

INTRODUCTION

The Wareham Public Schools has a tradition of care and respect for the individual student. Each student is encouraged to grow intellectually, emotionally, physically, and socially. Our mission is to educate all students for life's responsibilities, challenges, and opportunities. This addendum to the *Wareham Public Schools District Handbook of Policies and Procedures for Students and Staff* is intended for each student so that each will know his or her responsibilities to self and to the community. All members of the community may expect to feel safe and may expect that their person, property and opinions will be respected. Each member of the community is expected to contribute to creating an atmosphere of trust. School should be a setting in which respect for rules and common decency are accepted by all as the necessary structure for both learning and community, and where those in authority try always to strike a balance between individual rights and the general good.

Intended as a guideline for parents and teachers, as well as for the students in our schools, this addendum is based on recognition of the responsibility that each person has to foster the physical, moral, and intellectual growth of each child. Parents must be accountable for the care of their children; teachers must be concerned for the intellectual and behavioral standards of the students in their classrooms; students must grow in understanding of their responsibility for themselves.

Every teacher should have the right to teach without disruption. Every student should have the right to learn without disruption. Therefore, it is the responsibility of the teacher to report all violations of these regulations.

A child's experience at school is among the most important of his/her life. We work hard to be sure that school is a happy place for children to learn and make friends. To help in making these school experiences as productive as possible, we are providing this booklet, in addition to the district handbook, which explains our district policies and school procedures. Please keep these books as a reference to use throughout the year.

We hope that parents will become active participants in school affairs. This is your school. Your help and cooperation contribute to it. We look forward to a partnership that will produce a successful school experience for your child.

**WAREHAM PUBLIC SCHOOLS
EARLY CHILDHOOD PROGRAMS
(Pre-Kindergarten to Kindergarten)
PHILOSOPHY**

The Wareham Public Schools' early childhood philosophy is to help every child develop to his or her maximum potential in state mandated curriculum using developmentally appropriate methods taking into consideration their social, emotional, physical and cognitive needs.

The administration and staff strive to provide every child with positive, supportive opportunities to develop knowledge, basic skills, and enthusiasm for becoming lifelong learners. We are committed to helping every child develop the self esteem and academic skills necessary to continue individual and collective growth in order to succeed in our increasingly global society.

John W. Decas Mission Statement

The John W. Decas School will create a family atmosphere for all members of the school community. Respect, caring, sharing, nurturing, and fostering of friendships through understanding of ethnic backgrounds and individual learning styles will be the foundation. We believe all children can learn and will become responsible and productive contributors within the community. We will strive to create an environment which nurtures academic and personal excellence in order to prepare our children for their adult lives as we journey through the 21st century.

**East Wareham, Ethel E. Hammond, and Minot Forest Elementary Schools'
Vision Statement**

The East Wareham School, Ethel E. Hammond School, and Minot Forest School will provide a safe and engaging learning environment in which each child develops proficient academic skills needed to meet today's required standards. The instructional climate at these schools nurtures a foundation for learning of self and others.

"The mission of the Wareham Public Schools is to educate all students for life's responsibilities, challenges, and opportunities."

ADMISSIONS POLICY

This policy is established in accordance with the General Laws of Massachusetts.

In the Wareham Public Schools "every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation." (MGL, Chapter 76, Section 5).

"If a child resides temporarily in a town other than the legal residence of his parent or guardian for the special purpose of attending school, the child may attend school with the authorization of the school committee of said town, and the said town may recover tuition from the parent or guardian, unless under section twelve of chapter seventy –six, such tuition is payable by a town. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the regular rate established by the school committee for non-resident pupils, but in no case exceeding the average expense per pupil in such school for said period. The school committee of the town in which a child is temporarily residing for the special purpose of their attending school may waive all or part of the tuition charge for such child." (MGL, Chapter 76, Section 6).

SCHOOL VARIANCE

If a parent wishes to enroll their child in an elementary school that is not in their geographical area, the parent will need to write a letter to the principal of the school in which the parent is requesting their child attend, with a copy of the letter to the principal in his/her geographical area, explaining the hardship reason for this request. Each principal will review all school variance requests. If the variance is approved, it will be the responsibility of the parent to provide transportation to and from school. Variances are only for one year. A new letter will need to be written each year of the request. Variances will not be approved if it is not a hardship or if there is an inequity in enrollment at that grade level. Variances may be revoked if the child has excessive unexcused absences or tardiness.

ADMISSIONS PROCEDURES - GRADES – PRE-K - 5

1. Students under 18 years of age must be accompanied by a parent, legal guardian, or adult responsible for the education of the student when registering for school. Eighteen-year-old students may register themselves.
2. A transfer card noting immunization must be presented. The registering person shall determine whether immunizations are up-to-date. Students meeting state immunization requirements will be enrolled. The entry date shall be the first day that the student is physically present in school.
3. Students previously enrolled out-of-state, or in private schools, that do not issue a transfer card shall present the following information:
 - Immunization Records
 - Original Birth Certificate (copy will be made at the school)
 - Name and address of previous school
 - Academic Record (i.e. Report Card, Permanent Record, Temporary Record)
4. Pupils who have received special education services must present a current, signed Individualized Educational Program. Special education services will not begin until receipt of the accepted IEP.

