WEYMOUTH PUBLIC SCHOOLS

PRIMARY SCHOOL HANDBOOK

2011-2012

If you need this booklet translated, please contact the main office of your child's school.

Portuguese/Português

Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.

Spanish/ Español

Si usted necesita este librete traducido, entre en contacto con por favor la oficina principal de la escuela de su niño.

French/ Français

Si vous avez besoin de ce livret traduit, entrez en contact avec svp le bureau principal de l'école de votre enfant.

German/ Deutsch

Wenn Sie diese übersetzte Broschüre benötigen, treten Sie bitte mit dem Hauptbüro der Schule Ihres Kindes in Verbindung.

Russian/Русско

Если вы этот переведенный буклет, то пожалуйста контактируйте главный офис школы вашего ребенка.

Korean/한국어
당신이 번역된 이 소책자를 필요로 하는 경우에, 당신의 아이의 학교의 본사를 접촉하십시오.
Chinese/汉语
如果**您**需要这本小**册**子被翻译, 请与您的**儿**童的**学**校大**会**办公处联系。
Japanese/日本語
翻**訳**されるこの小冊子を必要とすれば あなたの子供の学校の主要なオフィスに連絡しなさい。
Hindi/ihndI

Agar Aapkao yah puistka kI Anauvaaidt AavaSyakta hO Ч tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryao .

Dear Parents and Students:

We welcome you to a new school year in Weymouth. By working together, we believe that we can make learning a fulfilling and positive experience for everyone involved.

When home and school join efforts to create an environment that fosters academic excellence, while providing care and support, each student can

be successful. Communication is key in this process and that is the prime reason for this handbook. It contains the kind of information that we think will prove valuable to you in helping us make the educational experience worthwhile and rewarding for each Weymouth student.

Matthew A. Ferron
Acting Superintendent of Schools

STATEMENT OF EDUCATIONAL PHILOSOPHY

The Weymouth Public Schools believe that a challenging, supportive, safe environment affords the individual student an opportunity to develop his/her maximum potential. The educational program provides physical, social, emotional, aesthetic and creative, as well as, intellectual growth experiences appropriate to each age level.

The Weymouth Public Schools are committed to an effective collaboration among students, faculty and community in the belief that education is a lifelong activity providing the skills and knowledge necessary for success in a democratic society.

CORE VALUES

The Core Values for the Weymouth Public Schools serve as the basic premise on which all management and curricular decisions are made and are the standards by which accomplishments are measured.

Schools dedicated to teaching and learning
Respect for diversity in the teaching and learning process
Striving for excellence
Care and concern for people
Participatory decision making
Schools as safe places for teaching and learning

WEYMOUTH PUBLIC SCHOOLS WEBSITE

Current district information, a full-text version of the WPS Policy Manual as well as links to individual schools can be found at :

http://www.weymouth.ma.us/schools/

SCHOOL DIRECTORY

Elden H. Johnson Early Childhood Center		8:30 a.m.—2:30 p.m.
70 Pearl Street	(781) 335-0191	Grade PK
Academy Avenue Primary School		9:20 a.m.—3:15 p.m.
94 Academy Avenue	(781) 335-4717	Grades K-4
Frederick C. Murphy Primary School		9:20 a.m.—3:15 p.m.
417 Front Street	(781) 331-2862	Grades K-4
Thomas V. Nash Primary School		9:20 a.m.—3:15 p.m.
1003 Front Street	(781) 340-2506	Grades K-4
Lawrence W. Pingree Primary School		9:20 a.m.—3:15 p.m.
1250 Commercial Street	(781) 337-2974	Grades K-4
William Seach Primary School		9:20 a.m.—3:15 p.m.
770 Middle Street	(781) 335-7589	Grades K-4
Ralph Talbot Primary School		9:20 a.m.—3:15 p.m.
277 Ralph Talbot Street	(781) 335-7250	Grades K-4
Thomas W. Hamilton Primary School		9:20 a.m.—3:15p.m.
400 Union Street	(781) 335-2122	Grades K-4
Wessagusset Primary School		9:20 a.m.—3:15 p.m.
75 Pilgrim Road	(781) 335-2210	Grades K-4
Abigail Adams Middle School		8:15 a.m.—2:45 p.m.
89 Middle Street	(781) 335-1100	Grades 5-6
Maria Weston Chapman Middle School		7:45 a.m.—2:15 p.m.
1051 Commercial Street	(781) 337-4500	Grades 7-8
Weymouth High School		7:30 a.m.—2:15 p.m.
1 Wildcat Way	(781) 337-7500	Grades 9-12

SCHOOL CANCELLATION/DELAYED OPENING

School Cancellations

"No School" announcements will be made via the AlertNow Communication System, a telephone system that allows school personnel to send a recorded message to each student household. Messages will be delivered at approximately 5:45 a.m. on the morning of the cancellation unless conditions are such that the information is known on the previous day and notification can be sent on the evening prior to the cancellation. The following radio and television stations will also carry school cancellation/delay announcements:

Radio: WBZ, WRKO, WPLM, WATD

TV: Channel 4, 5, 7, 56, 25 and Cable 22

Delayed Opening

In addition to canceling school for the entire day, the Weymouth Public Schools, when conditions warrant, may exercise a Delayed School Opening. On such days, the opening for all schools will be delayed by two hours and all morning programs including prekindergarten and kindergarten will be cancelled. The WeyCare Extended Day Program will open and operate as usual on a delayed school opening.

Early Release

On rare occasions, schools will be closed earlier than regular dismissal time if a severe storm develops in the morning. This early closing will be announced via AlertNow, radio and television as indicated above.

DISCRIMINATION/CIVIL RIGHTS

The Weymouth Public Schools do not discriminate on the basis of sex in the educational programs or activities which they operate, and are required by Title IX not to discriminate in such a manner. In addition, no child shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges and courses of study of such public schools on account of race, color, sex, religion, national origin, disability, or sexual orientation.

All members of the school community are expected to show understanding of and respect for differences among people. Each student has a right to be free from discrimination, including verbal or physical attack based on race, national origin, religion, sex, disability, or sexual orientation. Violation of another person's civil rights will result in disciplinary action, which may include but is not limited to detention, suspension, or expulsion, and possible legal action for civil rights violations.

Any student who believes that he/she has experienced discrimination in any form should report this discrimination to an administrator, a teacher, or a guidance counselor.

Ref: WPS Policy AC, JB,GBA

CHILD FIND

The Weymouth Public Schools' Department of Special Education annually conducts Child Find activities to identify students who are disabled and in need of services. The district is responsible for providing services for disabled children from three to twenty-two years of age who reside in Weymouth. For information about evaluation, eligibility and services please contact the Department of Special Education at 781-335-1460 x 316.

Civil Rights Laws and District Coordinators

American with Disabilities Act of 1990

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate a least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address and telephone number of the employee(s) designated pursuant to this paragraph."(34 CFR 35.107)

Coordinator: Matthew Ferron
111 Middle St., Weymouth, MA 02189
781-335-1460 ex 308

Section 504 of the Rehabilitation Act of 1973

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

Coordinator: Mary Ann DeMello
111 Middle St., Weymouth, MA 02189
781-335-1460 ex 308

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have a grievance procedure through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A)

Coordinator: Matthew Ferron
111 Middle St., Weymouth, MA 02189
781-335-1460 ex 317

Title VI of the Civil Rights Act of 1964

Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

Coordinator: Mary Ann DeMello
111 Middle St., Weymouth, MA 02189
781-335-1460 ex 308

McKinney-Vento Homeless Education Assistance Act

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless student in school, even if they do not have the documents usually required for enrollment, such as school

records, medical records or proof of residency. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.

Coordinator: Mary Ann DeMello
111 Middle St., Weymouth, MA 02189
781-335-1460 ex 308

Title I of the Elementary and Secondary Education Act of 1965
Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g. referring an ESL student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

Coordinator: Jeremy Burm
770 Middle St., Weymouth, MA 02189
781-335-7589

Mass. General Laws CH. 76, S5 (Chapter 622)
This state law provides that "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 public school on account of race, color, sex, religion, national origin, or sexual orientation."

Coordinator: Theresa Kelleher Skinner
111 Middle St., Weymouth, MA 02189
781-335-1460 ex 316

Equal Educational Opportunities Act of 1974
This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203(f))

Coordinator: Mary Ann DeMello
111 Middle St., Weymouth, MA 02189
781-335-1460 ex 308

CIVIL RIGHTS VIOLATIONS

In dealing with matters of harassment or discrimination, all parties involved will be given protection of privacy. The individual(s) accused of harassment or discrimination will be informed that recriminations/reprisals against the complainant(s) shall not be tolerated and shall be the basis for independent disciplinary action.

In each school, the building principal will designate a staff person(s) to whom he/she will refer complaints of harassment or discrimination for investigation. The principal will then make those name(s) known to the student body and staff.

