 13 years of age; and

9. two doses are required for students receiving their first dose of vaccine at 13 years of age or older.

C

. After September 1, 2005, this requirement shall apply to students attending grades kindergarten through 12 and all students in ungraded classrooms; and

1. beginning on September 1, 1999, a booster of Td vaccine for students attending seventh grade (or in the case of an ungraded classroom, for students 12 years of age or older), if it is five years or more since the last dose.

D. 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, ss 15;

2. upon presentation of appropriate documentation, including a copy of a school immunization record, indicating receipt of the required immunizations;

3. in the case of measles, mumps, rubella and hepatitis B, upon presentation of laboratory evidence of immunity; or

4. in the case of varicella, upon presentation of laboratory evidence of immunity or a statement signed by a physician that the student has a history of chickenpox disease.

Appendix C School Immunization law

SEX EDUCATION PROGRAMS

In accordance with General Laws Chapter 71, Section 32A, the School district has adopted this practice related to the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each health unit related to sex education, all parents/guardians of students in our those classes will be notified in writing of the curriculum we offer that primarily involves human sexual or human sexuality issues. The principal will be responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instructional materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request.

Appendix D Sex Education Policy

SCHOOL COUNCIL

The Massachusetts Education Reform Act of 1993 requires each school in the Commonwealth to establish a school council. The council will consist of the school principal, parents of students attending the school, teachers, and community representatives who do not have students in the school. Parents on the council are chosen in elections held under the direction of the principal; teachers are chosen by teachers in the school; community representatives volunteer to serve. Terms are for three years.

The school council meets regularly with the principal to review the annual school budget, to set educational goals, and to formulate school improvement plans. Through parent and community representation, our school council provides those who are not directly involved with the day-to-day activities of the school a voice in school programs and activities. Parents and community members are welcome to attend our monthly meetings. The dates for these meetings are included on the weekly newsletter.

SCHOOL COUNCIL PROTOCOL FOR NEW MEMBERS

I. All school council positions are elected positions. Each position has a term of 3 years. Terms are staggered such that a majority of the council is maintained during each election year. Elections are held in the fall of each school year.

a. Openings on the council will be announced in the school's weekly newsletter, the Planet .

b. Candidates (Parent or Community member) will be asked for statements that will be published in the Planet. The school community, (Parents, school committee, P.T.O., School Council, and School volunteers) will elect the new member of the council.

b.1. Faculty candidates will be asked for statements that will be published in the Planet. Faculty members will elect the new faculty representatives,

c. Ballots will be made available through the school office.

d. If there is only one candidate for a given position, the council will gratefully accept their person and an announcement and statement by that person will be published in the Planet.

e. In the event an individual cannot complete their term on the council, a special election will be held with the approval of the school council. Said special election will follow the same format as regular annual elections.

Accepted by the School Council: February 27, 1996

Appendix E School Council

Internet Use Policy

ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET Updated 10/01/09

PURPOSE

Williamsburg School District (WSD) through the Williamsburg School Council has adopted a Mission Statement and series of goals. Part of this mission is to "provide all students with a quality education," and specifically to provide computers and other technologies throughout the district."

It is the goal of WSD to prepare students to become computer literate in an increasingly technological world. In fulfillment of this mission, WSD has implemented an extensive internal computer network with appropriate educational programs and has established the infrastructure necessary for students and staff to access the Internet. The Internet as used by students and staff of WSD will be solely a tool to facilitate educational research. No other use of the Internet will be endorsed or allowed by WSD.

Specifically, through the use of computers, students and staff will be able to access educational research materials stored on other computers at other facilities located throughout the world. They will also be able to collaborate with other students and peers with Internet access anywhere on Earth! Although this represents a significant opportunity, there are important responsibilities that must be shared among students, parents, and staff. The purpose of this policy is to detail these responsibilities in a manner understandable to all parties involved

AUTHORITY Protection of the student is the overriding concern of WSD. Most of the policy set forth in this document deals with providing a positive and wholesome experience for all students. The School Committee also has a fiduciary responsibility to the taxpayers of WSD. As a result, this policy involves rules for the protection of District property and assets and adherence to local, state, and federal law. The Williamsburg School District reserves the right to log network use and to monitor fileserver space utilization by district users while respecting the privacy of both district users and outside users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the School District. The system administrator has the right to access user accounts to uphold this policy and maintain the system. The district reserves the right to remove a user account from the network to prevent unauthorized or illegal usage.

The Williamsburg School District computer network includes all local area networking and wide area networking within the school community as well as all online and direct-wired networking such as Internet to which the school network may be linked.