5. RESIDENCY REGULATIONS

Before any student is assigned or invited to attend school in the Wareham School District, the students' custodial * parent or legal guardian** must prove legal residence in the Town of Wareham. Families whose primary residence is outside of Wareham are not eligible to attend Wareham Public Schools unless they are exempt from meeting such residency requirements pursuant to Wareham School Committee Policy.

Effective Immediately:

ALL APPLICANTS MUST SUBMIT A VALID MASSACHUSETTS PHOTO IDENTIFICATION CARD AND AT LEAST ONE OF THE FOLLOWING:

- Copy of deed and record of most recent mortgage statement (financial information may be omitted)
- Copy of lease and record of most recent rent statement
- Legal affidavit from landlord/owner affirming tenancy and copy of lease/deed and record of most recent rent payment/mortgage statement
- Section 8 agreement
- Caregiver Authorization Affidavit

Documents must be pre-printed with the name and address of the student's custodial* parent or guardian ** and must be presented at the school at the time of registration.

These documents will also be required for any change of address

* Divorced or separated parents must present a copy of an Order of the Probate Court designating physical custody of the student

** Legal guardianship requires a copy of an Order of the Probate Court.

These documents must show your street address, not just a post office box. Proof of residency may be verified throughout the year on an "as needed" basis.

NON-RESIDENT ADMISSIONS - GRADES-PRE-K - 5

Any student intending to enroll in the Wareham Public Schools, whose parents or guardians do not reside within the community, shall request, in writing, admission through the School Choice Program. Written request, including the School Choice Application form, found on the district's website, should be sent to the Principal of School Choice School.

WITHDRAWAL PROCEDURE - PRE-K - 5

1. Written permission is needed from the parent, legal guardian, or adult responsible for the education of the student if under 18 years of age to withdraw a student from school. Eighteen-year-old students may check themselves out.
2. Students will return all books and materials.
3. Students transferring will be issued:
 - Transfer Card, including Immunization Record
 - Grades To-Date of Leaving
 - Current IEP, if applicable
4. All academic and health records will be forwarded to the new school according to Student Record Regulations.

NOTICES

Notices are sent home frequently. Please read, and when necessary, save them. **If you have a change of address or phone number during the school year, please notify the school in writing.** On occasion, we receive requests from parent groups, field trip organizers, and others for student information.

KINDERGARTEN CHANGEOVER

There **will not be** a kindergarten changeover at the midpoint of the school year. Children assigned to the morning session shall remain in the morning session for the entire year. The same is true for afternoon session students.

NO SCHOOL SIGNAL

If it is necessary to close school because of bad weather or other unpredictable conditions, the fire whistle will sound two blasts at 6:15 A.M.

CANCELLATION OF SCHOOL

Every effort will be made to contact parents via the telephone communication system regarding the cancellation of school. Please update the school office throughout the year with any changes to personal contact information.

A DELAYED SCHOOL OPENING

When weather conditions dictate, we may delay school opening by one or two hours. Delayed school openings will be announced on the radio stations listed below. Half-day session morning preschool and half-day session morning kindergarten only will be cancelled.

Please **DO NOT** telephone the Wareham Police or Fire Department. Jammed lines could prevent an emergency call from reaching either department.

A decision is not reached until roads are checked out early in the morning of the day in question. You are, therefore, reminded that we will continue to have **NO SCHOOL**

ANNOUNCEMENTS made on:

WXTK 95.1 FM

WQRC 99.9 FM

WCTK 98.1 FM

WPLM 99.1 FM

WCIB 102 FM

WRZE 96.3 FM

WBZ 1030 AM/TV 4

WCOD 106.1 FM

WPXI 102.9 FM

WCVB TV 5

WBSM 1420 AM

WTWV 101.1 FM

WHDH TV 7

WFHN 107 FM

WFXT FOX 25

In addition, every effort will be made to contact every household directly by telephone via the Global Connect telephone system.

Parents are reminded to keep children home if schools are to be in session but conditions are hazardous in your immediate residential area. Parents should, in such cases, send a signed note to the school when the child next attends school.

PARENTS ARE ALERTED TO THE FACT THAT OCCASIONALLY BECAUSE OF SEVERE WEATHER OR OTHER EMERGENCY CONDITIONS, SCHOOL MAY BE DISMISSED DURING THE SCHOOL DAY AT ANY TIME. THE GLOBAL CONNECT PHONE SYSTEM WILL BE USED TO NOTIFY PARENTS. WE EXPECT THAT PARENTS MAKE PLANS WITH FRIENDS OR RELATIVES TO CARE FOR THEIR CHILDREN IN ANTICIPATION OF SUCH EMERGENCY DISMISSALS.

EMERGENCY DISMISSALS

In the event that school is canceled due to inclement weather, dangerous driving conditions, or other emergencies, all other activities scheduled for that day or evening would be canceled with the exception of Adult Evening School. Cancellation of Adult Evening School will be announced separately.