The following procedures have been established to report possible civil rights violations:

Level One: If a student believes that he or she has had his/her civil rights violated, or that he/she has witnessed such a violation, the incident should be immediately reported to a teacher, counselor or other adult in the school. That person will then refer the matter to the principal or to

a faculty member who has been designated to investigate civil rights complaints. It is recommended that a complaint or report be made within five (5) days of the incident.

Upon receipt of a complaint, preferably submitted in written form, the designated staff person will meet with the complainant. It shall be the responsibility of the designated person to investigate and decide upon resolution of the complaint. That investigation shall include, but not be limited to, interviewing the complainant and the accused, individually and privately, interviewing witnesses identified by the complainant, and interviewing witnesses identified by the accused. Interview of witnesses will be conducted individually and privately, without either the complainant or the accused present. The investigator shall document the statements of the witnesses. At the conclusion of that process, the designated staff person shall file a written report with the building principal and the District's Civil Rights Coordinator. Both parties will be provided a copy of the report.

Level Two: If resolution cannot be achieved within fifteen (15) school days at the building level or if the complaint is external to a particular school, it will be submitted, in writing, to an Assistant Superintendent as the District's Civil Rights Coordinator. The report shall contain the following elements:

The date, time and location of the incident

The identification of the person making the incident known

The identification of the parties involved in the incident and the noting of any witnesses to the incident

A description of the particulars of the incident including witness statements and whether the incident is new or has been a continuing interaction between parties

A categorization of the incident as one of student to student, student to staff member or staff member to student.

A description of any attempt to resolve or mediate the complaint prior to forwarding or submitting the written report to the Assistant Superintendent

The Assistant Superintendent will fully investigate the complaint by interviewing the complainant and the accused, individually
and privately, interviewing witnesses identified by the complainant, and interviewing witnesses identified by the accused. Interview of witnesses will be conducted individually and privately, without either the complainant or the accused present.

The investigator shall document the statements of the witnesses. At the conclusion of the process, the Assistant Superintendent shall file a written report with the Superintendent of Schools. Both parties will be provided with a copy of this report.

Level Three: When a complaint cannot be resolved by the District's Civil Rights Coordinator or such resolution does not occur within fifteen (15) school days, it will be forwarded to the Superintendent of Schools for review and action.

Note: The complainant may pursue his or her rights under any law and file a complaint with appropriate state and federal agencies at any time.

If it is determined by the investigation that a civil rights violation has occurred, the violator will be subject to appropriate disciplinary action. In the case of students, the violator will be subject to the options of discipline available to the building principal or expulsion by the Weymouth School Committee on the recommendation of the Superintendent of Schools. Report of the discipline will be placed in the student's file. In the case of an employee, appropriate disciplinary action will be taken, including, but not limited to, suspension or possible termination, and a report of the discipline shall be placed in the employee's personnel file. It should be noted that recrimination or reprisal against a complainant even after a finding of no violation, will not be tolerated.

Ref: WPS Policy ACA, ACAB, ACE, GBA,GBAA, JBA, JBAA

TRANSLATION OF WRITTEN MATERIALS

To assure equal access to information disseminated in the school district, all written materials including forms, notices, handbooks, and applications, will be made available in the native language of families for whom the first language is not English. Many of the district forms are available on the WPS website in the most commonly represented languages. If translation is required and forms are not readily available, contact the main office of your school or the District Civil Rights Coordinator, Matthew Ferron, at (781) 335-1460 x317.

DUE PROCESS

Under the law, students are entitled to due process in matters dealing with possible suspension. In general, the following is required for a fair hearing:

Oral or written notice of the charges against him or her
An explanation of the evidence
The opportunity to present his/her side of the story to an impartial decision maker (i.e. school administrator)

In matters which involve possible exclusion for over ten days or possible expulsion, the student's rights are extended to include the following:

Written notice of the charges
The right to be represented by a lawyer or advocate (at the student's expense)
Adequate time to prepare for the hearing
Access to documented evidence prior to the hearing
The right to request that witnesses attend the hearing, and to question them unless the principal deems that the student's right to confront and cross examine student witnesses is outweighed by the need to protect them from possible retaliation

In the case of exclusion or expulsion of high school students pursuant to General Law Chapter 71, Section 37H, the hearing will be held before the building principal. The student will have the right to appeal the decision to the superintendent of schools. (MGL, Chapter 76, Section 17)

In those situations where it is practicable and appropriate, school authorities shall attempt to telephone parents or guardians to inform them of the suspension as soon as possible. Written notification shall also be sent to the parent or guardian. When suspended out of school, students are to remain off school grounds for the duration of the suspension and may not attend school activities. Exceptions may be granted, with express permission from a school administrator, to pick-up school work when school is not in session or to participate in mandatory testing. Failure to abide by this policy will result in an extension of the suspension.

SEARCH AND SEIZURE

Any search and seizure will be conducted solely for the safety and well being of the students and adults in the Weymouth Public Schools. The U.S. Supreme Court standard for all searches is as follows:

In order for a principal to conduct a search of a student's person, his or her locker or possessions, there must be a reasonable suspicion that the student has violated the laws of the school concerning stolen property. Students' lockers, one's personal belongings and vehicles are subject to search if the administration has reasonable suspicion to believe that contraband, illegal material or stolen goods are present.

PHYSICAL RESTRAINT

The Weymouth Public Schools is committed to providing a safe and supportive learning environment for its staff and students. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Weymouth School District. Furthermore, students are protected by law from unreasonable use of physical restraint. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall be used only in emergency situations after less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. In the event that physical restraint is required to protect the safety of school community members, the Weymouth Public Schools has enacted a policy on physical restraint with two goals in mind:

To administer a physical restraint only when needed to protect a student and/or member of the school community from immediate, serious, physical harm.

To prevent or minimize any harm to the student as a result of the use of physical restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

The Weymouth Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, the Assistant Superintendent for Administration & Finance and the Superintendent's office. Ref: WPS Policy JKAA

DISCIPLINE REGULATIONS REGARDING STUDENTS WITH SPECIAL NEEDS

Students with special needs will be disciplined in accordance with the student handbook unless otherwise stated in the student's educational plan.

The disciplining of students with disabilities eligible for special education is governed by federal and state special education laws and the regulations promulgated there-under. These laws include the Individual with Disabilities Education Act (20 U.S.C.1041 et seq.) its implementing regulations (34 C.F.R. 300 et seq.), Section 504 of the Re- habilitation Act of 1973 and its implementing regulations, and Massachusetts General Laws, chapter 71B and its implementing regulations (603 CMR §28.00).
Students with disabilities who violate school rules are entitled to due process and are subject to disciplinary removal (suspensions/expulsions) from their current educational placement to the same extent that such a removal would be applied to students without disabilities. However, a functional behavioral assessment must be completed before a student can be removed for more than ten (10) school days in a school year. In addition, when a disciplinary removal in excess of ten (10) school days would constitute a change in placement, the TEAM must decide whether or not a student's misconduct is related to his/her disability (ies).

School personnel may unilaterally order a change in the educational placement of a child with a disability to an appropriate Interim Alternative Education Setting (IAES) for the same amount of time that a child without a disability would be subject to discipline, but not more than forty-five (45) calendar days (unless there is a hearing at the Bureau of Special Education Appeals) if the student:

* Carries or possesses a weapon to or at school, on school premises or to or at a school function.
* Knowingly possesses or uses controlled substances without a physician's authorization at school, a school function, or school sponsored event.
* Sells or solicits the sale of a controlled substance while at school, a school function, or a school sponsored event.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) or a court placing a student in an IAES for up to forty-five (45) calendar days when the student is in danger to himself or others. For a copy of the Massachusetts Department of Education brochure on Special Education Parents' Rights, available in many languages, visit www.doe.mass.edu/sped/parents or contact the Administrator of Special Education at (781) 335-1460 ext. 316 or 320.

MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding has been established between the Weymouth Public Schools, the Weymouth Police Department, and the Norfolk County District Attorney's Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the Weymouth Public School facilities or at any school related activity. The MOU is intended to foster and ensure an environment in which students, teachers, parents, administrators, employees, and members of the school community may participate in the educational process without fear of violence or other illegal activity. Toward that end, there shall be a "zero tolerance" policy regarding serious acts of violence, weapons, and drug distribution within the Weymouth Public Schools. A complete copy of this agreement is available in each Principal's office.

SMOKE FREE SCHOOLS

The Weymouth School Committee is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The comprehensive K-12 health curriculum, which emphasizes the dangers of tobacco, drugs and alcohol, plays a critical role in establishing lifelong health habits for all students.

The Educational Reform Law and School Committee policy prohibit the use of any tobacco products within the school buildings, school facilities, or on the school grounds or school buses by any individual including school personnel. To insure compliance, the following policy has been adopted. The purpose of this policy is to align Weymouth Public Schools with that of State Law (Smoke Free Workplace) and to provide that the health of all Weymouth Public School employees and students is paramount to the Weymouth School Committee.

