

# CLAYPIT HILL SCHOOL



# FAMILY HANDBOOK

September 2011

# CLAYPIT HILL SCHOOL

## MISSION STATEMENT

Children deserve an opportunity to learn and to develop to their maximum potential. We at Claypit Hill School provide each student with a challenging educational program in a supportive environment in order to inspire a life-long love of learning, foster creativity, nurture self-confidence, and encourage personal achievement.

We develop a sense of community where all members are invested in the school and committed to each other. We promote an awareness of social and global responsibility while understanding and celebrating our community and its diversity.

## VISION STATEMENT

We, the Claypit Hill School community, are committed to creating an inclusive, safe, cooperative environment, centered on excitement, joy, and enthusiasm, which:

- Encourages respect and caring within our diverse school community
- Celebrates the unique talents, strengths, and differences of all
- Empowers all to reach their fullest potential and feel successful
- Challenges all to become creative problem-solvers and responsible decision-makers
- Promotes self-esteem, self-discipline, and teamwork
- Supports the risk-taking necessary for personal and academic growth
- Fosters a sense of responsibility for self, community, and environment
- Nurtures a lifelong love of learning
- Values honesty, trust, and hard work
- Has high expectations for continued commitment to academic and professional excellence

## CORE VALUES “CREATE”

Claypit is safe and welcoming.

Respect strengthens our community.

Effort equals success.

All children can achieve.

Teaching and learning is our responsibility.

Everyone is included.

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## Welcome I

Whether you are a new or returning family, welcome to Claypit Hill School! This handbook has been prepared to provide answers to some of the questions you may have as a member of the Claypit Hill community.

## Basics

### School Hours

8:45 a.m. to 3:00 p.m., M, T,Th, F

8:45 a.m. to 1:50 p.m., Wednesdays

Unless they are enrolled in the before-school program (see BASE, page 3), children should arrive at school between 8:30 and 8:45 a.m. (See page 8 for drop-off guidelines).

### When Kids are Absent or Arriving Late to School

"Safe Arrival Program" The parents are required to call the school 508-358-7401 and report their child's absent or late arrival. If the school does not receive a call, the school will recheck the child's classroom, contact the parents, check with siblings, call all other emergency numbers, school designee will drive to child's home, and if necessary contact the police.

### Early Dismissal

If you need to pick your child up early from school, send a note to the teacher. Come to the office to pick up your child, so you can sign him or her out. Teachers have been instructed not to release students unless they are contacted by the office.

### Sending Children Home With Others

Parents must send a note to school if their children are being picked up by someone else.

### "No School" Announcements

Wayland Public Schools are rarely closed because of bad weather. When they are, it will be announced during early morning broadcasts on most major radio and TV stations. Please do not call the police or fire department for information about school cancellation.

### Emergency School Closing

In the unlikely event that a blizzard or other emergency forces the school to close before the usual dismissal time, parents will be notified via the Claypit Hill e-news. Please be certain that your children know where they should go if you are not at home.

## General Administration

### Student Records

Student records consist of two parts: the transcript (basic personal and academic data) and the temporary record (supporting academic information). To review any or all of your child's records, submit a request to the principal. (Please see Appendix G for details about school records.

### **Class and Teacher Assignment**

In May of each school year, grade level teachers along with specialists, guidance counselors, and special education teachers meet several times to create well-balanced groups of students for the following year. These groups are based on gender, academic achievement or needs, reading level, leadership qualities, and size. Once the groups are complete, the principal will make adjustments and assign a teacher. New students enrolled during the summer will be added to the groups.

It is appropriate for parents to write letters regarding the following: 1) if you have concerns about an older sibling's experience with a specific teacher; or 2) if you would like to request that your child not be placed with a specific child due to personal experience. This written information should be sent to the classroom teacher or the principal by May 1<sup>st</sup> of each year. It is not necessary to make an appointment or phone the principal or classroom teacher.

On the last day of school, children participate in Move-Along Day, during which they get to meet their next year's teacher and spend time in their new classroom.

### **Report Cards and Parent- Teacher Conferences**

Report cards are issued to children in grades 1 through 5 in late January and on the last day of school. Parent-teacher conferences are scheduled twice during the school year: one in October/November, and one in February/March. Teachers will initiate additional conferences if they feel the need, and parents are encouraged to do the same.

### **Lunch**

Lunch menus are published in the school newsletter and local weekly newspapers. Lunch, which includes milk, costs \$2.75 and milk only for \$.75 and is charged against the computerized payment system. Families are encouraged to deposit money into their child's account. Ice cream is available on a cash-only basis for 50 cents on Thursdays. Bottled water is available and can be purchased for \$.50/1.00(2 sizes). Sparkling fruit juice is also available for \$1.00. Free or reduced-priced lunches are available for families who qualify. Application forms are distributed at the beginning of every school year, and can be requested in the office at anytime throughout the year. Additional questions call Food Service office at 508-358-7904.

### **Lost and Found**

All unidentified articles found at school are placed in the hallway by the cafeteria. Unclaimed items are periodically sent to a charitable organization after parents are notified in the school newsletter.

### **Buses**

Under Massachusetts General Laws chapter 71, Section 68, students in Grades K-6 who live more than two (2.0) miles walking distance to their district school are entitled to free transportation. Those students living more than two (2.0) walking miles distance as measured from the center line in front of the child's home to the official school bus drop area will be transported at district expense. Students living less than 2.0 miles from their school who wish to ride the school bus must purchase a bus pass for the entire year, payable in advance. The bus fee for the 2011-2012 school year is \$180.00 per student with a family maximum of \$500.00. Further information about the district's fee-based transportation program is available on the districts' website at [www.wayland.k12.ma.us/district/district\\_info/departments/transporation/index.html](http://www.wayland.k12.ma.us/district/district_info/departments/transporation/index.html) or from the School Department's Business Office (2<sup>nd</sup> floor, Wayland Town Building).

Please see Appendix C for additional policies governing the use of bus transportation and the School Department's rules for conduct on and around buses.

**Bicycles**

Children may ride bikes to school at their parents' discretion. They should follow standard bicycle safety rules, and must wear helmets as required by state law.

**Fire/Shelter-In Place**

Drills are conducted regularly so children are be prepared to either remain safely in the building or to exit safely for any kind of emergency.

**Stranger Awareness**

Safety presentations are held for all children each year in school. Information about these presentations is sent home to parents.

**Dogs**

By order of the Department of Health, dogs are not permitted on school property.

**PTO**

The Claypit Hill Parent Teacher Organization (PTO) includes parents, guardians and teachers who work together to support and enhance the education of the children at Claypit. (See Appendix A for the PTO by-laws.) The primary purposes of the PTO are to promote communication among parents teachers, the principal and the School Committee, and to raise funds to support educational activities. Meetings, which alternate between evenings and mornings, are held monthly and are open to all parents and teachers. Volunteer opportunities abound in all categories of interest and availability.

**Claypit Hill School Council**

The School Council is an elected school building-based committee composed of the principal, parents, teachers, and community members. The council's main focus is school improvement through site-based decision-making, cooperative planning and goal setting. Contact the PTO president if you are interested in serving on the Council. Members serve a two-year term.

## Special Programs

**BASE (Before/After School Extension)**

BASE is an on-site, independently operated program offering educational and enrichment activities before and after the regular school day. As part of the Wayland School Community Programs (under the direction of the Superintendent of Schools and the School Committee), the program serves all three Wayland elementary schools and the Middle School. Information about BASE is available in all the schools, or by calling 655-6403.