CLOSING A SCHOOL BUILDING

In the event it becomes necessary to close one school building because of a health or safety emergency, the school department would notify the media, especially radio stations, of the situation and the plans for the respective students. Students from the Decas and Minot Forest Schools would be transported for the remainder of the day to Wareham High School, as long as the emergency didn't affect more than one building at a time. Students from the Hammond and East Wareham Schools would be transported to the Minot Forest School. The Minot Forest School would be used as an alternative location, if needed. If an emergency occurred early in the morning, the afternoon preschool and afternoon kindergarten parents would be contacted by phone and afternoon preschool and kindergarten sessions would be cancelled.

PARENT CONFERENCES

A conference with your child's teacher will provide you with an opportunity to discuss your child's progress and to jointly review his/her educational program. The parent or teacher may initiate conferences whenever it is deemed necessary for a better understanding of the child's school progress. Conferences may be scheduled by calling the school office.

SPECIAL SUBJECTS

Students in grades PreK - 5 receive instruction in Physical Education and Fine Arts. For safety reasons, pupils are required to wear sneakers and comfortable clothing for Physical Education classes.

SUPERVISED OUTDOOR PLAY

All students have supervised outdoor play daily unless it rains, the temperature drops to freezing, or the ground is very icy or muddy. Unless outdoor play is canceled, every student is expected to spend this short period in the fresh air. Students should come to school appropriately dressed (boots, coat, hat, and gloves) for this activity. Students who are not well enough to benefit from a period of fresh air generally are not well enough to complete their work successfully in school.

SCHOOL SUPPLIES

All students are given paper, pencils, pens, and crayons at regular intervals throughout the school year. These items are issued for in-school use only. While it is not necessary to do so, many pupils choose to bring in their school supplies. Children are responsible for the care and return of all school books, library books, and materials used at home. Parents will be charged for replacement of lost library and classroom books. It is recommended that children have a specific place at home for keeping their school materials and doing their homework.

SECURITY: VISITORS TO SCHOOL BUILDINGS

In order to properly provide for the safety of students and employees, the following procedures are to be followed in all school buildings.

1. All doors shall remain locked during school hours. Security equipment must be installed in all buildings. All visitors will be asked to state their name and the nature of their business prior to gaining entrance to the school.
2. All visitors in the school must report immediately to the main office and sign in indicating the purpose for being in the building. The visitor will receive a pass that must be visibly displayed while conducting the visit. There will be clear, visible signs indicating the responsibility of visitors at the entrances. The pass must be turned in upon leaving the building and the visitor must sign out.
3. The principal (or designee) may deny access to any individual not directly employed in the operation of the school who does not have a valid reason for being on school property.
4. All visitors must follow fire drill and indoor safety drill procedures. Follow teacher directions in the event of any of these drills. Visitors must exit the building during a fire drill and must report to the nearest classroom or office area during an indoor safety drill.

ANIMALS IN SCHOOL

Animals may be brought into the classroom for educational purposes by following appropriate guidelines. Parents and pupils should receive **PRIOR** permission from the teacher before bringing any animals to the school. This is necessary to protect the best interest of all students and to make sure that animals can be properly cared for. It should be noted that **ANIMALS ARE NOT TO BE TRANSPORTED ON THE SCHOOL BUS.**

CELEBRATIONS / SNACKS IN SCHOOL

The schools cannot accept special deliveries of items to students because it causes a disruption in instruction and office management. Please save these aspects of your child's birthday or personal celebration (including invitation distribution) for outside of school hours and for your home.

Elementary classroom teachers usually have a list or display of student birthdays. An acknowledgement of Happy Birthday is given by the teacher if the student celebrates their birthday.

Parents must request permission from the classroom teacher ahead of time so he/she can determine if there are any food allergies or restrictions with the students before any special event snacks can be sent in. If given permission from the classroom teacher, snacks should be in "finger food" style that does not require items to be cut, need utensils or plates, or other supplies, to make it easy to eat during our "working snack." We ask parents to support our district Wellness Program by providing healthy snacks.

CLASSROOM DIRECTORY

Parents will be given the opportunity to voluntarily share personal contact information with other classroom families at the beginning of the school year. This information will be compiled and sent home to those who sign up. This contact information can be used for birthday invitations, setting up play dates, etc. A form will be sent home and will need to be returned to the classroom teacher.

ABSENCE FROM SCHOOL

If, for a medical or other valid reason, a student is absent from school for an extended period of one week or more, the parent shall contact the school office. Upon return to school after a prolonged illness, the student shall bring a doctor's note to the Main Office verifying such absence. A parent note for an absence that is not extended must be submitted for each student absence. In accordance with Section 502.7 of the Massachusetts Chapter 766 Regulations, the Wareham Public Schools provides an instructional program for any student who, in the judgment of the student's physician, will have to remain at home or in a hospital for a period of not less than fourteen days. As soon as it is known that the student will be absent from school, the Home or Hospital Instruction program may be authorized.

Home Instruction may also be provided when a special education student has a valid signed Individualized Educational Plan indicating a Home Instruction Program. In special circumstances, a Principal may recommend to the Director of Student Services that a specific Home Instruction program be provided.

A Home or Hospital Program is an extension of the school program in which the student is enrolled. The content of the program is the same as that of the class that the student is enrolled in. The instructor coordinates the program with the teacher of the program that the child would be attending. The instructor assists the student in maintaining effective progress in school subjects, and the classroom teacher assigns the actual grades.