ACCEPTABLE USE All persons (students and staff) using the WSD computer network must conduct themselves in a responsible, ethical and polite manner. As stated above, use of the WSD computer network is to be limited to legitimate academic purposes. This means using the network in such a manner as to have a direct or indirect impact on the student's educational program at WSD. The use of the computer network for sending frivolous electronic mail (e-mail), chatting, reading and sending jokes, researching non-academic related sources such as MTV, sports sites, and playing computer games will not be supported or allowed to occur at WSD. The use of the system for defamatory, inaccurate abusive, obscene, profane, sexually oriented, threatening, offensive, and illegal material or other prohibited activities shall not be permitted, and WSD will use any and all efforts, within the confines of the law, to prevent such

material from entering the school's network. Individuals are encouraged to report such activity to the school administration.

PRIVACY For the protection of our students, all users are advised and should be reinforced by parents/guardians to NEVER disclose personal information over the network such as home address, physical description, route to and from school, or any other personal information that could threaten the safety and security of our children.

NETWORK SECURITY Users may not allow others to access the computer network by sharing account information or passwords. Users may not move, repair, reconfigure, modify, or attach external devices to any network equipment. All malfunctions or problems are to be reported to the WSD administration. No computer software is to be installed onto any WSD computer by the staff or students that has not been legally obtained officially through the purchasing office of WSD. Storage media (diskettes, CD-ROMs) not purchased directly by WSD may not be inserted into any WSD computer. Software copyright infringement has recently become a major focus of law. Severe penalties may result from this activity. This affects not only the offending individual, but also exposes WSD to legal action. As a result, this practice will not be tolerated and proper software licensing will be aggressively enforced by WSD. Any question or concern about the legality of software should be referred to the WSD administration. Another problem caused by using storage media not purchased by WSD is the possible introduction of computer viruses into the network. Viruses can also enter the system through files downloaded from the Internet and completely unknown to the user. A computer virus is a software program created for the purpose of disrupting computer systems or destroying information stored on the computer. These insidious invasions can cost thousands of dollars to undo. Certain safeguards are in place to protect the network, however this is no guarantee. Anyone who willfully introduces a computer virus onto equipment owned by WSD will have their computer privileges suspended or revoked and may be held liable for damages. Attempted vandalism to equipment or software will result in suspension or loss of computer privileges or possibly more severe consequences. This includes not only physical destruction of computer equipment, but also destruction of cabling and network infrastructure, attempts to gain unauthorized access by defeating network security (commonly known as "hacking"), attempts to gain access by using a different account or password and destruction or alteration of files.

REMEDY The use of the computer network at WSD is a privilege granted only to responsible users. As a result, WSD reserves the right to suspend or terminate use of these facilities as deemed appropriate by the WSD administration and School Committee.

WSD further reserves the right to reasonably monitor and regulate the accounts of students and staff in order to ensure compliance with this entire computer use policy. This includes, but may not be limited to, physical surveillance of users as they access the network, interception of electronic mail messages, examination of files accessed by the users of the network, and restricting time-of-day or locations of use. This policy may be amended by WSD at any time.

Appendix F Internet Use Policy

Complaint Procedure

It is hoped that parents or community members will communicate with the school about issues or concerns they feel are important. Complaints should first be forwarded to school officials promptly so that they can be assessed and dealt with in an efficient and timely manner. School employees are expected to promptly acknowledge communication or complaints and reply as soon as possible to responses, actions or resolutions taken, if any.

1. Whenever possible, the individual should communicate a concern or complaint to the staff person most directly involved or responsible for the situation in question.
2. If an understanding or resolution is not reached, the individual may refer the matter directly for further consideration by the staff member's supervisor, usually the principal. If necessary, the supervisor or principal will schedule a meeting with the parties involved and render an informed decision to resolve the situation or issue.
3. If the action taken by the supervisor or principal does not result in a clear understanding, or if the complainant feels the matter was not effectively handled, regardless of outcome, the individual may refer the matter to the Superintendent of Schools for further consideration. The Superintendent may either (a) refer the matter back for action to the supervisor or principal, (b) render an informed decision to resolve the situation or issue, or (c) schedule a meeting with the parties involved to clarify and aid in resolving the issue.
4. The School Committee expects its school administrators to resolve school-based complaints and will not interfere with the judgment of the professional staff. If the complainant is dissatisfied with the manner in which the Superintendent addressed the concern or resolved the situation, the individual may report his or her dissatisfaction, in writing, to the School Committee. If the School Committee feels that discussion on the matter is warranted, it may conduct this discussion following "Open Meeting Law" guidelines governing elected bodies in Massachusetts. The School Committee will take action as it sees appropriate, or will empower the administration to take final action as they see fit.

Nothing in these procedures are meant to circumvent the right of an interested party to obtain and use legal counsel to have his or her issue handled according to due process.