Violations may be issued by the following Weymouth Public Schools employees:

Superintendent	Assistant Superintendents
Principals	Associate Principals
Assistant Principals	Deans/Housemasters
Designee of Superintendent	

This policy applies to anyone smoking any tobacco products in any Weymouth Public Schools building or on any Weymouth Public Schools grounds before, during or after regular school hours, 7 days a week, 365 days a year. The loss of sports and school activities will not end with the academic year. It will be carried out on a rolling 12 month period and will carry on to the next academic year to fulfill the policies guidelines, if needed.

For the intent of this policy, graduation will not be considered an activity that could be lost as a result of a violation. Examples of school activities would be school dances, clubs, school governance and attendance at all other school sponsored activities.

First offense:

$100.00 fine.

2 weeks out of any school sports and/or any school related activity in which the student is

involved. This will include any practices that may be required. If an activity or club meets only once a month, the loss of that activity or club would be one meeting or practice

Smoking cessation program will be offered.

Parental notification.

Second offense:

$100.00 fine.

12 weeks out of any school sports and/or any school related activity in which the student is involved. This will include any practices that may be required.

Smoking cessation program will be offered.

Mandatory parent meeting with Principal/Dean/Housemaster.

1 day of Independent Work Station.

Loss of leadership role for any sports team, activity,club or school governance position.

Third Offense:

$100.00 fine.

6 months out of any school sports and/or any school related activity in which the student is involved. This will include any practices that may be required.

Smoking cessation program will be offered.

Mandatory parent meeting with Principal/Dean/Housemaster.

2 days of Independent Work Station.

Fourth Offense

$100.00 fine.

12 months out of any school sports and/or any school related activity in which the student is involved. This will include any practices that may be required.

Smoking cessation program will be offered.

Mandatory parent meeting with Principal/Dean/Housemaster.

3 days of Independent Work Station.

Police/Court referral.

*In rare circumstances, the Principal of a building, through the Superintendent of schools, may present to the School Committee a certain set of circumstances that could deem that a student be relieved of the balance of this policy. It will be understood that only the School Committee has the ability to perform this function. It will also be understood that in doing so, the School Committee will not be setting any precedent and that this will be looked at on a case by case basis.

Legal Reference M.G.L. chapter 270 sec 22 (m)(1), sec 22 (m)(2)

STANDARDS OF DRESS

Students in the Weymouth Public Schools are expected to dress in a manner that reflects the seriousness and purpose of the school setting. Students should take pride in their appearance and dress appropriately for school. Therefore, the Weymouth school district encourages reasonable standards of dress and personal grooming habits. In accordance with state law, shoes or sneakers must be worn at all times.

Students may not wear any style or type of clothing that distracts or endangers the health, safety, or welfare of the school community. The following have proven to be disruptive to the educational process and should not be worn:

clothing that reflects racist, sexist, violent and obscene or substance (alcohol, drug) related slogans and/or symbols

gang related activities such as display of "colors" or signs

clothing that exposes any midriff or underwear including bras and straps (less than one inch) and underpants

shorts: gym, running, boxer, short

outerwear boxer shorts

spandex bike pants

cut-off tee shirts, half -shirts

halters/spaghetti straps

tank tops

mesh shirts

bathing suits, leotards/body suits

low cut necklines, backless apparel

articles of clothing or accessories that may be used as a weapon such as chains, studs, metal spiked belts, etc.

flip flops, athletic/beach sandals, roller sneakers, excessively high heels

wording on back of shorts, pants, skirts, dresses

hats, headwear except for medical or religious reasons with the approval of the principal

pajamas

see-through blouses

short skirts/dresses – no shorter than the length of the longest finger tip with the arms fully extended

outside coats or jackets in class unless building conditions necessitate additional clothing (at teacher discretion)

Any staff member questioning the appropriateness of a student's attire may send that student to an administrator for a decision as to whether the student is in violation of the dress policy. If a student's dress is deemed inappropriate, he/she will be asked to change or be sent home for more appropriate clothing.

The principal at the primary level will have some discretion when interpreting specific provisions of the standards of dress as they relate to young children.

In summary, students may not wear any style or type of clothing that is distracting or endangers the health, safety, or welfare of the school community.

HEALTH SERVICES

A full time registered nurse is available during the school day. Advice regarding health problems and first aid is available to all students. Any student may visit the health office by securing a pass from his/her teacher or during study periods from the teacher in charge. Students should not ask for a pass to the health office unless it is absolutely necessary.

Dismissal for health reasons, if deemed advisable, is the decision of the school nurse. No student is allowed to leave school without the approval of a responsible adult as designated on the health contact card on file in the health office. Emergency contact cards are critical; *every student* must have an updated card on file.

Physical Examinations

Physical examinations are mandatory for all students entering grades K, 4, 7 and 10. (MGL Chapter 71, Section 57). The family physician has a comprehensive knowledge of the health of the student and is the best person to perform this physical. Physicals must be completed and documentation presented to the school nurse by September 1st . Failure to complete the physical examination process will subject the student to exclusion from school until proof of the physical is presented. All students competing in interscholastic athletics must submit proof of a completed physical exam to the health office prior to practicing or competing in any sport.

Communicable Conditions/Diseases

During the school year, communicable conditions or diseases may occur. All students returning to school after having certain illnesses must present a certificate from their primary health care provider or family physician. The conditions are the following:

Chicken Pox	*Impetigo*	*Mumps*
Encephalitis	*Measles*	*Scarlet Fever*
Fifth Disease	*Meningitis*	*Whooping Cough*
German Measles	*Mononucleosis*	*Strep Infections*

If a student has other communicable conditions such as conjunctivitis or head lice, it is suggested that the school nurse be consulted relative to the student's return to school.

Medications

Students may not self-medicate during school hours. All medicines of any type must be taken under the supervision of the school nurse. Massachusetts General Law (MGL Chapter 112, Section 80B) requires that the following forms be on file in a student's health record before the school nurse can begin to give any medication at school:

Signed consent by the parent/guardian to give the medication.

Signed medication order. The written order should be taken to your child's licensed prescribed (physician, nurse practitioner, etc) for completion and returned to the school nurse. This order must be renewed at the beginning of each academic year, or as needed.

Medicines must be delivered to the school in a pharmacy or manufactured- labeled container by a parent or guardian or responsible adult designated by the parent or guardian. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school health office.

Limitation of Physical Activity
When it is necessary to excuse a student from Physical Education or limit physical activities due to medical reasons, written notification is required from both the parent/guardian and physician. Written notification is also required to resume participation.

State Mandated Screenings
Screenings for vision, hearing and height/weight and body mass index (BMI) are administered to students in grades K-4-7-10. Scoliosis screenings are administered to students in grades 5-9. Parents are notified if test results indicate a problem and further evaluation by a physician is necessary. A request for individual testing by parents, guardians or school personnel will be honored at any time.

HOME TUTORING

Home instruction for students with extraordinary circumstances is given by a tutor and must be approved by the principal after documentation from a physician has been presented.

SCHOOL ENTRANCE REQUIREMENTS

All students entering Weymouth Public Schools must present proof of residency in the town of Weymouth. The proof of residency accepted may be a Massachusetts driver's license, a utility receipt, a real estate tax bill, or rental lease. No child will be admitted to a Massachusetts school without presentation of a Physician Immunization Certificate.

STUDENT RECORDS

The State Board of Education has adopted Regulations Pertaining to Student Records.
State laws mandate the development of the regulations, which have the force of law. The regulations apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment and destruction of student records, and to assist school authorities in their responsibilities.
The regulations apply to all information kept by a school committee on a student. The regulations divide the record into two sections, the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities and evaluations and comments by teachers, counselors and

other persons as well as other similar information. The temporary record is destroyed within seven (7) years after the student leaves the school system.

The following is a summary of the major parent and student rights regarding student records, as provided by the Regulations Pertaining to Student Records. A complete copy of the Code of Massachusetts Regulations (603 CMR 23.00) is available in the library.

Inspection/Access to Record

A parent, or student who has entered the eighth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay. Unless a contrary written agreement between parents or a court order governing the rights of such parents is brought to the attention of the principal, guardians, divorced/separated parents, foster parents or unmarried parents have access to the student record.

The parent and the student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.
The parent and the student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Confidentiality of Student Records

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

Amendment of Record

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

Transfer of Records to Another School

Consistent with the Education Reform Act, schools have authority to transfer a student's complete record to the new school without prior consent. This record includes, but is not 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." It is no longer necessary for a parent/guardian to sign a release form.

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such

information may be destroyed the parent and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

RESTRAINING/CUSTODY ORDERS

It is the responsibility of parents/guardians to inform the principal's office of any court action that results in the issuance of a restraining order or has impact on custody matters. The principal's office will extend every effort to comply with these directives. A copy of these orders must be kept on file in the principal's office.

BUILDING SECURITY/VISITORS

The following precautionary steps are taken to provide building security:

Except for student entrance and egress, building doors will remain locked while school is in session.

During school hours, entrance will be permitted at the main entrance by bell/buzzer after the visitor is identified

Public access to the school is restricted to the office. Unauthorized persons may not proceed into the school beyond the office without the approval of the principal.

The office staff will provide all necessary assistance to visitors. Those visitors who are approved to enter the building beyond the office must sign the visitors' log and wear a visitor identification badge.