**METCO**

METCO is a voluntary program designed to help suburban children experience an integrated learning environment as well as to provide a high-quality public school education for children from a racially-imbalanced urban school district. Funded by the Commonwealth of Massachusetts, METCO enables students from Boston to attend Wayland Public Schools, as well as other suburban school systems. It is the largest and oldest not-for-profit desegregation/integration program in America.

### **Global Languages**

French, Spanish, and Chinese instruction is offered after school for a fee. Classes meet one afternoon a week for 50 minutes. Information about these programs is sent home at the start of the school year, and is available in the school office or by calling the Wayland School Community Programs at 655-6403.

### **Instrumental Music**

Group instruction in string instruments is available starting in Grade 3, and instruction in brass, woodwind and percussion begins in Grade 4. Instrumental music lessons are provided during school hours at \$150 per year fee. Children must purchase or rent instruments. Information is sent home at the end of each school year regarding music lessons and instrument rental for the upcoming school year.

### **Media/Communication Center**

The Claypit Hill School Media/Communication Center makes available a wide range of materials for students at all grade levels. The rules governing the use of these materials are:

1. Books may be borrowed for a period of one week before they need to be returned or renewed.
2. Students are responsible for books they borrow.
3. Lost books must be replaced or paid for.

### **Special Education**

The Wayland Schools provide a variety of programs for children who are evaluated and diagnosed as having special needs. Under Chapter 766 and Public Law 94-142, any child with special needs, ages 3 through 21, must receive services.

When a child has been formally identified as having special needs, an appropriate program is developed for him or her through a collaborative effort between teachers and parents. While the Wayland Public school's policy is to include special needs children in regular classroom activities as much as possible, they also receive individualized instruction in reading and language arts, arithmetic, and study and work habits geared to each child's learning style and particular need, speech and language therapy, adaptive physical education, and other supplementary services are also available as needed.

For more detailed information about special education services, speak with the principal or call the Wayland Public School's Director of Special Education (358-3757).

## **Health**

### **Health Issues**

A school nurse is on site daily, between 8:45 and 3:00. In case of accident or sudden illness, the nurse or other school staff will administer necessary first aid. If warranted, the parent will be called to take the child home or to his/her physician. In serious emergencies, the child will be transported to the nearest hospital by ambulance and the parents will be notified. The nurse is available to discuss any health concerns that may affect your child's learning. You may reach her at 508-357-3779.

## **Physical Exams**

Reports of physical exams, including immunization records, are required for all kindergartners, new entrants, and all students in grades 4, 7, and 10. If a medical reason precludes immunization, a physician's statement to this effect must be presented before the child is admitted to school; if there is a religious reason, a statement must be submitted by the parent before admission.

## **Health Screenings**

Yearly state-mandated screenings are conducted each year. Vision for all grades, hearing for grade 1, 2, 3, postural for grade 5 and BMI screenings for grades 1 and 4. Parents may exempt their child by notifying the school nurse in writing. Parents/guardians will be notified only if the student does not pass the screening.

## **Medication**

Children should never carry medication in school. Only the school nurse can administer medication. Whenever possible, a child's medication schedule should be arranged so that it may be taken at home.

When children need to take medication during school, parents must bring the medication, along with a completed medication order/permission form signed by both a parent and the child's physician, to the school nurse. Medication forms can be obtained from the school nurse or from the health link on the Claypit Hill web site.

All medication - both prescription and over-the-counter - must be in its original container. Prescription medication must have the pharmacy label. Prescription antibiotic medication given for 10 days or less does not require a written doctor's order. They do, however, require written parental permission and also must be in original container. First dose of an antibiotic will never be administered in a school setting.

Over the counter medications may be administered by the nurse with parental permission. Those include ibuprofen, Tylenol, Benadryl, tums, bacitracin/Neosporin and hydrocortisone cream. Parent permission is obtained on the student verification form filled out each September.

All medication forms must be submitted each school year.

## **Reactions to Insect Stings and Allergic Reactions**

If your child has been diagnosed by a physician with a life threatening allergic reaction and requires an Epi-Pen,(Epinephrine) please inform the school. A doctor's order form and parent permission form must be completed and returned with a pharmacy labeled Epi-Pen. These forms can be obtained from the school nurse or from the health link on the Claypit Hill web site.

## **When should a student stay at home?**

- ∞ If your child has vomited due to an illness; they should remain out of school for a minimum of 24 hours after vomiting has ceased.
- ∞ If your child has a fever of 100.4 degrees F or higher; they should remain out of school for 24 hours after the fever is gone without fever reducing medication.
- ∞ If your child has been treated with an antibiotic for a contagious infection they need to be on an antibiotic for at least 24 hours before returning to school.

## **Head Lice**

Head lice visitations are a common, highly communicable problem among school-age children. As a preventive measure, all children are checked at school for lice at the beginning of the school year, after school vacations of a week or more, and as needed. Children with head lice must stay home until they are lice and nit free. (Further information about how to recognize and treat head lice, is included in this handbook.) Before returning to school, children who have had lice must be checked by the school nurse. If your child has lice, please notify the school so that other children can be checked whenever possible.

## **Communications**

### **Addressing Problems and Concerns**

Parents with problems or concerns that they wish to bring to the attention of appropriate school officials may find the following guidelines helpful:

- Any concern regarding a school-related matter should first be raised with the staff member most directly involved (e.g., questions regarding the content of instructional materials or homework assignments should be raised directly with the teacher).
- If the matter remains unresolved, the parent may wish to speak with the principal. Appointments can be scheduled by contacting the office at 508-358-7401
- If the matter still is unresolved, the parent may wish to speak with the Superintendent. For an appointment, simply contact the Superintendent of Schools at 508-358-3763.
- If the matter still remains unresolved, the parent may bring it to the attention of the School Committee by requesting that the superintendent, as the executive officer to the School Committee, place the matter on the agenda or by communicating directly with the chairman of the School Committee.

Following are examples of issues that are more appropriately raised at the level indicated:

### **Teachers**

- All teachers have mailboxes in the office where phone messages and notes can be left, including requests for meetings or phone calls. Typical issues addressed with teachers include:
- Student homework assignments, quizzes, and tests
- Course content, instructional materials
- Issues related to student discipline

### **Guidance Counselors**

- Personal matters relating to students
- Problems between school and home; between teacher and pupil

### **Principal**

- Any issue for which no other staff member can be identified
- Student placement issues
- Instructional and co-curricular program issues
- Matters relating to the physical plant
- Complaints, dissatisfaction or concerns regarding school personnel
- Student records

### **Superintendent**

- Any questions regarding School Committee policies and administrative procedures
- School Committee meetings and agenda items
- Any school system records or documents
- Budgetary matters
- Hiring and supervision of staff
- Instructional programs
- Complaints, dissatisfaction, or concerns regarding school personnel or services, which have not been resolved at the Principal's level.
- Suggestions or requests for changes in the curriculum
- Transportation matters

### **School Committee**

- Any matters pertaining to policy
- Requests for specific courses and programs
- Complaints regarding school personnel or services
- School Committee minutes and agenda items (Chairman of School Committee)
- Budgetary matters

### **Violations of School Rules**

The following actions are considered to be serious misbehavior:

- Bringing to school any weapon and/or object that could be considered dangerous or harmful
- Fighting and /or physical abuse
- Racial/ethnic/sexual orientation/religious slurs
- Verbal and /or physical intimidation (bullying)
- Stealing
- Destruction of property
- Leaving the school building or outside area without permission

### **Consequences**

- Serious behavior is reported to the Principal and to the parent(s)/guardian(s).
- Parent(s)/Guardian(s) may be called to school for a conference with teacher, guidance counselor and/or Principal.
- Child may be removed from classroom.
- Child may be suspended from school for a set number of days in accordance with the Wayland School policy.
- Behavior may be reported to the police.
- Note- the principal or other person in charge has the right to inspect a student's desk or personal belongings if he/she feels it is necessary in order to ensure the safety of any student(s) or adult(s).