EXCESSIVE ABSENCES

Students who miss twenty percent (20%) or more of school days during any given time period without appropriate medical documentation may result in any of the following actions: Forfeit of make-up privileges, retention, referral to the Supervisor for Attendance for investigation and/or legal action, or recommendation to the Superintendent or designee for School Committee action.

1. Regular attendance is a vital aspect of an education. Absences for reasons other than illness or family emergency should be avoided. Parents or guardians are expected to schedule appointments with physicians, dentists, or for any special lessons after normal school hours or during school vacations. If your child is ill and will be absent, please call your child's school by 9:00 AM to report his/her absence and the reason.

2. The parent or guardian of a PreK - 5 student who has been absent seven (7) days or (14) half day sessions in a six-month period shall be contacted in writing by the Principal or designee.

3. A written excuse is required within two (2) days of each absence. Any student who fails to provide the written excuse within two (2) school days shall forfeit the make-up privilege.

4. Requests for homework should be called into your child's school before classes start in the morning, and picked up after classes end in the afternoon.

TARDINESS

A student who is tardy shall report to the office upon arrival at school. If a child is tardy, a written excuse from the student's parent or guardian stating the reason shall be required. Students who are tardy shall be required to make up the work missed during recess time.

Tardy times:

Decas and Minot	8:35 A. M.
Hammond	8:45 A. M. and 12:15 PM
East Wareham	8:50 A. M. 12:20 P. M.

DISMISSALS

The school shall assume that each parent has legal custody of a child unless the school Principal is otherwise notified in writing by a parent or by a guardian having legal custody. The parent claiming custody will be obligated to provide legal evidence to the school Principal in case of a dispute.

- Students shall not be permitted to leave the school grounds at any time during the school day without approval from the school office.
- If a child is to be dismissed, the parent shall notify the school in writing, detailing the time and reason for dismissal. All dismissal notes shall be turned in to the office at the beginning of the school day. **NO STUDENT SHALL BE DISMISSED WITHOUT PRIOR WRITTEN PERMISSION FROM THE PARENT.** In all cases, children will be dismissed through the school office. **Early dismissal requests should be limited to emergencies only. NO TELEPHONE DISMISSALS WILL BE ACCEPTED.**

IN-SCHOOL ILLNESS

Dismissals for illness shall be issued by the Health Office and can be made only to the parent or other persons authorized on the Emergency Form in the Health Office. It is, therefore, extremely important to keep data updated throughout the year.

PERFECT ATTENDANCE

A student shall be considered to have perfect attendance if she/he has not missed any days in a school year other than for school related activities and has no more than one tardy or one dismissal.

TRUANCY

The following will be classified as truancy:

1. Students absent without the consent of parents.
2. Students who leave the school grounds without proper authorization listed under “Dismissals” Section C.

MEDICAL INFORMATION

Registration/Emergency Contact Form

Emergency contact forms are sent home with every student at the beginning of the school year. We require the student’s present home/ mailing address, telephone number, parents’/guardians’ business addresses and phone numbers, and the names of two relatives or neighbors who can be called in the event of an emergency should the school be unable to locate parents/guardians. (Permission of these individuals should be obtained prior to the use of their names.) ***It is vital that this information be kept up to date and accurate.*** Parents/Guardians should notify the school office in writing of any changes in this information, (e.g., change of address, home phone number, work number, or change in emergency contact person. This information is confidential and will be used only by authorized school personnel.

Vision/Hearing/Body Mass Index Screening and First Aid

The school nurse administers vision/hearing/body mass index screenings to K-5 students annually and makes referrals in cases of deficiency. The school nurse maintains health records and administers first aid to injured or ill children. In case of an accident or illness, after first aid is administered, the parent is notified and further care is given, if necessary.

Illness at School

For your child’s welfare and for the protection of others it is important to keep your child home if he or she has:

- A fever over 100 degrees during the past 24 hours;
- A cold in the active stages;
- A sore throat and/or swollen neck glands;
- An undiagnosed rash or skin eruptions;
- Vomiting or diarrhea within the past 24 hours;
- Head lice that has not been treated and/or visible nits (eggs).

School personnel assume responsibility for determining whether your child should be sent home because of an illness commencing during school hours. Since accidents and illness can happen, the school secretary must have at least two local emergency numbers to contact individuals in case you cannot be reached at home or work. These numbers must be kept on file in the office and must be kept up to date at all times.

Signed Health Form

Students may receive medical treatment from a school nurse only if the Student Health Form, which has been signed by parent or guardian, is on file. If a signed health form is not on file, the school nurse will call the student's parent or guardian to receive verbal permission for treatment. If either written or verbal permission cannot be obtained, the school nurse can not treat the student.

Medical Record and Physical Examinations

A medical record is kept for your child from pre-kindergarten through grade twelve. The Commonwealth of Massachusetts requires a periodic physical examination of every school-aged child. These examinations should be made by your private physician. You will be required to have your physician complete the medical form provided by the school and return it to school.

By state law, every child attending public school must be immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, varicella and hepatitis B or otherwise risk exclusion from school. Documentation of these immunizations must be presented upon entry to school. No child will be allowed to start school until this documentation is received. For those students who are exempt from immunizations due to medical or religious reasons, documentation is also required before entry to school. Children entering kindergarten must have documentation of being tested for lead poisoning at least once in their lifetime.