No student will be dismissed to a parent/guardian without a proper picture I.D. unless the parent/guardian is known to the principal or office staff.

CLASSROOM VISITS

The Weymouth School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in the promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purpose of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher will not be permitted. It is the Weymouth Public Schools' policy that the assignment of a student to a particular class is the responsibility of the building principal in consultation with the staff of that school.

The following guidelines to classroom visits should be followed:

Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end, we request that such requests be made at least forty-eight (48) hours in advance.

To limit distraction to students, to maintain continuity of the school program, and to insure that a particular classroom is not overcrowded, the principal shall have the right to deny a request to visit a particular classroom, to restrict the number of visitors to a particular classroom at a given time, and shall have the right to determine a reasonable period of time for a visitor to remain in a classroom. "Classroom," as used in this policy, is broadly defined to include all instructional areas of the school.

The principal or designee shall have the right to deny a request to visit a school-sponsored activity if granting the request would interfere with the education of children or with a school program. In all such determinations, preference shall be given to parents attending the school.

For security purposes, it is required that all visitors report to the main office upon entering and leaving the building, sign the guest log and wear a visitors badge at all times. Teachers are encouraged to ask visitors if that have registered at the main office.

Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school and during the month of June.

Any student who wishes to have a guest in school is required to ask permission of one of the administrative staff twenty-four (24) hours in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the main office of the school. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CRIMINAL OFFENDER RECORD INFORMATION

All current and prospective employees, volunteers, persons who may have direct and unmonitored contact with children and persons regularly providing school-related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available Criminal Offender Record Information data from the criminal history systems board. "Direct and unmonitored contact with children'' means contact with a child when no other C.O.R.I. cleared employee of the school or district is present.
Access to C.O.R.I material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I material will be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

SCHOOL SAFETY DRILLS

At no time during the school day should students be more serious than when the safety alarm rings. **Assume every alarm is an emergency situation and listen carefully to instructions from administrators and teachers.** Two types of drill will be practiced throughout the school year to prepare students in the event of an emergency.
Evacuation: some emergencies may require the evacuation of the building. Directions for evacuating each area are posted in conspicuous places. Students should familiarize themselves with these directions. However, it may be necessary to exit by other routes due to blocked stairwells, etc. So the following requirements are critical:

Proper behavior is essential. Remain quiet during exit and reentry.

Do not enter any courtyard.
The first student to enter the hallway should hold the exit doors for those students following them.
Walk rapidly, do not run, to the nearest exit and leave the building.
After exiting a building, move away from the building and other areas that may be used by the fire department on arrival.
Stay together. It is necessary to account for the members of the group.
Classroom teachers will accompany their students and will be responsible for attendance, before and after a fire drill.

Lockdown: Some emergencies, particularly those exterior to the building, may require students and staff to remain in classrooms in a lockdown situation. When the alarm sounds and a lockdown is indicated over the public address system, the following must be implemented:
Students move to the center or rear of the classroom at the teacher's direction
Students in corridors, restrooms, etc. Proceed to nearest classroom immediately
Remain quiet while lockdown is in progress
Do not open classroom doors until all-clear is sounded
During any emergency situation, attendance must be taken to insure that all students and staff have been accounted for. Improper behavior during a safety drill may result in disciplinary action.

ACCEPTABLE USE POLICY
Computers, Networks, Communications, Mobile Devices and the Internet

It is the general policy of the Weymouth Public Schools that network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Weymouth Public Schools. Users of the Weymouth Public Schools network must acknowledge their understanding of the general policy and guidelines as a condition of using the network.

The Weymouth Public School network utilizes a content filter to restrict minors' access to materials that may be harmful to them. The employment of this filter and this Acceptable Use Policy ensure that the Weymouth Public Schools meet the requirements of the Children's Internet Protection Act.

The Weymouth Public School computer network is not a resource intended for use as a public forum or for any purpose not directly related to the delivery of educational services. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who will access the Internet shall have an acceptable use policy, signed by a parent or legal guardian, on file. No temporary accounts will be issued, nor will a student use an Internet/Network account not specifically created for him or her. Based upon the acceptable use and safety guidelines outlined in this document, the Weymouth Public Schools administration will determine what appropriate use is, and their decision is final. The Director of Technology, building administrators and/or teachers may deny a student access at any time. Additionally, the Weymouth Public Schools may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

Massachusetts General Law

CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES

TITLE I. CRIMES AND PUNISHMENTS

CHAPTER 266. CRIMES AGAINST PROPERTY

Chapter 266: Section 120F. Unauthorized access to computer system; penalties

Section 120F. Whoever, without authorization, knowingly accesses a computer system by any means, or after gaining access to a computer system by any means knows that such access is not authorized and fails to terminate such access, shall be punished by imprisonment in the house of correction for not more than thirty days or by a fine of not more than one thousand dollars, or both.

The requirement of a password or other authentication to gain access shall constitute notice that access is limited to authorized users.

1.0 Internet Connectivity

The Weymouth Public Schools believe connectivity to the Internet provides a valuable resource to enhance

learning. Internet access is intended to assist in preparing students for success in the 21st century by providing access to a wide range of information resources and the ability to communicate throughout the world. Parents/Guardians should be aware that student's level of access will depend on their particular grade level. At no time shall a student use any type of technology device in a room without a teacher. The following is a description of the way the Weymouth Public Schools will incorporate network use and Internet access in the schools:

Grades PK-2: During school time, teachers of students in grades prekindergarten through four will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use.

Grades 3-6: Students at these grade levels may have the opportunity to conduct research via the Internet in the classroom and/or library, only during directly supervised instruction.

Grades 7-12: Students in grades seven through twelve may be given individual access and may have the opportunity to access the Internet and conduct independent research on the Internet, both during classroom instruction and outside of classroom instruction.

The Weymouth Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. Access to the Internet provides connections to other computer systems located throughout the world, therefore users (and parents of student users) must realize that neither the Weymouth Public Schools nor any district staff member control the content of the information available on the Internet. The Weymouth Public Schools reserves the right to periodically review connectivity by individual users. These reviews ensure the educational purpose for which the Internet connection is provided. Through the use of an Internet content filter, supervision, and responsible use, the Weymouth Public Schools believe that the Internet can be used safely and effectively. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and the Internet.

1.1 Reliability

Weymouth Public School System makes no express or implied warranties for the Internet access it provides. Weymouth Public Schools cannot completely eliminate access to information that is

offensive or illegal and residing on networks outside of the Weymouth Public School system. The accuracy and quality of information obtained cannot be guaranteed. Weymouth Public Schools will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

2.0 Provisions:

The use of the Weymouth Public Schools network must be consistent with, and directly related to, the educational purpose of the school department. A violation of the terms in this policy may result in suspension and/or termination of network access. The Weymouth Public Schools will cooperate with law enforcement officials in any investigation relating to misuse of the Weymouth Public Schools computer infrastructure.

2.1 Acceptable uses of the network are activities that support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network capabilities available.

2.2 Unacceptable uses of the network include, but are not limited to:

Violating the rights to privacy of students or employees of Weymouth Schools, or others outside the school system.

Overriding the Internet content filter and desktop security software.

Corrupting, destroying, deleting, or manipulating system data with malicious intent.

Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.

Attempting to gain unauthorized access to system program and equipment, including attempts to override firewalls, servers, users passwords, email applications, and other resources on the network.

"Hacking" or any other unlawful online activities.

Installing software without a current license and administrator approval.

Attempting to copy, change, read, or use files/applications that do not belong to the user.

Use and access to “Chat”, “Blog”or “Wiki” type applications for non-educational purposes.

Accessing, downloading, storing, sending, or printing file or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.

Revealing phone #’s, addresses, or personal information.

Using profanity, obscenity, or other language that may be offensive to another user.

Sending “chain letters” and “broadcast” messages to lists or individuals.

Copying materials in violation of copyright law.

Plagiarizing, which is the taking of someone else’s words, ideas, or findings and intentionally presenting them your own without properly giving credit to their source.

Unnecessary use of printers for non-educational use including but not limited to printing Internet material without supervising teacher permission.

Using the network for financial gain or for any commercial, political, or illegal activity.

Accessing or re-posting personal communications without the author's prior consent.

Modifying desktop settings including wallpaper and screensavers.

Making personal purchases or unauthorized orders using the Weymouth Public Schools name.

Downloading or copying information on to disks or hard drives without prior teacher/administrator approval.

Use of network to access any other network via Internet.

Executing non-educational gaming.

Using the Weymouth Public Schools network for gambling

Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or ob scene material.

Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act.(COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

2.3 Network Access/Privilege

The following people are entitled to use the network:

All Weymouth Public Schools employees.

All Weymouth Public Schools students under the supervision of a staff member and/or parent/guardian with the proper signatures of the student handbook. *Students must use an individual login account to access the WPS Network. Use of any another account is considered a violation of this policy*.

Others who request Guest Accounts from the Network Administrator.