## **SAFE ARRIVAL PROGRAM**

### **What is the Safe Arrival Program?**

- A program that ensures that every child in the school is accounted for at the start of each day.

### Are all Claypit children enrolled in this program?

- **YES** all children are part of this program.

### How does this program operate?

- Families phone the school (508-358-7401) before 8:45 AM and leave a message stating that their child(ren) will be absent or late. **Message should include: child's name, teacher's name, date(s) of absence.** Anticipated future absences or late arrivals can also be called in ahead of time.
- The office staff keeps a log of all calls.
- Classroom attendance is sent to the office and cross checked with the messages at 8:45 AM

### If a child is *still* unaccounted for, the office staff then:

- Rechecks the child's classroom
- Contacts the parents at home(s) or work
- Checks with his or her siblings (if any)
- Phones emergency contacts
- Principal or designee drives to child's home
- Police are contacted

## School Department Policies Regarding Bus Transportation

### POLICIES

1. Students may only ride their assigned bus with (paid fee) bus pass.
2. School buses are equipped with seat belts, but a student's use of seat belts is neither guaranteed nor required. Each fall, students are instructed in their proper use.
3. Bus drivers must pick up only at scheduled stops: they are not required to admit students who are not assigned to that particular bus. Drivers are required not to exceed the legal bus capacity.

### Rules for Conduct On and Around Buses

1. While waiting for the bus, children should remain well back from the road and refrain from throwing things.
2. Riders should enter the bus in an orderly fashion, go directly to a seat and remain seated until the bus reaches its destination.
3. There should be no littering or defacing of buses.
4. There should be no shouting, roughhousing or throwing of objects in the bus.
5. Riders must keep arms, hands and heads inside the bus.
6. Riders must get on and off the bus only at their regularly scheduled stops.
7. All articles such as athletic equipment, books, musical instruments and the like must be kept out of the aisles. No large projects or objects may be brought on the bus. All objects must be able to be contained between the student's legs or on the student's lap during the course of the ride to and from school.

8. The emergency door must be used only for emergencies.
9. It is essential that each rider cooperate with the bus driver for the safety of all concerned.
10. Children who must cross the street at a bus stop will NOT DO SO UNTIL THEY RECEIVE A SIGN FROM THE BUS DRIVER. When children must cross a street, they should always cross in front of the bus far enough ahead of the bus so they can see the driver's face. This assures that the driver can see them as they cross. The driver will stop his/her bus with the warning lights flashing until the children are safely across the street. Claypit Hill School students are not permitted to cross Old Sudbury Rd., Concord Rd., Cochituate Rd., Boston Post Rd, and Commonwealth Rd.
11. Pets and other animals are not allowed on the bus.
12. Disruptive behavior that endangers the safety of others may result in the loss of bus riding privileges.

## **Homework**

### Homework Philosophy

The research on the value of homework at the Elementary School level varies. Most researchers agree that homework at this level does not improve academic achievement. (Cooper, 1994) However, most homework advocates do agree on homework's importance in developing traits like self-discipline and time management. They theorize developing early habits will produce more disciplined students in high school.

We feel homework at this level will introduce students to developing the responsibility of managing and completing short and long-term assignments during their K-5 experience. Homework may consist of written or non-written tasks assigned by the teacher to be completed outside of the classroom. The type of assignment might include the following areas or topics: reading, writing, observing, practicing, developing, memorizing, collecting, or communicating.

Parents should modify these guidelines depending on the individual needs of their child. If your child needs support these guidelines may be counterproductive and parents should use good judgment.

We believe homework has the following values:

- Gives parents insight into what students are learning at school.
- Represents a meaningful extension of the daily classroom activities
- Develops independent work habits and self discipline
- Facilitates a sharing of school expectations between the child and the parent

### Claypit Hill School Guidelines:

Suggested time allotments per day for homework:

Grade 1	15 minutes
Grade 2	15-20 minutes
Grade 3	20-30 minutes
Grade 4	30-45 minutes
Grade 5	45-60 minutes

#### Parental Expectations:

- Support their children and provide assistance where appropriate
- Help students prioritize tasks and plan accordingly
- Set aside a designated space for homework with proper lighting and space
- Discuss the rules and procedures for doing homework and be consistent
- Praise, reassure, and motivate your child to persevere.
- Allow your child to take a break when necessary
- Inform teachers of the reason for incomplete homework
- Discuss concerns about homework with the classroom teacher
- Provide a time when the student can check with a parent regarding their homework.

### RECESS POLICY

Active outdoor play is considered to be an integral part of our total school curriculum. Children are encouraged to participate in outdoor recess activities throughout the school year, weather permitting. The purpose of recess periods are:

1. To provide activity commensurate with the physical development of an elementary age child.
2. To foster positive interpersonal relationships between children of all grade levels.
3. To fulfill the requirements established in Massachusetts State Education laws regarding physical activity.
4. To provide the teacher with additional means to evaluate both the physical and social needs of the student.

#### Supervision

1. Each recess period shall be supervised by a team of staff members.
2. Children who do not observe the rules and respect the rights and safety of others:
  - a. Shall be immediately restricted from play during that period
  - b. Be reported to their classroom teacher at the conclusion of that recess period.
3. Children should not re enter the building without the permission of the supervising teacher.

#### Designated Play Area

1. Children will play within view of a supervising teacher.
2. Equipment may be restricted by weather conditions.

#### Appropriate Recess Activities

1. Adventure playground play.
2. Organized games kickball, basketball, relay races, dodge ball, etc.
3. Individual activities jump rope, hopscotch, ball play.
4. Sharing of equipment and materials.

#### Unacceptable Behavior During Recess

1. Fighting hitting or physically bothering another child.
2. Interfering in others games or play.
3. Throwing snowballs, stones, and other inappropriate objects.

4. Excessive physically aggressive games "prisoner, king of the mountain, whips, piggy back, tackle, red rover, keep away".
5. Inappropriate language.
6. Play with or damaging articles of clothing.
7. Playing in restricted areas.
8. Defacing property.
9. Other activities that inhibit the safety and rights of others (including the rights of the professional staff).
10. Playing "chase" without agreed upon rules.

### **Recess Discipline Procedures**

1. Each supervising teacher shall note serious violations.
2. Violations will be reported to the building Principal.
3. Child may miss recess for a designated period of time.
4. Child may be asked to do community service.

### **CAFETERIA POLICY**

The school lunch program is offered to insure that each child has the opportunity to receive a well balanced and nutritionally sound noon meal. Children are encouraged to participate in the hot lunch program or bring an appropriate lunch from home. Additionally, it is the goal of our school to use the lunch period as a means of teaching:

1. Proper behavior in-group situations
2. Appropriate decorum when eating with others
3. Responsibility toward the physical condition of the school building
4. Positive interpersonal relationships between children of all grade levels.

The preparation, serving and accounting in the lunch program are mandated by state regulation and are under the direction of the school lunch program manager. The procedure and conduct of the cafeteria dining area are the direct responsibility of the school.

### **Supervision**

1. Each lunch period shall be supervised by a teacher assistant.
2. Each teacher shall escort his/her assigned children to the cafeteria on time. The assistant will direct students to the serving line.
3. Children should not leave the cafeteria during lunch periods unless it is absolutely necessary or the teacher assistant has granted permission.