Grievance Procedures Title VI, Title IX, Sec. 504 & ADA

Federal Mandated procedures covering Title VI (race, national origin); Title IX (sex equity); Section 504 (handicap); and Americans with Disabilities Act (ADA) will be followed in dealing with all complaints alleging discrimination and apply to all parties affected by the operations of the public schools, including students, employees and parents.

The procedure begins when school personnel have been verbally notified. Written documentation of the incident must be sent to the principal or principal's designee within one working day of the time of receipt of verbal notification. Upon receipt of the allegations, the school will take immediate steps to halt or prevent any behavior that may be construed as discriminatory. Complaints should be initiated within six months of an incident. Any allegation of discrimination shall be promptly addressed in a confidential manner so as to protect the

privacy of all parties involved in accordance with the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA). All complaint proceedings will be held in confidence by all persons directly or indirectly involved. Information provided under the procedures will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The district will not allow anyone to retaliate against any person because he/she complains of discrimination or assists in an investigation of discrimination. Intimidation, coercion or any other attempt to interfere with an investigation of discrimination will not be tolerated. In addition, all reasonable steps will be taken to protect the parties during the investigation.

APPEALS – A party may appeal the Administration’s decision in writing to the Superintendent within 15 school days of receipt of the findings of the formal procedure. The Administration’s decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Superintendent will make a decision and provide it in writing to involved parties within 30 school days. *The whole process by these time frames may take up to 60 school days.* Individuals who wish access to records of a complaint may request such records according to the district’s policy and procedure for access to educational records.

Students, employees, and parents are advised that they may use the above stated grievance procedures regarding Title VI, Title IX or Section 504 complaints or they may report their grievance directly to the Office for Civil Rights. Grievances may be addressed to:

United States Department of Education
Office for Civil Rights
J.W. McCormack Post Office and Courthouse
Room 701
Boston, MA 02109

Appendix G Complaint Procedure

WILLIAMSBURG ELEMENTARY SCHOOL BEHAVIOR AND DISCIPLINE CODE

GOAL: The school will create an emotionally safe and respectful learning environment. To accomplish this, the school will develop a system of positive discipline and logical consequences that reflects and reinforces the school's commitment to a social curriculum.

RATIONAL: Three key ideas provide a foundation for creating a safe and caring learning environment.

First is that all children, given developmental considerations, can and should participate in the process of creating and modifying the rules, limits and logical consequences that help to govern the daily life of the school and classroom. When the children have a more active voice, they feel greater ownership of the rules and are more invested in following the rules and in expecting others to follow them also.

The second idea is that pro social behaviors can and should be taught with the same care and consideration given other "content" areas. This means there is a social curriculum just like there is a math, science, etc.. curriculum. Ideally the social curriculum is integrated into the daily life of the classroom and attended to throughout the school day. Time is spent teaching specific skills in a variety of settings. Use of the skills occurs throughout the school day in both academic and non-academic situations.

Third, it is important to focus on positive behavior, positive values and personal responsibility. The process by which disagreements and social issues are resolved is an important part of this positive focus. It is no longer adequate to just develop an adult generated and enforced list of misbehavior and punishments. Children need time and guidance to identify, think about and discuss what positive behaviors are and how they contribute to the successful functioning of a small group, a classroom, a large group, school community, etc. They also need time and guidance on how to reflect upon their own behavior as individuals and as a group. In this way they can participate in a process of modifying their behavior to achieve goals they have set for themselves.

STUDENT RIGHTS AND RESPONSIBILITIES

GOLDEN RULE *Updated to Platinum Fall 2009*

"I WILL TREAT OTHERS AS I WOULD LIKE TO BE TREATED and as they would wish to be treated."

This "Golden Rule" is the basis for the development of classroom rules and for the following student rights and responsibilities.

1. I have a right to be happy and to be treated with compassion:
 This means no one will laugh at me or hurt my feelings.
 I have a responsibility to learn how to treat others with compassion.
2. I have a right to be myself.
 This means that no one will treat me unfairly or unkindly because I am fat or thin, tall or short, a boy or girl, have different skin color or am different any other way.
 I have a responsibility to learn how to accept others' differences.
3. I have a right to be safe physically and emotionally.
 This means that no one may push me, rush me, threaten or cause me harm.
 I have a responsibility to learn how to treat others in a way that makes them feel safe.
4. I have a right to hear and be heard.
 This means that no one will interrupt me or prevent me from listening.
 I have a responsibility to learn how to listen carefully and not interrupt.
5. I have a right to express myself.
 This means I will be free to express my feelings and opinions without being ridiculed.
 I have a responsibility to learn how to express my feelings and opinions in a respectful way.