- Security and use of your username and password is each individual's responsibility. You are not allowed to use the account, username or password of another user. You must not disclose your username or password to anyone else.
- All Weymouth Public School students have access to a network file storage location. Use of this space is for Academic Use Only and all documents/contents are subject to review/removal. This access/privilege can be revoked at any time.
- The Weymouth Public Schools cannot be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The Weymouth Public Schools Network and all storage systems associated with it are the property of the Weymouth Public Schools and are subject to inspection at any time.
- Routine maintenance and monitoring practices may lead to discovery that the user has violated and/or is violating this Acceptable Use Policy and an individual search will be conducted and disciplinary action may be taken.
- All computer histories, including web traffic, will be logged and archived for a period of one school year.

2.4 Electronic Communications

Under the Public Records Law, electronic messages may be considered public records. Further, electronic messages sent to or from a computer owned by the school district or through a school server may also be considered part of the public record.

The Weymouth Public Schools will make a reasonable effort to archive all email communications sent and received by our mail servers. Email will be archived for one previous school year (July 1-June 30th). At the end of this period, email will be removed from the system.

All staff will be provided an email account by which all district communications will be sent. At no time shall staff members send email to school email distribution lists. If a school/district message is necessary, it must be distributed by a building administrator.

Students in Grades 9-12 will be issued a Weymouth Public School email account with 200MB of storage. July 1st all content will be erased from the email account in preparation for the next school year. All email sent and received through this account is property of the Weymouth Public Schools and is subject to review.

This email account is for educational/instructional purposes only. Communication with this account for non-educational purposes is a violation of this policy. The user will not:

- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images
- post information that could cause damage or disruption
- engage in personal attacks, including prejudicial or discriminatory attacks
- knowingly or recklessly post false or defamatory information about a person or organization

Students in grades 5-12 will be allowed access to personal webmail accounts (Yahoo, Hotmail, AOL) for ACADEMIC use from designated computers throughout the district. This access can be revoked at any time.

2.5 Mobile Phones and Electronic Devices

If a student chooses to bring an electronic device to school (ex. cell phone, iPod or texting device), it is to be turned off and stored in a safe location during the school day, unless used for specific instructional purposes as designated by the supervising teacher.

Weymouth Public Schools faculty and staff have the right to allow the use of mobile devices (i.e. cell phones, laptops, iPods and personal data assistants) during instructional time.

Weymouth Public Schools employees are encouraged to silence ringers or personal phones during the delivery of instruction.

If there are repeated disruptions to the educational environment caused by a mobile phone or other electronic device, the responsible student may face disciplinary actions as sanctioned by the principal or student senate.

If a student brings a camera phone to school, s/he may not take photos of other students that would create a breach of privacy. It is forbidden to use mobile phones to take videos and pictures of acts intended to denigrate and/or humiliate. Sending the pictures to other students or uploading them to a website for public viewing is also considered a direct violation of policy. This includes using mobile phones to photograph or film without proper consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person.

Mobile phones should not be used to take photos in locker rooms, bathrooms or in any situation

that may cause embarrassment or discomfort to students, staff or faculty. Electronic devices should also not be used to take photos or record conversations.

If a phone is confiscated, all memory/device storage is subject to review by a building/district administrator. In order to retrieve the device, a guardian or parent must meet with a building administrator to retrieve the device.

If a parent or guardian receives a call from his/her child's cell phone during the school day, that child is in direct violation of this policy, unless express permission has been given by a building administrator.

2.6 Cyber Bullying

The Weymouth Public Schools will not tolerate cyberbullying of any kind including the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity or any communication of this form that disrupts or prevents a safe and positive educational or working environment.

3.0 Web Page Policy: Guidelines/Criteria for Posting Student Work and Photographs

All employees of the Weymouth Public Schools have the option to design a website, Wordpress, Moodle or other school sponsored site reflecting their classroom/administrative responsibilities/activities. Web pages shall be used for educational purposes and follow the guidelines set forth in the Acceptable Use Policy. All Web Sites are controlled by the supervising teacher/administrator and, in order to have student work published on school hosted web pages, a parent or guardian must grant permission. This permission will be based on the Web Page Policy described below.

3.1 Web Pages that represent the Weymouth Public School Community shall:

Have educational value and reflect the goals and objectives of the Weymouth Public School System and the curriculum.

Adhere to the WPS Acceptable Use Policy.

Provide rich curriculum based information and be content driven.

Follow the rules of copyright laws.

3.2 Web Page Guidelines:

Websites hosted outside of the weymouthschools.org domain are not property of nor controlled by the Weymouth Public Schools.

By accessing, browsing, and using the Weymouth Public Schools web site, you accept, without limitation or qualification, the terms and conditions of this policy.

All published documents shall be dated.

Only school sponsored advertisements approved by the Superintendent of Schools shall be present on Weymouth Public Schools web pages.

No student shall publish, modify, or delete web page content on a school sponsored web site. All web page modifications must be completed by the supervising teacher/webmaster/administrator.

The administration has the right to remove content if found questionable.

The author is responsible to research all hyperlinks "directly" linked from their web page. It is understood that hyperlinks beyond the Weymouth Public Schools website are out of control of the author and should be viewed with discretion.

In order to publish student photographs/classroom work, permission must be granted by a parent/guardian. Permission is based on the following criteria:

- Web site authors shall NOT use digital photographs of individual students. Images of students in a group setting are recommended (2+ students).
- Students published photographs shall NOT be referenced with their name.
- Students published work shall include
  - PK-4 First Name and Last Initial Only
  - *5-12 First Initial Last Name Only.*
- High School students in grades 9-12 may obtain parental permission to have their full names published to provide recognition for their outstanding work. This permission is based on a per document/assignment basis. **Please note:**

  With this permission the student photograph policy will still be in effect.
- High School Athletics and Clubs: First Initial Last Name may be published to highlight outstanding achievement; unless otherwise specified by the parent/guardian. At no point will full names accompany pictures.
- Parents or Guardians of all students may grant permission, by completing an approved form, for photographs and names of their children to appear in newsletters, programs, or like documents posted to the district website.
- Under no conditions should a student's home address, e-mail address, or phone number be listed.

3.3 Moodle or other school sponsored instructional sites:

By accessing school sponsored web applications, you agree that you will NOT:

- Post anything abusive, defamatory, obscene or illegal.
- Post any personal or private information on any individual.
- Copy or forward e-mail or any other private messages without permission.
- Include material which is confidential or which is owned by someone else, unless you have first obtained permission.
- Post material which contains viruses or other programs which may disrupt the school's systems.
- Post any advertising or promotional material.
- Behave in an impolite or offensive manner.
- Weymouth Public Schools reserves the right to remove, vary or amend and data present.

When communicating in the WPS Moodle and other Web Applications:

- Respect other people's views, beliefs and rights.
- Only post comments which are appropriate to the particular discussion.
- Remember that you are conversing with real people and not with a screen name in cyberspace.

- Remember to logout at the end of each session.

This will enable you to enjoy your interaction with fellow students and your teachers in a friendly and intellectually stimulating environment.

Role of Teachers: As in the classroom, teachers are responsible for monitoring submissions by students to ensure that this policy and the school's code of conduct are adhered to.

3.4 Electronic Communication:

All electronic communication between school personnel and students, including email, web postings and social networks, will be appropriate, professional and for educational purposes only. School staff will not share personal accounts, web pages or social networks with current Weymouth Public Schools students excluding members of the employee's family.

This agreement is to be distributed to all Weymouth Public School students. A signed agreement form must be on file for each student who wishes to use any computer system in the Weymouth Public Schools.

STUDENT INSURANCE

Annually, the School Committee makes available an optional group accident insurance plan for students at a nominal cost to parents. Application forms and brochures are distributed in September. Claim forms can be obtained from the school office. For information regarding insurance coverage, claims or adjustments, the insurance company should be called.

FIELD TRIPS

Field trips by student groups must have the approval of the building principal and the Superintendent on a form provided for this purpose. There will be at least one chaperone per 15 students on all field trips. In accordance with state law, all prospective chaperones and volunteers shall sign a form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. Supervision of students is the ongoing responsibility of the chaperones and will be maintained in a manner consistent with building policy. Overnight trips must have the approval of the School Committee. Students who participate in a school sponsored field trip must have written approval from the parent or guardian. The Building Principal will be responsible for informing parents in writing the details of any school sponsored field trip, including the fact that students are providing transportation with their own vehicles.

TRANSPORTATION REGULATIONS

A student is provided transportation if all of the following conditions are met:
The student is attending a school within his/her district
The student is in grades kindergarten through grade six
The student's place of residence is over two miles from the school.

There is no transportation offered to students in grade seven through grade twelve beyond the pay rider program.

All measurements are made along the shortest commonly traveled routes from a point perpendicular to the school entrance to a point on the public road perpendicular to the front door of the residence.