Head Lice

Pediculosis (head lice) is a common problem among school children. If you find that your child has lice, please notify the school so that preventive measures can be taken. If you are unfamiliar with the problem, please get in touch with the school nurse for instructions on how to identify and treat lice. Children who have been identified as having head lice are excluded from school until they are treated. All lice and nits (eggs) must be removed before reentry to school. The school nurse will need to examine your child before returning to school.

GUIDANCE SERVICES

Guidance staff, who are housed in most buildings, are available to meet with children on a short term basis as needed to address school related issues. The elementary guidance counselor is trained to help all children learn to their fullest potential.

Guidance staff works with students on a variety of developmental issues including learning and using appropriate social behaviors, and developing self-awareness and self-confidence. Guidance staff are also available to work with parents and teachers regarding school issues. Many times the counselor serves as a liaison/referral source to appropriate community agencies. We want to help your child have a happy, successful learning experience here at school.

PHILOSOPHY OF DISCIPLINE IN THE ELEMENTARY SCHOOLS

The Wareham Public Schools provide educational settings wherein all students are given the opportunity to achieve success. Students are expected to be diligent in carrying out their school responsibilities through appropriate conduct and effort. Those students who persist in misbehaving, either inside or outside the classroom, will be subject to disciplinary action. It is the goal of the Wareham Public Schools to deal with students' misbehavior in a consistent and fair manner. The maintenance of a proper educational climate and the concern for each student's safety and welfare are the determinants of each disciplinary action. Peaceful classroom techniques and conflict resolution strategies are taught to students and practiced within the classrooms.

PERSONAL ITEMS

Personal items such as toys, trading cards, collectibles, and all electronic devices are prohibited in school. Students in possession of any of these items may be subject to disciplinary action.

TRANSPORTATION

Parent cooperation with the school staff in the development of good habits on the part of our students when boarding, riding, and leaving buses will help to maintain a high level of bus service. Students whose conduct on the buses or at the bus stops jeopardizes the welfare and safety of others may be denied the privilege of riding the school bus. School authorities govern the conduct of students on school buses and at bus stops.

The following rules have been established for the safe and orderly transportation of pupils:

1. Students should arrive at the bus stop at least five minutes before the bus arrives. They should wait in a safe place, clear of traffic and away from the bus stops. "Horseplay" is not permitted at the stop, on the bus, or when leaving the bus. Any fighting or threatening behavior at the bus stop will be handled according to school discipline policy.
2. Students should be sure that the bus has come to a complete stop before approaching and attempting to board.
3. When entering the bus, students, per direction of the driver, are to go directly to an available or assigned seat. Students are to remain seated, keeping aisles and exits clear.
4. Emergency doors are not to be used unless an emergency exists, and then only by driver direction.
5. Students are to observe classroom conduct and obey the driver promptly and respectfully.
6. Students' profane language, eating, smoking, and drinking of any type is prohibited on the bus.
7. Students may carry only objects that can be held on their laps.
8. Hazardous materials, objects, and animals are not permitted on the bus.
9. Leaving or boarding the bus at locations other than the assigned home stop or assigned school is prohibited unless approval has been received from the Principal, his/her designee, or the Director of Transportation.
10. Putting head, arms, or objects out the bus window is prohibited.
11. All buses to games or field trips are scheduled by the school and each bus is under the direction of a school-assigned chaperone.
12. Hitching rides via rear bumper or holding on to any part of the bus is prohibited.

All students are required to return to school on their assigned bus unless approval of the Principal, his/her designee, or the Director of Transportation is received.

Any behavior or disciplinary action not defined in this listing will be addressed consistently with the philosophy stated above and will be left to the judgment of the appropriate school administrator.

All students who ride a bus are subject to school and bus regulations. Upon referral by the bus driver, the administration will handle violations of these rules in the following manner:

BUS CONDUCT REPORTS - ELEMENTARY

MINOR INFRACTIONS

1st Misconduct – Principal or designee conferences with the child and a misconduct slip goes home to be returned, signed by the parent.

2nd Misconduct - A second misconduct slip goes home to be signed and returned, and the parent is contacted. The student is warned that suspension from the bus will occur upon future infractions.

3rd Misconduct - A third misconduct slip is issued and the child is suspended from riding the bus for up to three (3) days.

4th Misconduct – A misconduct slip goes home and the child is suspended for three (3) to five (5) days.

5th Misconduct - Bus riding privileges may be removed for five (5) to (10) days. Another parent conference is arranged.

After 5th Misconduct - Bus riding privileges may be removed for ten (10) to twenty (20) days.

MAJOR INFRACTIONS

(In keeping with Wareham Public Schools Student Code of Conduct)

Suspension of Bus Privileges

A student's bus privileges may be suspended if the Rules of Behavior violation occurs on a school bus or while waiting to board, boarding or exiting said school bus.

1. For a 10 day suspension, school bus privileges may be suspended following oral notice from the school's principal to the student and his/her parent/guardian, stating specific violation which occurred, and that school bus privileges are being suspended for a specific number of days
2. For a suspension in excess of 10 days, school bus privileges may be suspended for a defined period of time as determined by the school's principal following a written notice from the principal to the student and his/her parent/guardian stating that a specific violation has occurred, and that school bus privileges are being suspended for a specific number of days.