### **Desirable Cafeteria Conduct**

1. Children shall walk in the cafeteria at all times.

2. Conversation among children at each table is encouraged.
3. Children shall be responsible for proper disposal of all refuse.
4. Use of proper utensils and appropriate table manners.
5. Assisting one another in emergency or difficult situations.
6. Reasonable conversation tone and volume when speaking.
7. Responsibility for lunch card and/or lunch boxes.

**Unacceptable Behavior During Lunch Periods**

1. Throwing rubbish or food in the cafeteria.
2. Deliberate improper disposal of refuse.
3. Inappropriate language.
4. Failure to respect the dining privileges of others.
5. Running in the cafeteria.
6. Defacing property (tableware, marking tables, etc.).
7. Other actions that inhibit the rights and/or safety of others.

**Lunch Period Discipline Procedure**

1. Unacceptable behavior shall be reported to the Principal.
2. Students may be required to have an assigned seat for a period of time in the cafeteria or other designated location determined by the supervising adult.
3. Parent(s)/guardian(s) will be contacted if a behavior does not improve.

## Wayland Public Schools Acceptable Use Policy - Elementary School Version Computer - Network - Internet Use

**The Wayland Public Schools computer network is for teaching and learning and to provide access to educational resources. All those who use the information technology resources at WPS must comply with the written policies covering their use as well as the spirit and intent of those policies.**

<p><b>1. Acceptable Use</b> - At school, use of computers and the Internet is for education only. Students may conduct research, learn, and communicate with others. All students agree to follow the rules of appropriate behavior:</p> <ul style="list-style-type: none"> <li>• Students may not copy material and say that they wrote it.</li> <li>• Students will visit only Internet sites suitable for children and for educational purposes.</li> </ul> <p><b>2. Privileges</b> - The use of school computers is a privilege. The teachers and principal decide when</p>	<p><b>5. Truthfulness</b> The Wayland Public School System is not responsible for the truth or the quality of the information found on the Internet.</p> <p><b>6. Privacy</b> Your information and records of what you viewed, received and saved are not private. Teachers and technical staff may review files to be sure everyone is using computers responsibly.</p> <p><b>7. Security</b> Security on any computer system is important. If a student knows of any times when these</p>
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<p>students may use computers or the Internet. If a student uses a computer or the Internet in ways that are not appropriate, he or she may have privileges taken away. Also, remember that computer files are not private. School and system administrators may see your work.</p> <p><b>3. Etiquette</b> - Students will follow rules for appropriate behavior. Some (but not all) of those rules are listed below:</p> <ul style="list-style-type: none"> <li>• Be polite when writing.</li> <li>• Use appropriate language.</li> <li>• Students may use computers for research, but must identify where information is found.</li> <li>• Do not share account or password information with others, and do not try to log on as someone else.</li> <li>• Do not try to see the folders, work, or files of others.</li> </ul> <p><b>4. Online Safety</b> - Please follow these rules about online safety:</p> <ul style="list-style-type: none"> <li>• Do not give your phone number or address to anyone over the Internet.</li> <li>• Notify an adult immediately if you find information on the computer that makes you uncomfortable or nervous.</li> </ul>	<p>rules are broken, he/she must tell a teacher or principal.</p> <p>School personnel are in charge of Internet access. Students will not connect to the Internet unless directed to do so under the supervision of a teacher.</p> <p>Do not tell anyone else your password and do not log in as anyone else.</p> <p><b>8. Filtering</b> WPS uses network software to filter or block material harmful to children, as required by the Children's Internet Protection Act. Students should not attempt to get around filters.</p> <p><b>9. Vandalism</b> Any vandalism will result in the loss of privilege to use the Internet, and/or the computers, themselves. Vandalism includes:</p> <ul style="list-style-type: none"> <li>• physical damage to the computers</li> <li>• damage to files that belong to others</li> <li>• changing any computer settings or software</li> <li>• any attempts to bypass security settings</li> </ul> <p><b>10. Consequences</b> Violations of any of these rules may result in the loss of access. There may also be disciplinary actions that your teacher or school principal determine are appropriate consequences to violating the Acceptable Use rules.</p>
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### **Head Lice: Diagnosis, Treatment, and Policy**

Head lice (pediculosis) are highly communicable and difficult to prevent, but can be controlled when parents frequently check the entire family's hair and scalp. This is not always a simple problem to deal with, but the following information should help you to identify and treat head lice safely.

How do you get lice? Many people associate lice with unclean people or homes. This is not true. Frequent bathing or shampooing will not prevent lice or eliminate them once they are established. Lice cannot jump or fly, and are only transmitted by contact with an infested person or by wearing infested clothing or using an infested comb or brush. Children should therefore be warned against sharing hats, clothing or grooming aids with others, Household pets do not transmit lice.

What to look for: Lice are small insects about the size of a sesame seed. They are usually light brown but can vary in color. They move quickly and shy away from light, making it difficult to see them. Diagnosis is more often made on the basis of finding nits (eggs), These are tiny, yellowish-white oval-shaped specks attached to the hair shafts near the scalp. Viable nits may be found at any distance from the scalp. As she deposits her eggs, the female louse cements them to the hairs and unlike lint or dandruff, they will not wash off or blow away. Nits may be found throughout the hair, but are most often

located at the nape of the neck, behind the ears, and frequently on the crown of the head. It helps to use a magnifying glass and natural light when searching for them.

Symptoms of infestation: The itching that occurs when lice bite and suck blood from the scalp is a primary symptom of infestation, although not everyone will experience the itching. Children seen scratching their heads frequently should be examined at once. Often red bite marks or scratch marks can be seen on the scalp and neck. In severe infestations, a child may develop swollen glands in the neck or under the arms.

Treatment: Treatment is directed both toward the individual and his/her personal articles and environment. Before one family member is treated, all should be examined. Those showing evidence of infestation should all be treated at the same time. Check with your pediatrician. There are several pediculocidal products available.

Also consider (1) consulting your obstetrician if you are pregnant or nursing (whether treating yourself or others); (2) consulting your physician before treating anyone with extensive cuts or scratches on the head or neck, or anyone using other medications. **DO NOT USE THESE PRODUCTS ON INFANTS, DO READ ALL PACKAGE INFORMATION BEFORE USING THESE PRODUCTS.**

(3) Although it can take time and sometimes be difficult, remove all nits to insure complete treatment. Louse shampoos and lotions rarely kill all the nits, and survivors will hatch into crawling lice within 7-10 days, generating a cycle of self-reinfestation. Nit removal can be accomplished with a special combing tool manufactured for this purpose (available in drug stores), or by picking them out with the fingernails or snipping the strands of hair with nits attached. (4) Following nit removal, have child put on clean clothing. (5) A daily nit check is advisable for at least ten days following a treatment. You may have to treat again in 7-10 days if there is evidence of new nits or newly hatched lice.

Treatment of personal articles and environment:

1. Machine wash all washable clothing and bed linens that have been in contact with the infested person during the last three days. Articles should be washed in hot water and dried in a hot dryer. Non-washables can be put in a hot dryer only for 20 minutes if heat will not harm them. Things that cannot be washed or dried can be sealed in a plastic bag for 14 days.
2. Combs, brushes, etc., can be soaked in louse shampoo for one hour in 150-degree water for 5 to 10 minutes. (Caution, Heat may damage some of these items.)
3. Rugs, upholstered furniture, mattresses, and car seats should be carefully vacuumed to pick up any living lice or nits attached to fallen hairs. **THE USE OF INSECTICIDAL SPRAYS IS NOT RECOMMENDED AND STRONGLY DISCOURAGED AS IT MAY BE HARMFUL TO FAMILY MEMBERS AND PETS.**

Before returning to school, children who have had lice must be checked by the school nurse.