**SCHOOL BEHAVIOR AND CONSEQUENCES
 AS A STUDENT IN THE WILLIAMSBURG SCHOOLS:**

1. I will think before I act so that I will do the right thing.

For example, I will...

walk in the halls,
 remove my hats indoors,
 leave chewing gum at home, and
 follow the rules of my classroom.

When I do the wrong thing, I will be asked to correct my mistake.

2. I will show respect for all students and adults.

For example, I will...

use people's correct names,
 use polite language, and
 respond to the silence signal.

When I forget to show respect, I will be asked to take a time out, and apologize when I return to the group.

3. I will cooperate and do my best.

For example, I will...

do my school work,
 keep my area of the cafeteria neat, and help clean up at the end of specials like art.

When I do not cooperate, I will need to correct the problem.

4. I will play safely.

For example, I will...

- keep my hands to myself,
- sit on swings, sleds and slides,
- stay in sight of the adults on duty,
- talk out my conflicts instead of fighting, and
- get problem-solving help if I need it.

When I do not play safely, I will lose the privilege of playing until I show that I am ready to try again.

5. I will control myself at independent times.

For example, I will...

- behave safely on the bus,
- follow the rules of the library, and
- use all school rooms (such as the bathroom) safely.

When I do not control myself, I will lose the privilege of doing things independently until I show that I am ready to try again.

6. I will take care of school property and other people's property.

For example, I will...

- treat things I borrow carefully,
- put litter in trash barrels,
- keep school property free of graffiti, and
- use all furniture and equipment carefully.

When I damage anyone's property, I will repair it if I can. When the thing I damaged cannot be repaired, I may be asked to replace it.

7. I understand that there are certain problems that require adult help.

Those problems are: drugs,

- alcohol,
- weapons,
- violence
- prejudice towards others who are different
- in any way,

repeated problems with following this code.

I have the responsibility to ask an adult to handle these problems. I understand that my teacher may talk with my parents about any problems I am having with my behavior.

PRINCIPAL'S DISCIPLINARY ACTIONS

Any time prior to referral to the Principal, a teacher may inform parents of problems that are occurring. When there is a serious problem behavior or repeated failure to follow the behavior code a teacher may chose to refer the student to the Principal. The choice of a response by the

Principal is determined by the seriousness of the problem behavior and the appropriate remedy to the problem. The following actions may be taken singly or in combination, in whatever sequence is appropriate to the situation.

1. Removal from the classroom for a specified period of time.
2. Sent home for the remainder of the day with parent notification.
3. Suspension from school at home for a specified number of days.
4. If transportation related, a district wide “bus conduct report” is filled out by the bus driver and given to the principal. Action taken, depending on the circumstances, may include the following:
 - a. Denial of transportation for up to two weeks for a second offense or serious first offense.
 - b. Denial of transportation for up to four weeks after a third offense or a serious second offense upon direction from the school committee.
 - c. Denial of transportation for the rest of the year for a fourth offense or serious third offense upon direction from the school committee.

The discipline of special needs students will be in accordance with the Mass Dept. of Education Regulation 603 CMR 338.0. Discipline and/or expectation

Appendix H Behavior and Discipline Code

Appendix I School Committee

The Williamsburg School Committee provides oversight and direction to the operation of the Williamsburg Public Schools. The committee's role, responsibilities and high level operating procedures are established in the context of Chapter 71, section 37 of the general laws of the Commonwealth of Massachusetts. Our primary responsibilities are to establish the educational vision and goals for the district, approve the budget, establish policies for the district, and hire and evaluate the Superintendent. The implementation and achievement of these goals lies with the Superintendent and the administrative team. More simply stated the role of the School Committee is not to run the schools, but rather to establish the policies by which the schools are run, and to oversee their maintenance in a broad sense.

The Committee conducts its business in regular public meetings under the rules of the Massachusetts Open Meeting Law. Generally, these meetings occur the third Wednesday of every month at 6:30 in the Anne T. Dunphy cafeteria.

The School Committee must be responsive to its constituencies in governance, sensitive to the diverse needs of all learners, an advocate for students and learning before the people of the community and, as such, a vigorous ambassador for public education before all citizens. The members of the School Committee welcome input from the public. Brief public comments can be made during a designated time at the beginning of each school committee meeting. Please come and find out more about how the School Committee works for our children.

The committee is composed of 5 elected members who are elected to staggered 3 year terms.

Broad Areas of Responsibility

Policy

- A key role is to establish and review educational goals and policies, consistent with the requirements of law, and statewide goals and standards.
- Policies should reflect that SC has oversight of and responsibility for: the school system, the direction in which the system must go, and the criteria to determine if its goals and policies are being met.

Governance/Operations

- Establish educational goals and policies (as outlined above).
- Charge the superintendent with the responsibilities for all administrative functions.
- Act only as a body as prescribed by law and not as individual members.
Responsible for hiring and evaluating the Superintendent.