Pay riders are accommodated if sufficient space remains on the bus for them, priority being given to younger children who live farthest from the school. The principal will authorize pay riders in accordance with School Committee Policy. The fee for pay rider is as follows:

$235 for the first child
$235 for the second child
$120 for the third child
There is a maximum fee of $590 per family

If the fee for the pay rider program presents a hardship to an individual family, a waiver of the fee may be applied for through the school principal by a written request accompanied by documentation of annual income.
Bus transportation is a privilege and may be withdrawn by the principal for misbehavior.

BUS REGULATIONS

The following bus regulations are for the safety and convenience of all students who are transported on school buses. Building principals, after following due process and after considering the seriousness of the act, are authorized to revoke the transportation privileges either temporarily or permanently of a student who fails to comply to with these regulations.

Payment for pay ridership must be made in advance of distribution of pay rider tickets.
Students are expected to cooperate with the bus driver at all times and obey instructions.
Physical or verbal assaults or other acts of violence on another individual will not be tolerated.
Smoking, spitting, screaming, obscene or abusive language, gestures or other kinds of inappropriate or anti-social behavior will not be tolerated. Eating, drinking, littering or defacing of a bus will not be permitted.
Charges will be made for slashed seats, broken windows, etc. ($50.00 minimum)
Students will keep head, arms and hands inside the bus. Live animals or unusual items may be brought on the bus only with the written permission of the principal and bus driver. (Secure permission at least four days in advance.)
Students will enter and exit the bus in orderly fashion. Once seated, they will remain seated until their destination is reached.
When leaving the bus, students who have to cross the street will do so while the bus is stopped and the lights are flashing. Students MUST CROSS IN FRONT OF THE BUS IN FULL VIEW OF THE DRIVER.
Nothing may be thrown from a bus window.
Students are NOT to open and close windows on a bus without the permission of the driver.
Emergency doors must be used for emergencies only. Safety equipment will be used only in times of emergency.
Students waiting for transportation at bus stops will practice safety precautions and behave in an orderly manner. Private property must be respected at all times.
Upon dismissal from school, students must immediately board their buses. A student may not leave and re-board a bus anywhere enroute home.
Students are only permitted to ride on buses to which they have been assigned. Students may be assigned to specific seats by school personnel in conjunction with the driver.
Buses will stop only at regularly scheduled stops.

SCHOOL COUNCIL

There is a school council established at each school. This council consists of the principal, who is designated as one of the co-chairpersons. The remaining make-up of the council is determined by the principal; however, the number of parents of students currently in the school must equal the number of staff members, including the principal. Not more than fifty percent of the council shall be make up of non-school members. The second co-chairperson shall be elected by the council's full membership at the first meeting. Councils assist the principal with a wide range of local management issues, many of which are outlined in the law.

PARENT COUNCIL

The School Committee has authorized the formation of a parent council at each school or school district to serve as a link between the home and the school. All parents are encouraged to join. Parent councils hold regular meetings to discuss current issues or programs and activities they may sponsor for the students in the school. Councils also offer topical speakers for parents. More information about parent councils may be obtained from the building principal.

All parents of Weymouth school students are encouraged to join the Town Wide Parent Council. Each parent council elects representatives who have voting privileges at the monthly meetings. In addition to sponsoring forums and speakers, the Town Wide Parent Council discusses issues, curricula and programs of interest to all parents. Parents may obtain more information from the individual school's parent council.

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

Weymouth's Special Education Parent Advisory Council is a group of parents of children with disabilities who are available during the school year to discuss issues of concern regarding special education. Parents, teachers, and others are welcomed to access this resource by contacting the SEPAC Executive Board.

SEPAC announcements are displayed on cable channel 22, posted in the Weymouth News and the Patriot Ledger; and posted on the Weymouth Public Schools website:

www.weymouth.ma.us/schools.org.

Click on Special Education Initiatives to find information on Special Education including SEPAC.

SEPAC parents, School Committee members, and school administrators visit special education programs each year as part of the annual review and evaluation process.

To contact SEPAC or to receive a copy of the Department of Education booklet "Parent's Guide to Special Education", call or send inquiries to:

SEPAC
C/O Weymouth Public Schools
111 Middle Street, Weymouth, MA 02189
(781) 338-6203

SCHOOL POLICIES AND INFORMATION

ENTRANCE REQUIREMENTS

All students entering the Weymouth Public Schools must provide proof of residency. Children who enter kindergarten must be five years of age, and children who enter first grade must be six years of age by August 31st of the year of entrance. A certified birth certificate must be presented at registration.

Kindergarten and first grade transfers from other public or private school systems will be entered according to the age criteria given above. After twenty school days, the principal, with the recommendation of the classroom teacher involved, and the building child study team, may reassign the child if a change in grade level is in the child's best interest. The Superintendent of Schools is authorized, if the transfer occurs during the second half of the school year, to waive the twenty school day period.

Registrations for kindergarten are held in the spring. Specific dates are announced in the local newspaper and on radio and television stations, and by notice from the individual primary schools.

No child will be admitted to a Massachusetts school without presentation of a physician's immunization certificate.

Children entering kindergarten must present proof of immunization against Diphtheria, Pertussis, Tetanus, Polio, Hepatitis B, Measles, Mumps, Rubella and Varicella (Chicken Pox). If your child has not been immunized against Chicken Pox, a physician's documentation that your child has had Chicken Pox disease will be required. Also, all students entering kindergarten must present evidence that they have been screened for lead poisoning.

REGISTRATION PROCEDURES

Children entering grades one through four as transfer students will not be admitted without a valid transfer record from the former school. If a parent is unable to present a complete valid transfer record, the school will evaluate the child by appointment to determine the child's instructional level in basic skill areas, as well as possible special needs as defined in Chapter 766 of the General Laws Relating to Education.

Any child admitted to the Weymouth Public Schools with or without a transfer record will be assigned to a grade, class, and program on a provisional basis for a period of twenty school days. This will allow the school an opportunity to assess the ability of the child to perform satisfactorily with the class, and to change the final grade, class, or program assignment if the provisional placement appears to be inappropriate in the judgment of the child study team.

WALKERS

1. Children must walk directly to and from school unless the parent has approved an alternate destination.
2. Walkers must use the sidewalks or approved public ways and must not cut through or trespass upon

private property.

3. Children must never accept rides from any one without parental permission.
4. Children must obey the police crossing guard, traffic signals and standard safety regulations.
5. To help insure the safety of all children, students are not permitted to ride bicycles, skateboards, scooters, or rollerblades to or from school.

SAFETY OFFICER

Periodically during the school year the Safety Officer conducts educational programs for all students. Topics include bus safety, personal safety, bicycle safety, pedestrian safety and issues relating to seasonal safety. The Safety Officer is responsible for the regulation and control of all vehicular traffic on school grounds.

LUNCH PROGRAM

Lunch is available to students of grades one through four for a nominal cost. These are state-certified type A meals which include milk. Menus are distributed monthly to the students and are published in the local newspapers and on the WPS website. Lunches may be purchased on a daily basis. Lunches may also be ordered and payment made on a weekly basis.

Primary school children may bring a lunch to school. All lunch students may purchase milk and ice cream. Parents are afforded the opportunity to apply for free or reduced price lunches through the National School Lunch Program. Applications and regulations for this program are distributed each September, and are available at any time from the school office.

ATTENDANCE POLICY

The Weymouth School Committee, under the power vested in it by Chapter 71, Section 37 of the Massachusetts General Laws, will determine the number of weeks and the hours during which schools will be in session and make regulations as to attendance therein.

According to state law, schools must be in session for a minimum of 180 days each school year. This regulation implies that every student must attend school except when absent with parental consent for legitimate reasons. For the purposes of this regulation, legitimate absence will include the following:

1. Student's illness
2. Death in family
3. Observance of religious holidays
4. Appearance in court
5. Temporary relocation due to extreme emergencies such as fire, flood, or hospitalization of parent
6. Necessary business which cannot be reasonably transacted when school is not in session
7. Medical and dental appointments which cannot be scheduled outside school hours

The principal or his/her designee has the right to accept or reject any or all excuses for absence when there is a question of a valid reason. Students will receive failing marks for work missed during extended/repeated, unexcused absences unless the work is made up to the satisfaction of the teacher and principal within a period of time which they deem reasonable.

Absences for vacations taken during school time are not excused absences. The parent/guardian must submit a letter prior to the planned vacation to the main office and/or homeroom teacher. Parents and students must assume responsibility for the work lost during unauthorized absences and all tests, quizzes and other work must be made-up within a reasonable amount of time, determined by the teacher, generally two weeks.

When parents request assignments for absentees, they should not assume that this can possibly replace the 5 hours and 15 minutes of classroom instruction. A large percentage of the learning process consists of oral activities and group interaction; therefore, oral contributions in class influence the marks a child receives in any given subject. The oral involvement and participation in classroom instruction is impossible to replace.

Extremely late arrivals (more than half the school day) and extremely early dismissals (more than half the school day) are considered absence under state attendance regulations.
Children who are absent 10 days or more during any marking period will receive incomplete grades on their progress reports. If the work is completed within a period of time to be determined by the teacher and principal, the incomplete grades will be replaced by standard grades. If the work has not been completed during the designated period, the incomplete grades will become failures.