Reporting cases: Do not be embarrassed to notify the school so that other parents can be alerted to a possible lice outbreak. Also notify your child's playmates' parents. Parental cooperation will help protect all children, including your own.

Confirmed cases: When a case of head lice is confirmed, the school will send home a letter to all students in that class, asking parents to check their children's heads. Parents must notify the school if they find lice or nits. The school nurse will check all students in that classroom.

If more than one case is confirmed within a two-week period in more than one classroom in a grade level, parent volunteers will be sought to screen the heads of all students in that grade level,

## CIVIL RIGHTS LEGISLATION

**Title I: *Title I of the Americans with Disabilities Act of 1990***

Prohibits discrimination, exclusion from participation and denial of benefits on the basis of disability in the areas of employment.

**Title II: *Title II of the Americans with Disabilities Act of 1990***

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.

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

Prohibits discrimination, exclusion from participation and denial of benefits based on race, color, and national origin.

**Title IX: *Title IX of the Education Amendments of 1972***

Prohibits discrimination, exclusion from participation, and denial of benefits based on sex.

**MGL, Ch. 76, Section 5: *Massachusetts General Laws, Chapter 76, and Section 5***

Prohibit discrimination in all public schools on the basis of race, color, sex, national origin, religion, and sexual orientation.

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

Prohibits discrimination, exclusion from participation and denial of benefits based on disability.

CONTACT PERSONNEL

	<u>DISTRICT</u>	<u>CLAYPIT HILL</u>	<u>HAPPY HOLLOW</u>	<u>LOKER</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<b>Title I</b>	<b>Brad Crozier 358-3773</b>	<b>Debbie Bearse 358-7401</b>	<b>James Lee 358-2120</b>	<b>James Lee 655-0331</b>	<b>John Kavaleski 655-6670</b>	<b>Patrick Tutwiler 358-7746</b>
<b>Title II</b>						
<b>Title VI</b>		<b>Debbie Bearse Dr. Michael Hehir</b>	<b>James Lee Eileen McManus</b>	<b>James Lee Eileen McManus</b>	<b>John Kavaleski Betsy Gavron</b>	<b>Patrick Tutwiler Marybeth Sacramone</b>
<b>Title IX</b>						
<b>MGL. Ch. 76</b>						
<b>Section 504</b>	<b>Dr. Marlene Dodyk 358-3756</b>	<b>Dr. Michael Hehir</b>	<b>Eileen McManus</b>	<b>Eileen McManus</b>	<b>Suzanne Bernstein</b>	<b>Marybeth Sacramone</b>

## **Chapter 622 to Prohibit Discrimination in Public Schools**

The following legislation affecting public schools was passed August, 1971. The law, Chapter 622 of the *General Laws, Acts of 1971*, is referred to as "An Act to Prohibit Discrimination in the Public Schools." The law reads as follows:

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

This law, as does Federal Law Title IX, makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from any course, activity, service or resource available in that public school on account of race, color, sex, religion, sexual orientation or national origin of such child.

On June 24, 1975, the State Board of Education approved regulations for Chapter 622. These regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content and extracurricular and athletic activities.

If you have any questions regarding Chapter 622, please do not hesitate to contact the principal. Copies of the law and the regulations can be obtained from the Bureau of Equal Educational Opportunity, 182 Tremont St., Boston, Mass. 02111, and (617) 727-5880.

The Assistant Superintendent of Schools has been appointed as the Coordinator of Chapter 622 and Title IX programs for the Wayland Public Schools. If, after contacting your principal relative to these programs, you have further questions or concerns, you may contact the Assistant Superintendent of Schools by calling 358-7728.

WAYLAND PUBLIC SCHOOLS  
Wayland, Massachusetts 01778

### **Procedures for Resolving Complaints of Harassment (Including Sexual Harassment)**

#### **INTRODUCTION AND SUMMARY OF OPTIONS**

The procedures described below are available whenever someone believes that a member of the Wayland Public Schools community or one of its employees has violated the school's policy on harassment. Under these procedures, someone who believes that s/he, or someone else, has been the victim of harassment is a complainant; any individual who has been accused of harassment, formally or informally, is a respondent.

The Wayland Public Schools offers a range of options when someone believes that harassment has occurred. These include: (a) individual consultation, (b) informal complaint resolution, and (c) formal complaint resolution. Each is summarized below, first briefly, and then in more detail.

Any member of the Wayland Public Schools community who seeks further information about these procedures is encouraged to contact Brad Crozier, Assistant Superintendent, Title VI and Title IX Coordinator (358-3773) or Marlene Dodyk, Director of Student Services, Section 504 Coordinator (358-3756).

Below is summarized the three options available in dealing with sexual harassment.

**Individual Consultation** - The Wayland Public Schools employs in each building person(s) who can provide informal support and guidance to members of the community concerning allegations of harassment. No written records are kept. For further information, see the following sections below: A. Confidentiality, and D.I. Individual Consultation.

**Informal Complaint Resolution** - A concerned individual may turn to designate Wayland Public Schools personnel for action short of a formal hearing. For a complainant, such action may include informal mediation, arranging a meeting with the respondent, and/or helping in communicating with the respondent. Written records may be kept. Taking an informal approach at the outset does not preclude formal action later. For further information, see the following sections below: A. Confidentiality, and D.2. Informal Complaint Resolution.

**Formal Complaint Resolution** - The formal process begins when a written, signed complaint is filed with a Wayland Public Schools administrator. The administrator, acting on information she/he has received, may also initiate the formal process on behalf of the Wayland Public Schools. Filing a formal complaint ordinarily means a full investigation by a trained investigator. If both complainant and respondent agree, the dispute may become the subject of formal mediation, involving one or more trained mediators. The dispute may also be submitted for a formal hearing. For further information, see the following sections below: A. Confidentiality, and D.3. Formal Complaint Resolution.

## PROCEDURAL GUIDELINES

A. **Confidentiality** - Wayland Public Schools recognize that both the complainant and the respondent may have strong interests in maintaining the confidentiality of allegations and related information, Accordingly, unless they authorize disclosure, individuals who share information with Wayland Public Schools officials may expect that their conversations will ordinarily remain confidential. In unusual circumstances, however - when information must by law be disclosed (for example, - when information received indicates a threat to safety, or when a formal written complaint has been filed) - it may be necessary to disclose it to Wayland Public Schools officials or others. An individual who has concerns about confidentiality should raise them early in the process.

B. **Legal Remedies** -An employee who has been subject to sexual harassment has several legal options. S/he may bring suit under Federal or State Sex Discrimination laws, under Massachusetts's statutes, which explicitly prohibit sexual harassment, or under common law tort theories such as assault. An employee may also pursue any grievance and arbitration procedures established by a collective bargaining agreement and/or may file a charge with the Massachusetts Commission Against Discrimination ("MCAD") or the Equal Employment Opportunity Commission ("EEOC"), The MCAD and EEOC will pursue the charge with no cost to the employee.

A student who has been harassed may file a complaint under Title IX. The United States Supreme Court has held that a student may recover damages in such an action. A student may also sue under tort theories and may bring a charge with the Office for Civil Rights. Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts Law, G,L,C. 119 §51A. Wayland Public Schools shall comply with Massachusetts laws in reporting suspected cases of child abuse.