DESKS AND LOCKERS

Desks and lockers are school department property and are assigned to each student for the safekeeping of personal and school items. The school administration reserves the right to enter them at will.

PROPER DRESS: A GOOD LEARNING HABIT

Clothing does have an impact on behavior and seriousness of purpose with regard to schoolwork. School is the child's place of business, and children who are dressed in appropriate school clothing do a better job.

1. In the interest of maintaining the required school climate essential to meaningful teaching and learning, the principal may ban dress that is inappropriate due to health, safety, and/or disruption to the educational process. The principal or assistant principal is authorized to send offending students to the nurses office for a change of clothes or home to change their clothing if such clothing is determined by the principal or designee to be inappropriate for educational purposes.
2. Standard of Dress for students shall comply with the following guidelines:
 - a. Dress must not interfere with the educational process or the rights of others to secure an appropriate education.
 - b. Dress must not be unsafe or destructive of school property (e.g., shoes, flip-flops, cleats, or wheels that scratch the floors).
 - c. Bare midriffs, see-through garments, pajamas, bare backs, halter tops, low-cut blouses and pants, tank-tops with less than a one inch strap, cut-offs, micro-mini skirts, hats, head gear, bandanas, handkerchiefs, hoods, sweatbands, and sunglasses are not to be worn in school.
 - d. Clothing or jewelry with obscenities, profanity or pictures of alcohol, drugs, and tobacco shall not be worn.
3. Coats, jackets, and sweatshirts with hoods up are not to be worn in school during the school day. Exceptions to this policy will be made by the administration should heating or weather conditions warrant.
4. It is strongly urged that parents put their child's name on the inside of each item of his/her clothing (i.e. coats, boots, gloves, hats, sweaters, raincoats). Each year we have many lost articles that we cannot identify. Each school maintains a "lost and found" location within the schools. Items are kept for the current school year only and unclaimed items will be donated to a charity at the end of the school year.

REPORTING STUDENT PROGRESS

The purpose of the progress report system, both through conferences and written reports is to provide a basis for effective parent and teacher communication. Report cards are distributed three times a year in grades K-5. Mid-term progress reports are also issued to notify parents of student performance.

HOMEWORK REQUIREMENTS

(Adopted June 1996)

Philosophy

The Wareham Public Schools believe that meaningful homework assignments are necessary and when assigned systematically, provide additional time for learning that contributes toward improving the student's academic achievement. Homework builds on classroom work, encourages the development of self-discipline, develops responsibility, and strengthens the partnership between the parents/guardians and the school. Homework increases opportunities for

parental/guardian involvement in the child's learning. It enhances cooperation among the child, parent/guardian and the school and promotes the academic and vocational success of the student.

Definition

Homework is defined as any instruction-related tasks and activities approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

Guidelines

All administrators, teachers, and parents/guardians responsible for the education of Wareham Public School students are expected to construct their efforts in such a way as to promote these homework requirements in every appropriate and conceivable manner.

Homework will be assigned according to the following guidelines:

- Homework shall be based on instructional objectives and assignments made at the appropriate students' instructional level.
- Homework shall be recognized by students, parents, and teachers as part of the students' requirements.
- Homework assignments should be a purposeful extension of independent practice. The assignment should be initiated in the class to ensure students' proper understanding, and completed outside of the classroom.
- Homework assignments should reinforce a variety of study skills in all subject areas.
- Homework should encourage students to use external resources such as materials in the school library or in the public library, whenever possible.
- Homework may encourage the use of technology as a learning tool and its applicability will be determined by the classroom teacher.
- Homework assignments shall be monitored, evaluated, and may be considered in determining the subject grade.
- Homework assignments shall be reviewed with students.
- Student/Teacher interaction is necessary to promote positive attitudes toward homework and meaningful learning experiences.
- Homework assignments shall encourage and promote positive opportunities for parent/guardian and child interaction.

Purposes

Homework is valid when it is used:

- To reinforce learning through practice, application, integration and/or extension of knowledge and skills.
- To develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- To stimulate imagination, originality, and creativity.
- To enhance home/school communication and provide for increased curriculum understanding.
- To encourage a follow up of worthwhile school activities into permanent leisure interests.
- To involve parents/guardians in the learning process of their children.

INSTRUCTIONAL CONNECTIONS

Practice

Practice assignments are given to provide the student an opportunity to continue that which has been presented and practiced in class, for example, the Math teacher assigns the student additional problems for homework after the Math concept has been both presented and practiced in class.

Preparation

Activating prior knowledge prepares students to connect that knowledge with the new concepts to be taught; providing experiences for the students to connect with unknown concepts and knowledge. For example, the teacher may assign the students to interview their parent/guardian about family traditions prior to an introduction to the concepts of ethnicity and culture.

Extension

Extension assignments challenge students to demonstrate understanding and applications of the knowledge and skills learned. For example, the teacher may assign a choice of projects in which students would be challenged to apply and extend a Science concept already taught.