The following procedure will be used to investigate student absence:

1. Teachers and secretaries will alert the principal to uncommon patterns of absence or any absence which they have reason to question.
2. All absences will be checked by the principal on the third consecutive day of absence. They may be checked sooner as the individual situation warrants.
3. A note from the parent or guardian explaining the absence or tardiness will be required.
4. Principals will ask parents of children who have been truant or who are suspected truants to call the school on any day that the child is absent with parental consent. If this call is not received within 15 minutes of the start of school, the absence will be investigated immediately.

When absences persist after the above steps have been taken, the principal will report the facts of the case to the Assistant Superintendent of Schools, and the principal and Assistant Superintendent may take any or all of the following actions:

1. The parent may be required to have a conference with

the principal and Assistant Superintendent.

2. Medical documentation of illness may be requested.
3. A 51A Child Abuse Report may be filed with the Massachusetts Department of Social Services.
4. Court action may be instituted.

TARDINESS

Children who arrive at school after the official opening time are recorded as tardy. Extremely late arrivals (more than half the school day) and extremely early dismissals (more than half the school day) are considered absences under state attendance regulations.

STUDENT EXEMPTION POLICY

The Weymouth Public Schools recognize the right of each parent or guardian to request an exemption for their child from school programs and/or activities for valid religious or personal beliefs.

The following procedures will be used to determine eligibility for exemption and for the implementation of approved exemptions:

The parent or guardian must present a written statement to the principal requesting exemption from specific programs and/or activities, stating the reasons for which the request is being made.

The principal will communicate with the parent regarding the exemption request. A conference may be required.

A decision will be rendered by the principal.

(a) If the request is denied, a written appeal may be made by the parent to the Superintendent of Schools or his/her designee.

(b) If the request is approved, the following procedures will be implemented:

A Student Exemption Alert Form will be completed in triplicate by the principal and signed by the parent.

One copy to the parent, one copy to each teacher involved, and one copy to the Student Cumulative Record File.

The original written statement from the parent is to be attached to the file copy.

The principal will meet with the classroom teacher(s) and/or guidance counselor to explain the nature of the exemption.

The classroom teacher or counselor is required to communicate with the parent relative to the specific areas of exemption after an exemption request has been approved.

The classroom teacher(s) or guidance counselor is required to inform all other members of the professional staff about the specifics of the student exemption. Notification should be given to the Information Literacy Specialist, Art, Music, Physical Education, Science, Substitute, Special Education, and Student Teachers, and to the School Nurse, as well as

all other appropriate staff members who interact with the child.

Notations pertaining to exempted students must be made in the Substitute Teacher Folder.

When it is both reasonable and feasible, alternate activities should be designed by the teacher according to the uniqueness of each child's exemption.

PROMOTION

Primary Authority Regarding Grade Placement

Although parental concerns play an important part in the consideration of promotion or non-promotion, the School Principal, with the recommendation of the classroom teacher, has the final authority of making the decision for grade placement.

All promotion/non-promotion and grade placement consideration will be within the following guidelines.

1. Grade placement should serve the best interest of the child. Children transferring into the Weymouth Public School System will be conditionally assigned to a grade placement for a 20 day period of evaluation.
2. Prior to January 1st it may be inappropriate to discuss the possibility of non-promotion with parents.
3. No teacher or administrator will state that a child is being retained prior to April 1st.
4. If the school decision and the parent request are in opposition, the parent may note such disapproval on a form provided by the school.
5. In most cases, no child should repeat more than once at the primary level.

II. When a child in the classroom is not progressing as expected and non-promotion is a possibility, the procedure below will be followed:

1. On-going communication among principal, teacher, and parent should occur.
2. Informal observation will be conducted by appropriate personnel; e.g., Title I tutor, special education staff, reading teacher, followed by a conference with the Child Study Team for suggestions on how to help the child. The school's initial recommendation will be made June 1.
3. When appropriate, preliminary assessment of the child's progress should be reported to the parents in February, and the possibility of non-promotion should be discussed.

4. The school's final decision will be made to the parents in writing.

Determinants for grade placement are listed below:

Academic achievement
Academic aptitude
Attendance
Chronological age
Language development
Listening skills
Motor development
Other siblings
Parental attitude
Physical size
Potential success in next grade
Social & emotional maturity
Work habits

HOME STUDY POLICY

The Educational Partnership of the Home and School

The Home Study Program for the Weymouth Primary Schools is an important component of a child's total educational program and provides a necessary link between the school and the home. It provides an opportunity for children to extend skills developed in the classroom, helps children to become self-reliant and responsible, and affirms the importance of the parents' roles as cooperative partners in the education of their children.

The Weymouth Primary Schools recognize the fundamental importance of developing literacy in young children and the need for these children to engage in literacy-based activities at home. Reading is one of the primary literacy activities through which children learn. Success in reading is essential for children today and for their participation in the technological world of tomorrow.

All children in the primary schools (pre-school through grade four) are expected to engage in reading/language arts activities daily.

Pre-K through Grade 1 - up to 15 minutes daily

Suggested parent/child activities:

1. Reading together for pleasure
2. Creating books such as picture books and alphabet books
3. Drawing and talking about the drawing
4. Assembling puzzles
5. Preparing for a classroom project
6. Following directions to make something
7. Storytelling
8. Finger plays such as *Itsy Bitsy Spider* and *Five Little Squirrels*

Movement activities like *London Bridge* and *Hokey Pokey*

Creative art activities that may or may not be directly connected to the curriculum

The teacher may assign extensions of classroom activities in place of the above. (Unfinished classroom work should not be consistently assigned to an individual child for home study. Children who regularly fail to complete their class work should be referred to the child study team).

Grade 2 through Grade 4 - Requirement of 20 minutes daily at Grade 2 and 3 and 30 minutes at Grade 4

Suggested parent/child activities:

1. Reading jointly with your child
2. Reading independently for pleasure with parental supervision

Preparing for a classroom project in science & social studies

4. Preparing to share information in class, such as book reports, and oral presentations
5. Writing activities that are student or teacher initiated
6. Memorizing poems, limericks, choral readings, etc.
7. Creating books
8. Oral activities such as interviews and commercials
9. Performing Arts and/or movement activities

The teacher may assign extensions of classroom activities in place of the above. (Unfinished classroom work should not be consistently assigned to an individual child for home study. Children who regularly fail to complete their class work should be referred to the child study team).

In addition to, and separate from the above requirements, the following guidelines apply to grades 3 and 4: after October first, teachers of grades 3 and 4 will provide subject specific homework assignments four evenings per week, Monday through Thursday. At grade 3 the assignment will be approximately 15 minutes in duration and will be in addition to the daily reading/language arts requirement of 20 minutes. At grade 4 the homework assignments will be approximately 30 minutes in duration and will be in addition to the daily reading/language arts requirement of 30 minutes. Also, at the grade 4 level, in the third term, the assignment will be linked to specific grades (10 percent).

RESPONSIBILITIES OF PARENTS AND THE HOME

Children are always encouraged to do well in school when they know that their parents are concerned about them as students. Parents can help their children to be successful and to develop a positive attitude when they do the following:

1. Inquire frequently about their child's school work and progress.
2. Take an active interest in the academic work by examining the textbooks, daily school papers and home study assignments, and by inquiring about the

on-going programs of instruction and special school projects and activities.

3. Emphasize the importance of education to their children and foster a positive attitude toward the school and its programs.

Much learning and teaching takes place in the home. Home study provides an excellent opportunity for the student to complement, reinforce, and expand upon classroom instruction.

The Weymouth Primary Schools expect that parents will do the following:

1. Provide a quiet and distraction-free location in the home that is conducive to study. The child's use of television, radio, stereo, and telephone must be eliminated during home study.
2. Designate an appropriate and consistent period of time each school evening for study.
3. Provide children with the tools that are necessary for home study (pen, pencil, ruler, dictionary, paper etc.).
4. Familiarize themselves with the particular home study requirements of their children as well as the textbooks, daily papers, and complete home study assignments, checking them particularly for content, completeness,accuracy, and neatness.
5. Supervise the child during home study to ensure that an honest effort has been expended to complete the home study assignment.
6. Encourage the child to read widely and often. A daily period of reading or reading-related activities at home is required for all children in pre-kindergarten through grade four. Parents are expected to read with their child and closely supervise their reading activities on a daily basis.
7. Provide children with a variety of education experiences through planned family trips to local museums, libraries, historical sites, and programs for the performing arts.

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DISCIPLINE POLICY RATIONALE

A child's social development has a profound effect on his/her educational progress. Establishing productive, positive, social, and working relationships with other children provides the foundation for developing a sense of social competence. Pro-social behavior is promoted by providing stimulating, motivating activities which include cooperation, negotiation, and discussion to solve inter- personal problems. Despite their increased independence, young children still need the support of trusted adults but should not be expected to display adult levels of self-control.

Goals

1. To promote pro-social behavior.
2. To develop effective alternatives to unacceptable behavior.

3. To foster an atmosphere which will be conducive to developing relationships of mutual trust and respect within the school community.

Student Rights

Consequences for unacceptable behavior will be fair and developmentally age-appropriate.

Travel to and from school will be without harassment. Every child has the right to a school environment that is positive, supportive, and free of harassment.

Responsibilities of the School Community

Effective discipline will be achieved through the cooperative effort of the child, parent, and school.

All members of the school community are expected to display courteous behavior.

Students will be expected to practice self-control so that each child will achieve his/her academic and social potential.

All parents, children and school personnel will be informed of school discipline policies and procedures early in September of each year, and their support will be expected.

Personal Property

Students must respect the personal property of others. Students will be assigned a desk and a locker or storage area to house personal property and materials related to school. The school retains joint custody of these desks, lockers, and storage areas, and as such, they may be searched by school officials if necessary. Students may not bring any item to school which is disruptive to the educational process.

STUDENT DISCIPLINE

Students are expected to act with proper behavior at all times while they are traveling to and from school, on school premises, on school buses, at bus stops or at school sponsored or school related events, including athletic events.

Violations or disregard for school rules and regulations will lead to disciplinary action which could result in a parental conference, suspension from one to ten days, exclusion from school or expulsion from school.

The following are considered particularly serious offenses and will lead to disciplinary action as noted above:

1. Physical assault, fighting or other acts of violence on any member of the school community

2. Threats of violence directed toward any member of school community
3. Use of obscene, abusive or profane language or gestures
5. Hazing
6. Harassment/discriminatory remarks or actions regarding but not limited to the following: Race/color, sex, religion, disability, national origin, sexual orientation
7. The sale, distribution, use or unauthorized possession of:
   A. Drugs
   B. Alcoholic beverages
   C. Devices or materials of any sort injurious to the well being of the school community
8. Possession of weapons of any kind, including knives of any length or shape, firearms, firecrackers or other explosives
9. Possession of replicas of weapons of any kind
10. Theft of school or personal property or receiving such stolen items
11. Obtaining money, material goods or favors by threat or physical harm
12. Destruction or damage to school or personal property
13. Sounding a false alarm for fire, police, tampering with the call box covers, calling a bomb threat, or disrupting the normal school procedure in any way
14. Starting a fire
15. Smoking, use or possession of tobacco products. tobacco products will be confiscated by school personnel
16. Truancy
17. Leaving school building or school property during school hours without permission
18. Failure to meet detention obligations
19. Committing acts of vandalism
20. Loitering within the school building or on the school grounds after the normal school day or using any of the facilities without supervision of a teacher or coach
21. Inappropriate use of motor vehicles on school grounds
22. Forgery of school-related documents
23. Open or continued defiant behavior toward school personne

Any student suspended from school will be released to the custody of the parent or guardian at which time the reason for the suspension will be explained. An additional conference between the parent or guardian, the school adjustment counselor, the classroom teacher or specialist and the school principal will take place before the child returns from suspension.

The Primary School Discipline policy for Weymouth applies to all children without regard to race, color, sex, religion or national origin.

GENERAL INFORMATION

Progress Reports

Progress reports are issued periodically during the school year. In kindergarten, progress reports are issued in January and June. Reports for grades 1-4 are issued in December, March and June.

Parent-Teacher Conferences

A close relationship between home and school is necessary for the educational development of the child. Parents are encouraged to communicate with their children's teachers.

Periodically during the school year, afternoon and evening conferences are scheduled in each building. If a parent is unable to attend a regularly scheduled conference, arrangements can be made for individual conferences at a time convenient to all.

Additional conferences with any member of your school staff may be requested by calling the teacher or school principal.

Curriculum

The curriculum of the primary schools includes instruction in English Language Arts, Mathematics, History and Social Sciences, Science, Technology/Engineering, Comprehensive Health, and the Arts.

Curriculum offerings in these areas are continually evaluated and revised by a committee of teachers, and administrators.

A detailed outline of the curriculum in each area is available in the Media Center of each school.

Testing

Students testing at the primary school level may consist of informal, formal, and standardized assessments. The grade level of the student will dictate which standardized tests are administered.

Library / Media Center Services

All primary schools have facilities which contain collections, of books, research materials, and a variety of multi-media aids.

Computers

The computer is widely recognized as a component of a child's total educational program and is used in a variety of ways in the primary school for learning skills that are needed to succeed in a world that accesses and presents information through technology. Computers are used as a tool, providing students with programs that are designed to help them develop their skills and to implement curriculum concepts. We will continue to work towards integrating them into the instructional program and to provide our students with meaningful computer experiences.

Field Trips

Field trips are an extension of the instructional program and provide enrichment for primary school children. These trips may include visits to museums, historical sites, natural science centers, performing arts theaters, and other locations that are appropriate extensions of the school program.

Children are required to return a signed parent permission slip prior to participating in any school field trip.

Field Trip Guidelines

1. All field trips must be of educational value to students. Teachers must have a strong educational justification for all proposed trips.
2. Teachers are responsible for the safety and welfare of all children who participate in a field trip and must explain the duties and responsibilities of chaperones to all adult volunteer participants. The "Guidelines for Chaperones" should be distributed in advance.
3. Teachers must ensure the overall supervision of all children, including small groups accompanied by a chaperone.
4. School Committee Policy requires a minimum ratio of 2 adult per 15 students on field trips. The principal may require additional chaperones according to the age of students and the distance and nature of the trip.
5. Every child must be seated on the bus.
6. The Standard School Bus Regulations issued by theSuperintendent of Schools each September apply to all field trips.
7. Parents and children should not be informed of proposed field trips and funds for trips should not be collected until the application has been approved by the principal.
8. Children who do not participate on the field trip are required to attend school that day. An alternate educational experience must be provided for them.
9. Children should not be denied a field trip experience because of family financial constraints.
10. Each school should prepare a first aid kit for field trips and it should be taken with each group that leaves Weymouth.

<u>Following is a suggested first aid kit list:</u>

2 first aid cleansing pads	rubber gloves
sanitary napkins	sterile gauze pads (3x3)
1 ace bandage	l bottle of Bactine
small Band-Aids	1 instant cold ice pack
wet handi-wipes	l sling
cotton-tipped applicators	safety pins

*Please note: A plastic or metal school lunch box makes an ideal carrying case for the traveling first aid kit.

11. Riding on a school bus and participation in a field trip is a privilege which can be denied by the principal for just cause.
12. Special supervisory arrangements for some children may be required by the principal to ensure their safety. In extreme instances parents of children with attention deficit disorders, extreme hyperactivity, medication requirements, behavior and discipline problems, and/or other disorders or handicaps may be asked to chaperone their children in order for them to participate.
13. The time and distance of all field trips must be appropriate to the age and grade level

of the students.

14. Take frequent head counts. Use the "buddy system."
15. No swimming or boating activities without the specific prior approval of the principal.
16. Educational activities on the bus are recommended in order to fulfill time and learning requirements.
17. Teachers must make application on the approved form and receive approval from the principal to undertake a field trip.
18. Parents must submit written approval for students to participate.
19. Teachers must give advance notice to the cafeteria of impending field trips.
20. Parents must make arrangements to pick up students for field trips which return after the regular dismissal.
21. Teachers are urged to call the bus company one or more days in advance to confirm the bus charter.
22. Overnight trips require the approval of the School Committee.

Telephone

Students must have permission of the office and or a teacher before using the telephone.

Students are not permitted to have telephone paging devices (beepers), telephones or other portable communication equipment in school. Use of other devices such as walkman and video games need the permission of a teacher. Unauthorized use of electronic equipment will result in confiscation by school personnel.

Pre-School Programs

A preschool program for three to five year old children is held at the Johnson Early Childhood Center. Funding is provided by the Commonwealth of Massachusetts Department of Education, Weymouth School Department and a tuition charge to parents. Half and full day classes are held Monday through Friday. Registration and screenings are held in the spring. Applications are accepted throughout the school year and acceptances are mailed in July.

Special Education

Chapter 766 requires a broad range of special education programs. The purpose of these programs is to help children make progress in school by meeting their individual needs.

An evaluation is made with parental permission after a child has been referred. The purpose of this evaluation is to determine whether a child has special needs which require a special education program. One of the important features of this evaluation process is that parents may take part in it. Exact details on parents' rights and on the evaluation process are provided when a child is referred.

More detailed information may be obtained from the Administrator of Special Education or the building principal.

Display of Student Work

Throughout the school year, children's work will be displayed within the classroom and in other appropriate settings within the building. Parents who do not wish to have their child's work displayed must notify the school principal in writing.

Wey Care

The Weymouth Public Schools Extended Day Program (Wey Care) is available to children attending kindergarten through grade 6. The program operates in the Johnson School and all primary and middle schools. The before school session begins at 7:00 A.M. until school starts and the after school session begins at dismissal until 6:00 P.M. There is a vacation program (February, April, and 8 weeks during the summer) for children in kindergarten through grade 4. Activities include homework time, board games, legos, art, crafts, and sports. For applications and further information, please call 781-337-0086 or refer to the Weymouth Public Schools website.