Use of these procedures does not preclude subsequent legal action. Similarly, the fact that legal action has begun or is possible does not preclude use of these procedures. Individuals may therefore wish to obtain legal advice as they consider how to proceed,

The Wayland Public Schools intends to protect the rights of all individuals who may become involved with the investigation of a complaint of sexual harassment.

C. **Preventative Administrative Responsibility**

1. A copy of the Wayland Public Schools Policy on Harassment and these Procedures for Resolving Complaints of Sexual Harassment is to be distributed to each employee and included in the School/Student Handbook of each school.
2. All new employees shall be given a copy of the policy within one week of their beginning employment.
3. At the beginning of each school year, each principal or supervisor shall review with all employees the procedures for registering a complaint about harassment and shall review the redresses, which are available.
4. No principal or supervisor shall destroy evidence relevant to an investigation of discrimination or harassment.

D. **Specific Procedures for Employees and Students**

- I. **Individual Consultation** - Wayland Public Schools has trained persons who can provide informal support and guidance to individual members of the community on issues of harassment. A complainant, respondent, or concerned member of the committee may make use of such persons in order to:
- a. discuss a specific situation or incident;
  - b. learn about Wayland Public Schools Procedure for Resolving Complaints of Sexual Harassment;
  - c. learn about support services and resources;
  - d. get personal support and advice on how to proceed, and e. determine a course of action.

For example, the support person may help the complainant write a letter to the respondent or suggest ways in which the complainant can approach the respondent (the support person to one party should not,

however, contact or meet with the other party). If an Informal Complaint or a Formal Complaint is lodged, the support person may accompany and assist the individual through the complaint resolution process.

No written records of individual consultations are kept. For further information on confidentiality, see the Confidentiality section above.

The names, titles and telephone numbers of individuals trained to serve as support persons are listed in the attachment.

2. **Informal Complaint Resolution** - Sometimes harassment issues are easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. Informal Complaint Resolution is available to a complainant who seeks the help of a specially-trained school official, but does not wish to file a formal complaint. Written records may be kept (see section A. Confidentiality).

All the services available through individual consultation - information, advice, and support - are also available here to the complainant, the respondent, or a concerned community member. In addition, depending on the circumstances, the following options are also available:

Informal investigation, in which one of the designated school officials speaks with the parties and with other individuals who may have information about the situation.

Informal mediation, in which a school official may help the complainant bring the problem to the respondent's attention, speak with the respondent and other witnesses, and help the parties arrive at a mutually-acceptable solution. Such a resolution may or may not entail a face-to-face meeting of the complainant and respondent. Mediation should be conducted only with the consent of both parties.

School officials authorized to engage in Informal Complaint Resolutions are listed in the attachment.

Possible conflicts exist between the roles of support person, investigator, and mediator. A school official who foresees such a conflict should avoid it by requesting assistance from another designated official.

The individual should also call any such conflict to the attention of the officials involved. Each designated school official may, as needed, convene a meeting of other such officials.

Throughout the Informal Complaint Resolution process, the complainant and respondent may each be accompanied by the support person from the individual consultation stage, another adviser, or another support person from the school community.

3. **Formal Complaint Resolution** - Anyone who believes that harassment has occurred may choose, either initially or after having sought to resolve the matter informally, to bring a complaint through the Wayland Public Schools formal procedures, one outcome of which may be disciplinary action against the respondent. The purpose of the Formal Complaint Resolution process is to ensure prompt, fair, and formal resolution of a complaint of harassment.

Please consult the Wayland Public Schools Administrative Procedures: Complaints Regarding Personnel, a copy of which is attached.

#### E. **Resources**

##### 1. **Community Resources**

Middlesex District Attorney Victim/Witness Bureau: (617) 494-4430

Town of Wayland Youth and Social Workers: (508) 358-7701 ext 126

##### 2. **Wayland Public Schools contacts for information and advice include the following Title VI, Title IX, and Section 504 building representatives:**

- a. High.School: Mr. Patrick Tutweiler, Principal- 358-3705  
Ms. Marybeth Sacramone, Guidance Counselor: 358-3711
- b. Middle School: Mr. John Kavaleski, Principal: 655-6670  
Betsy Gavron, Guidance Counselor: 655-6670
- c. Claypit Hill: Ms. Deborah Bearse, Principal: 358-7401  
Dr. Michael Hehir, Guidance Counselor: 358-7401
- d. Happy Hollow: Mr. James Lee, Principal: 358-2120  
Ms. Eileen McManus, Guidance Counselor: 358-2120
- e. Loker: Mr. James Lee, Principal: 655-0331  
Dr. Kathleen McLean, Guidance Counselor: 655-0331
- f. Central Office: Mr. Brad Crozier, Assistant Superintendent: 358-3773  
Dr. Marlene Dodyk, Director of Student Services: 358-3756

3. Personnel Authorized to engage in informal Complaint Resolution

- a. Mr. Brad Crozier, Assistant Superintendent
- b. Dr. Marlene Dodyk, Director of Student Services
- c. Ms. Deborah Bearse, Claypit Hill Principal
- d. Mr. Patrick Tutweiler, High School Principal
- e. Mr. John Kavaleski, Middle School Principal
- f. Mr. James Lee, Loker Principal
- g. Mr. James Lee, Happy Hollow Principal

**Student Record Regulations  
FERPA  
Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-5920

## **Student Rights**

Rights belong to students upon reaching 14 years of age or upon entering the ninth grade, whichever comes first.

- 1) Student records consist of two parts: the transcript (contains minimum information necessary to reflect the student's educational progress - name; address; course titles; grades; course credit; grade level completed; year completed) and the temporary record (contains all other information - standardized test results; class rank; school-sponsored extra-curricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records).
- 2) Student transcripts may only be destroyed 60 years following graduation, transfer, or withdrawal from the school system.
- 3) When a student transfers, the school district should keep the original transcript and send a copy of the transcript to the new school.
- 4) School districts must provide written notification of the anticipated date of destruction of students' temporary records. Notice in the newspaper is not sufficient. Notice should be included in graduation packets, and must also be given to a student at the time of transfer or withdrawal from the school system. (When a student leaves the system to begin home schooling, the principal should provide written notice.)
- 5) School districts must keep temporary records for seven years after the submission of the annual End of Year Pupil and Financial Reports. The data to keep pertains to registers, pupil census, IEPs, etc. that substantiate figures on reports.

- 6) If immunizations are administered in the district, documentation must be kept for 10 years following the calendar year in which the vaccine was administered.
- 7) Health records of a transferring student should be sent by the school nurse directly to the school nurse of the new school.
- 8) As per 603 CMR 23.00: Student records, except for the provisions of CIVIR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. Exceptions include the policy of this school to forward student's records to schools in which a student seeks or intends to enroll. For a complete copy of regulations regarding the release of student records, you may contact your child's school or see the regulations at [www.doe.mass.edu/lawsregs/603cmr23/studrecscmr.html](http://www.doe.mass.edu/lawsregs/603cmr23/studrecscmr.html).

### **Curriculum Exemption** **Massachusetts General Law Chapter 71, Section 32A**

**Parents have the right:**

1. to exempt their children from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, through written notification from the parent/guardian to the school principal; and
2. to inspect and review program instruction materials for these curricula.

**School officials will:**

1. provide reasonable access to these materials;
2. notify parents of curricula which pertains to sex education; and
3. ensure that parents know how to exercise their rights relative to this law.

**Standardized Testing Programs:** Massachusetts Comprehensive Assessment System (MCAS)

### **Conduct**

The Education Reform Act of 1993 was passed in June 1993 and the following rules and regulations are now the law at the Commonwealth of Massachusetts.