Creativity

Creativity assignments enhance knowledge by stimulating the students to utilize their unique talents through projects, demonstrations, art, drama, or music. The teacher may assign a choice of projects in which students would demonstrate an understanding and interpretation of a story they have read.

Most importantly homework review is a critical component in the homework process to provide:

- 1) Opportunities for students to check for correctness.
- 2) Opportunities for teachers to check student understanding and plan individual future learning experiences.
- 3) Opportunities for teachers to provide feedback to students regarding the assignment.

Responsibilities for Elementary Schools

Each school will implement homework standards and procedures based upon the following requirements. These standards and procedures will be reviewed and explained to staff, students, and parents/guardians at the beginning of each school year. Consequences may be given to students who do not complete and return homework.

Administration:

- ◆ Implement the homework requirements.
- ◆ Disseminate requirements to teachers, students, and parents.
- ◆ Supply a homework folder (1 folder per child per year).

Teacher:

- ◆ Implement the homework requirements.
- ◆ Communicate with parents in September, individual classroom homework procedures and routines. In addition, long term project assignments and due dates need to be communicated to parents during the school year.

- ◆ Encourage parents to review homework assignments.
- ◆ Provide purposeful homework assignments.
- ◆ Assign homework according to age, maturity level, individual needs and interests of the students.
- ◆ Establish standards relative to format, neatness, and procedures.
- ◆ Be sure students understand and know how to complete assignments successfully.
- ◆ Utilize the homework folder system.
- ◆ Expect students to spend the recommended average time in K-5.
- ◆ Explain to students that homework assignments can affect grades.
- ◆ Grade level teachers will coordinate homework assignments.
- ◆ Consider the availability of resource materials when creating assignments.
- ◆ Review homework with the class and assess students understanding.

Parents/Guardians

It is the belief of the Wareham Public Schools that the involvement of parents/guardians is beneficial to a child's academic growth and achievement. It is the responsibility of the parents to:

- ◆ Read and discuss the homework requirements with your child.
- ◆ Provide necessary assistance and a positive, supportive attitude for completing assigned tasks.
- ◆ Provide a routine time and appropriate environment for study and learning.
- ◆ Review homework with the child consistently.
- ◆ Promptly communicate any questions or concerns regarding homework assignments to your child's teacher.
- ◆ Utilize the homework folder as a vehicle for direct communication with the teacher.
- ◆ Monitor the use and return of the homework folder.

Student:

- ◆ Make sure you understand the homework assignment(s) before leaving school.
- ◆ Use the homework folder to keep and carry homework to and from school. It is an important tool to help you with organizing your assignments and completed work.
- ◆ Arrange with parents/guardians for a place to do your homework.
- ◆ Schedule time for homework that is compatible with family and after school activities.
- ◆ Do your homework with a minimum of parental help.
- ◆ Do homework assignments as carefully and as neatly as in-school work.
- ◆ Complete and return homework on time.
- ◆ Budget your time for long term projects.

HOMEWORK TIME FRAME

Kindergarten

Homework assignments should be designed to promote language and mathematical development and school readiness. The central idea of kindergarten homework is parent-child interaction. It is strongly encouraged that the kindergarten child be read to at home each day.

Grades 1-5

Homework assignments should give students an opportunity to prepare, review, practice, and further explore materials taught in class, and should vary in form, e.g., oral and written drill, study, recreational reading, written assignments, and preparation of reports.

Recommended Average Time*

Kindergarten	15-30 minutes per day
Grade 1	15-30 minutes per day
Grades 2-3	30-45 minutes per day
Grades 4-5	30-60 minutes per day

*Times may vary 15-20 minutes per day depending upon the individual student and their approach to the assignment.

CLASSROOM ASSIGNMENT

The Principal is responsible for the classroom assignment of children at the beginning of the school year and for children transferring into the school during the school year. In making classroom assignments, the principal will consider the following factors:

1. The factors that will provide the most efficient and effective classroom program for all children at a given grade level and for the school in general. These include consideration of:
 - a. class size
 - b. placement of special needs and academically able children
 - c. appropriate instructional grouping
 - d. social dynamics of the group
 - e. appropriate balance of boys and girls.
 - f. other considerations specific to the effective operation of the school
2. The educational recommendations of the present classroom teacher

SCHOOL LUNCH PROGRAM (Grades Full-Day PreK-5)

All schools in Wareham serve a hot lunch daily. Cafeteria managers are responsible for the planning of well-balanced school lunches. The charge to elementary pupils (Full-day PreK to grade 5) is \$2.00 and breakfast costs \$1.50. Reduced lunches are \$.40 and breakfast is \$.30 for those families who qualify. Half-day kindergarten programs offer snack daily and parents will receive pricing information from their respective schools in September. Students who bring a cold lunch may buy milk for \$.50. Prices can be subject to change at the start of the school year and parents will be notified if needed. A copy of the menu is published each week in the *Wareham Courier*, *Cape Cod Standard Times*, and *Enterprise*. Applications for free or reduced price lunches are available from the school office. Payment can be made by cash, money order, or online at www.mynutrikids.com. The Wareham Public Schools' cafeterias use a computerized debit system for the breakfast & lunch program. This system helps to prevent fraudulent use of accounts, record student participation, and provide confidentiality to all students regarding their meal status. Payment to a student account may be made by cash, money orders and online deposits, which are greatly encouraged. **NO PERSONAL CHECKS WILL BE ACCEPTED.**

It is the responsibility of the students and their parents/guardians to be aware of their account balances and make sure funds are available for purchasing. Students will be allowed to charge one (1) lunch to their account. **Repayment in full is to be made at the time of the student's next transaction.** Applications for FREE & REDUCED School Lunch are available at each school office as well as online. Anytime the family income changes an application may be submitted. All negative account balances must be paid by the end of the school year.