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

- a. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

Section 37L of said chapter 71 of the *General Laws*, as appearing in the 1990 Official Edition, is hereby amended by adding the following paragraphs:

In addition, any school department personnel shall report in writing to their immediate supervisor and incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapons report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief and representatives for the department to social services, together with a representative from the office of student services or its equivalent shall arrange an assessment of the student involved in said weapon report. Said 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, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said 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.

#### **Rules Governing Student Behavior mandated by Massachusetts School Reform Act of 1993**

- 1. **Weapons** - Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon including, but not limited to, a gun or a knife may be subject to expulsion from the school or school district by the principal.
- 2. **Drugs** - Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a controlled substance as defined in chapter

ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

3. **Assault** - Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school related events, including athletic games may be subject to expulsion from the school or school district by the principal. Any student who is charged with a violation of either paragraph 1, 2, or 3 shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses of said hearing before the principal.

### **Suspension**

1. Suspension from school means that the pupil is excluded from school for a set number of days. The principal or designee has the authority to suspend a pupil from school.
2. Suspension is one of the most serious disciplinary measures taken. A student will receive an explanation of the charges against him/her and have an opportunity to present his/her side of the story before an impartial official before suspension takes effect. Suspension may be served in one of two ways, in school or at home, depending on the severity of the offense.

### **Policies and Procedures for Reporting and Responding to Bullying and Retaliation**

File: JICFB

#### **WPS Bullying and Cyber-bullying Policy**

It is the policy of the Wayland Public Schools to provide a learning environment that is free from bullying and cyber-bullying (similar policies exist and define sexual harassment and hazing). It is a violation of this policy for any student to engage in bullying or cyber-bullying, or for any employee of the Wayland Public Schools to condone or fail to report acts of bullying or cyber-bullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school-sponsored or school-related activities, functions or programs, whether on or off school grounds; (iii) at school bus stops; (iv) on school buses or other vehicles owned, leased or used by the school district; or (v) through the use of technology or an electronic device owned, leased or used by the school district.

It is also a violation of this policy for any student to engage in bullying or cyber-bullying at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

The School District will not tolerate retaliation against a person who reports bullying or cyber-bullying, provides information during an investigation of bullying or cyber-bullying, or witnesses or has reliable information about bullying or cyber-bullying.

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

"Cyber-bullying" is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant messages or facsimile. Cyber-bullying includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.

It is the responsibility of every student, parent and employee of the school district to recognize acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher or principal. Students, parents and members of the school staff ( including but not limited to educators, administrators, school nurse, cafeteria worker, custodian, bus driver, coach, advisor, advisor to an extracurricular activity, or paraprofessional), who witness or become aware of bullying cyber-bullying or retaliation should immediately report it to the principal.

Reports of bullying or cyber-bullying will be promptly investigated. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee will (i) notify the police if the principal or designee believes that criminal charges may be pursued against the perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of the perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

The School district will provide age-appropriate instruction on bullying prevention and provide professional development to build the skills of staff members, as required by law. The Superintendent will develop a Bullying Prevention and Intervention Plan which shall sets forth the administrative guidelines and procedures for the implementation of this policy. Such Bullying Prevention and Intervention Plan shall include, but not be limited to: procedures for reporting, responding to and investigating reports of bullying or retaliation; the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation or against someone for making a false accusation of bullying; procedures for remedying incidents of bullying and restoring a sense of safety for a victim and assessing that victim's needs for protection; strategies for protecting from bullying or retaliation a person who reports bullying or provides information during an investigation; any notification requirements consistent with state and federal law; a strategy for providing counseling or referral to appropriate services for perpetrators, victims and family members; and provisions for educating and informing parents about bullying and the School District's bullying prevention curriculum.

Students and parents or guardians will receive notice of the relevant student-related section of the Plan annually and faculty and staff at each school shall be trained annually on the plan applicable to the school. Each building principal shall be responsible for the implementation and oversight of the Plan at his or her school. The building principal or designee shall assist students, parents and employees of the School District who seek guidance or support in addressing matters relating to any form of bullying, cyber-bullying or retaliation.

Chapter 92 of the Acts of 2010

Approved: August 3, 2010

**Wayland Public Schools**

For more detailed information please see the school website, [www.wayland.k12.ma.us/claypit\\_hill](http://www.wayland.k12.ma.us/claypit_hill)

# TRAFFIC SAFETY PLAN

## MORNING DROP-OFF

1. All vehicles enter the school driveway via the South/East side of Adams Lane (Plain Road/Claypit Hill Road). **Adams Lane is a one way road during the opening and closing of school.**
2. Line up in the CENTER lane and loop around in front of the island to the striped Drop Off area. (Vehicles entering the parking lot should line up in the right lane and turn into the parking lot when possible).
  - *Pull all the way up to the front of the Drop Off area.*
  - *Children will exit the vehicle from the passenger side.*
  - *Do not exit your vehicle.* If your child needs assistance with bulky items or getting out of the vehicle, please park in the visitor parking lot and walk your child in.
3. All vehicles, except busses, are prohibited from entering the circle in front of the school from 8:00-9:00 a.m.
4. All vehicles exit the school grounds via the North/West side of Adams Lane (Three Ponds Road/Claypit Hill Road).

## AFTERNOON PICK-UP

1. All vehicles enter the school driveway via the South/East side of Adams Lane (Plain Road/Claypit Hill Road). **Adams Lane is a one way road during the opening and closing of school.**
2. Line up in the RIGHT lane. You will be directed by school personnel to pull forward into the circle in front of the school after the busses have cleared. (Vehicles entering the parking lot should drive up in the center lane, **stop** and turn right into the parking lot yielding to vehicles moving in the right lane.)
  - *Pull all the way up to the front of the Pick-up area, when directed to enter the circle.*
  - *Children will enter the vehicle from the passenger side.*
  - *Do not exit your vehicle.*
3. All vehicles exit the school grounds via the North/West side of Adams Lane (Three Ponds Road/Claypit Hill Road). **Be alert to walkers and drive with caution as you exit school grounds. The Speed Limit in the School Zone is 20 MPH.**

## PARKING

1. All vehicles enter the school driveway via the South/East side of Adams Lane (Plain Road/Claypit Hill Road). To enter the Visitors' Lot:

- ***In the morning***, line up to the right, and turn into the visitors' parking lot.
  - ***In the afternoon***, turn into the center lane, **stop** turn right into the parking lot, yielding to cars in the pick-up lane on your right.
2. Children may not be dropped off in the parking lot. We cannot ensure your child's safety. **If you park, you MUST walk your child to and from the front door of the school.** While in the parking lot, children must be accompanied by an adult at all times.
3. Please observe the following parking etiquette:
- ***Park only in designated, legal spots.*** Do not park or stand in a travel lane or at the end of a row.
  - ***Only vehicles displaying handicapped tags are eligible to park, stand, or stop in handicapped spots.***
  - ***Observe one-way arrows when entering and exiting the lot.***
  - ***Drive with caution!*** Check your rear- and side-view mirrors often. Children are small and less visible to motorists. In addition, children may be unpredictable and often are not able to make the same judgments about traffic situations as adults.
  - ***Observe all parking restrictions along Adams Lane.*** No parking signs have been placed to ensure visibility so walkers can exit school property. This area is also a pick-up zone for kindergarten children being bussed from the Loker School in the afternoon.
4. Vehicles may only exit the Visitors' Lot when directed to do so by the Traffic Supervisor. Once the busses are loaded, vehicles will not be permitted to leave the lot until all the busses have gone. All vehicles exit the school grounds via the North/West side of Adams Lane (Three Ponds Road/Claypit Hill Road).
5. Visitor parking is limited. If the Visitors' Lot is full, you may park on the grassy area to the far side of Adams Lane. The Staff Lot is reserved for Staff only. If no parking is available, please join the drop-off or pick-up line. We will supervise your children if necessary until you arrive.

**SPEED LIMIT in School Zone is 20 MPH.**  
**Please drive with care and put away the cell phone.**

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### FREQUENTLY ASKED QUESTIONS

- ***What if I am coming early, late, or mid-day?*** From 8:00-9:00 a.m. and 2:30-3:30 p.m. (1:15-2:15 p.m. on Wednesdays), vehicles should enter from the East/South entrance to Adams Lane. At all other times, vehicles may enter school grounds from either direction.

- ***Do I have to go around if I am coming from Three Ponds Road?*** Drivers coming from Three Ponds Road should turn right onto Adams Lane and loop around to ensure the orderly flow of traffic and avoid the potential safety concerns of having bi-directional traffic and walkers trying to navigate a narrow, busy intersection.
- ***At drop-off, can I enter the circle if the busses are gone?*** You may enter the circle only if directed to do so by the traffic supervisor or school officials. If busses run late, the circle must remain clear for safe unloading. It is illegal to pass a stopped school bus that is unloading.
- ***Can I drop off before 8:30 a.m.?*** Children should not be dropped off before 8:30 a.m. Supervision of children is not available until 8:30 a.m. Parents dropping off musical instruments may enter before 8:30 and take the instrument to the stage in the gym.
- ***How long is the pick-up line?*** The pick-up line is generally clear by 3:20 p.m.
- ***What if I am late because I am stuck in the pick-up line or I can't park?*** Staff members will supervise until all children are accounted for. We recognize that there is a fair amount of traffic at pick-up and that it can be difficult to park. Parents should remind their children to stay by the entrance to the school until they are picked up.
- ***When can I turn left out of school grounds?*** At all times except 8:00-9:00 a.m. and 2:30-3:30 p.m. (1:15-2:15 p.m. on Wednesdays), when vehicles should proceed straight onto Adams Lane in the northerly/westerly direction.
- ***Can the traffic supervisor make exceptions?*** No. The traffic supervisor directs traffic to follow the traffic plan stipulated by School Officials and the Wayland Police.

## CLAYPIT HILL PARENT-TEACHER ORGANIZATION

The PTO is a service-oriented organization composed of all parents/guardians and teachers of Claypit Hill students. The purposes and precepts of the PTO are set forth in the bylaws.

CLAYPIT HILL PTO BYLAWS

(Adopted by the PTO on Sept. 26, 1989 and amended on Oct. 9, 1990 and May 31, 2000)

ARTICLE I - NAME

The name of this organization shall be the Claypit Hill Parent Teacher Organization (hereafter referred to as "the Organization").

#### ARTICLE 11- PURPOSE

The primary purposes of the Organization are:

- a. To promote communication and cooperation between parents, teachers, the administration and the School Committee for the resulting benefit to the students of Claypit Hill Elementary School.
- b. Through fundraising efforts consistent with these bylaws, to endeavor to provide financial support for activities or materials which will directly contribute to the quality of education at Claypit Hill Elementary School, the Wayland Public Schools, or the Wayland student population in general.

#### ARTICLE III- MEMBERSHIP

Membership in the Organization shall consist of all parents and guardians of students enrolled at Claypit Hill Elementary School and staff therein. A voluntary contribution rate shall be set by the Executive Board annually. This contribution shall be solicited at such time and place as shall be determined by the Executive Board.

**ARTICLE IV- EXECUTIVE BOARD** The Executive Board of the Organization (hereafter referred to as "the Board") shall consist of the officers of the Organization, as well as those Committee Chairpersons whom the officers by majority vote, may wish to appoint to the Board. The appointment of any Committee Chairpersons as Board members shall be announced at the first annual meeting or general meeting following the appointment of those Chairpersons to the Board, in order that this appointment shall be duly recorded in the minutes of said meeting.

**ARTICLE V- OFFICERS AND THEIR DUTIES** The officers of the Organization shall be President, Vice President, Secretary, and Treasurer. They shall be elected by majority vote at the Annual Meeting and hold office until the next Annual Meeting. Any vacancy that occurs during the year shall be filled by appointment of the Board.

**President:** The President shall preside at all meetings of the Organization and the Board at which he/she may be present, After consultation with the Board, the President may create committees and appoint Committee Chairpersons to assist the Organization in achieving its purpose. The President shall be a member ex-officio of all committees. The President shall perform any additional duties and exercise additional powers as may be assigned to him/her by the Board.

**Vice President:** The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

**Secretary:** The Secretary shall keep an accurate written record of the annual meeting and all general meetings of the Organization, including the number of members in attendance when a vote is taken and minutes of meetings. He/she shall perform any additional duties as shall be directed by the Board.

**Treasurer:** The Treasurer shall receive all moneys of the Organization. He/she shall make expenditures out of the Organization's funds only as authorized by the Organization or the Board and only for purposes consistent with these bylaws. The Treasurer shall keep an accurate written record of receipts and expenditures. He/she shall present a statement of account of the Organization at general meetings, and shall perform any additional duties as shall be directed by the Board.

#### ARTICLE VI - MEETINGS

- a. The annual meeting of the members of the organization shall be held prior to the last day of school: the specific date, time and place to be set forth in a written notice sent to all members at least seven days prior to the meeting date. The primary purpose of the annual meeting shall be to elect a slate of officers for the forthcoming year.
- b. Other (general") meetings may be called from time to time by the Board upon reasonable notice to all members of the Organization stating the date, time and place of the meeting. Except in emergency situations, at least seven days prior notice shall be provided for general meetings.
- c. Committee meetings or Board meetings shall be held at the discretion of the involved Committee Chairpersons, or the Board.

#### ARTICLE VII- BASIC PRECEPTS

- a. The Organization shall expend moneys only in support of activities or materials which will directly contribute to the quality of education at Claypit Hill Elementary School, the Wayland Public Schools, or the Wayland student population in general.
- b. Moneys shall be expended only for those purposes for which they have been allocated, with three exceptions: (1) So long as moneys have been properly allocated to the PTO Working Budget and to the extent that the moneys are still available there, moneys may be expended at any time from the Working Budget for expenses related to fundraising activities or any other normal operating expenses incurred by the PTO; (2) Costs which are incurred in excess of an allocation may be reimbursed from the PTO Working Budget, and (3) Moneys originally allocated for the preceding school year, but which were not spent during that school year shall be considered still allocated for the same purpose for the current school year.
- c. Allocation of funds shall occur only at general meetings, or at the annual meeting. Decisions at a general meeting or the annual meeting shall be by vote of a majority of those present. If less than ten members are in attendance when a vote is taken, that vote must be ratified by majority vote of the Board at said meeting or within two weeks of said vote; otherwise, the vote shall be deemed invalid.
- d. Revision of these bylaws shall be made only in accordance with the procedures set forth in Article VIII below.

#### ARTICLE VIII- REVISION OF BYLAWS

The bylaws may be amended by a vote of at least two thirds of those present at an annual or general meeting of the Organization. Bylaws may be amended only if at least ten members are in attendance, including at least three members of the Executive Board. Written notice of a proposed amendment to the bylaws shall be sent to the membership at least seven days prior to the meeting at which such proposed amendment is to be considered.