WALKERS AND EARLY ARRIVALS TO SCHOOL

PLEASE start your children on their way to school so that their arrival will be **no earlier than the designated start time.** The school does not provide supervision prior to this time. **Students must remain and be supervised by the adult dropping them off at school prior to the designated start times of each school as listed below.**

SCHOOL SESSIONS

School opens when the buses begin de-boarding. Teachers assign morning work and students may participate in the school breakfast program until instruction begins.

John W. Decas:

Full-day K-5	8:35 AM - 2:45 PM
AM Kindergarten	8:35 AM - 11:10 AM
PM Kindergarten	12:10 PM - 2:45 PM

Minot Forest:

Grades 1-5	8:35 AM - 2:45 PM
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Ethel E. Hammond:

AM Kindergarten	8:45 AM - 11:20 AM
Full-day K	8:45 AM - 2:50 PM
PM Kindergarten	12:15 PM - 2:50 PM

East Wareham:

AM Pre-K	8:50 AM - 11:25 AM
PM Pre-K	12:20 PM - 2:55 PM
Full-day	8:50 AM - 2:55 PM

NON-CUSTODIAL PARENT INFORMATION

In pursuant to Massachusetts General Laws, Chapter 71, Section 34H, is a law regarding student records access for non-custodial parents. In order for you to receive information via mail regarding progress reports, report cards, or other information, you must call the school office to fill out a non-custodial parent form at the start of the academic year. This procedure may take up to twenty-one days to be completed.

AMENDED: APRIL 23, 2003

Reviewed by SCPRSCP: February 5, 2008 (no change)

PHOTO AND VIDEO RELEASE
PARENT OR GUARDIAN PERMISSION

Wareham Public Schools is developing Electronic Portfolio Assessment practices. Electronic Portfolios collect student work using computer disks, video clips, audiocassettes, and camera images. As part of this process, some examples of student work and pictures/videos of students will be captured using technology. The collections gathered in this way will be used for student and teacher presentations, cable television, and to show student work in the final published product at exhibitions or in the newspaper. **If you would not like your child to participate in any video or camera work for public viewing, please notify the school principal in writing by September 30.** On occasion, we receive requests from parent groups and others (i.e. student photography company) for student information. Schools are authorized to release the name, address, telephone number and other information concerning students. If you wish to request that information not be released without prior consent, please notify your child's principal in writing.

ADMINISTRATIVE CONTACT LIST FOR 2011/2012 SCHOOL YEAR

SCHOOL COMMITTEE

Kenneth Fontes – Chairperson
 Geoff Swett – Vice-Chairperson
 Rachel Gillette – Secretary
 Dr. Clifford Sylvia
 Rhonda Veugen

SUPERINTENDENT OF SCHOOLS

Dr. Barry Rabinovitch

Phone number:
 508-291-3500

DIRECTOR OF OPERATIONS AND FINANCE

Ms. Ana Miranda

508-291-3500

DIRECTOR OF CURRICULUM AND INSTRUCTION

Mrs. Janice Rotella

508-291-3540

DIRECTOR OF STUDENT SERVICES

Mr. Robert Louzan

508-291-3540

DIRECTOR OF TRANSPORTATION

Mr. Jeff Tatro

508-291-3574

ELEMENTARY ADMINISTRATION

Mrs. Joan Seamans, Principal-Ethel E. Hammond, East Wareham, and Minot Forest Schools
 Mrs. Nancy Ames, Asst. Principal-Ethel E. Hammond and East Wareham Schools
 Mr. Richard Paling, Asst. Principal-Minot Forest

508-291-3555
 508-291-3565
 508-291-3530

Mrs. Christine Panarese, Principal- John W. Decas Elementary School
 Mr. Timothy Adams, Asst. Principal- John W. Decas Elementary School

508-291-3530
 508-291-3530

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THE DISTRICT HANDBOOK OF POLICIES AND PROCEDURES FOR STUDENTS AND STAFF AND THE ELEMENTARY SCHOOL ADDENDUM ARE YOUR CHILD'S ELEMENTARY SCHOOL'S POLICIES AND PROCEDURES TO FOLLOW WHILE ATTENDING THE WAREHAM PUBLIC SCHOOLS.

Please sign below that you have read the Wareham Public School's District Handbook of Policies and Procedures for Students and Staff and the Wareham Public School's Elementary School Addendum, discussed it with your child, and that you understand the rules, regulations and procedures that pertain to the Wareham Elementary Schools.

PLEASE RETURN THIS SHEET ON OR BEFORE OCTOBER 3, 2011 TO YOUR CHILD'S SCHOOL.

Child's Name: _____ Grade:

Child's Teacher: _____ Home Room:

Parent/Guardian Signature: _____ Date: