

Weymouth Public Schools



Primary School Handbook 2019-2020

WEYMOUTH PUBLIC SCHOOLS PRIMARY SCHOOL HANDBOOK

2019-2020

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

너가 번역되는 이 소책자를 필요로 하면, 너의 아이 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/हिन्दी

Agar Aapka yah puistka ki Anauvaaidt AavaSyakta ho [?] tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryao .

Nếu bạn cần cuốn sách này được dịch, xin vui lòng liên lạc với văn phòng chính của trường học của con em mình.

WEYMOUTH PUBLIC SCHOOLS



A MESSAGE FROM WHS SADD

- *Make your car a **No Phone/No Texting Zone**.*
- *Avoid and say no to alcohol and other drugs.*
- *Your choices will impact your family and your future.*



2019-2020 Weymouth Public Schools Calendar



Month	Su	Mo	Tu	We	Th	Fr	Sa	Notes
Sep 18 days	1	2	3	4	5	6	7	2 – Labor Day – No School; 3 – First Day for All School Staff; 4 – First Day of School Gr. 1-12 – Student Half Day; 4 - Weymouth Market 3:30-5:00 pm; 4 – JECC Parent Orientation 6:30 – 7:30 pm; 5 – First Full day of School Gr. 1-12; 9 – First Day of School Pre-K & K 17 – Election Day – No School – Full Day Staff Development (including Unit D) Open Houses: 11 – CMS; 12 – Adams; 24 – WHS; 25 – Primary (All open houses 6:00 – 8:00 p.m. for Families and Guardians) 29-30 – Rosh Hashanah**
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
Oct 22 days			1	2	3	4	5	1 – Student Half Day – Staff Development – AM K in session; 2 - Weymouth Market 3:30-5:30 pm 9 – Yom Kippur** 14 – Columbus Day – No School
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
Nov 17 days						1	2	5 – No School – Election Day/Full Day Staff Development; 6 - Weymouth Market 3:30-5:00 pm; 8 – End Gr 5-12 Term I (45 days); 11 – Veterans Day Observed – No School 27 – Half Day; 28-29 – Thanksgiving Break – No School Conferences: 12 – JECC 11:45 am-2:40pm; 13 – JECC 5-8 pm; 13 – WHS 5-8pm; 14 – WHS – 12:15 pm-2:15 pm; 14 – AMS 5-8pm; 15 – AMS 11:45am – 2:45pm; 19 – CMS 5-8pm; 20– CMS 11:15am-2:15pm; 21 – Primary 5-8pm; 22 – Primary 12:25-3:25pm
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
Dec 16 days	1	2	3	4	5	6	7	3 – Student Half Day – Staff Development – AM K in session; 4 - Weymouth Market 3:30-5:00 pm; 6 – End Term 1 Gr. 1-4 (62 days) 22-30 Chanukah** 25 – Christmas 24-31 – Holiday Break
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
Jan 21 days				1	2	3	4	1 – New Year's Day – No School; 7 – Student Half Day – Staff Development – AM K in session; 8 - Weymouth Market 3:30-5:00 pm 20 – Martin Luther King Day – No School; 21-24 Gr. 9-12 Mid-Year Exams; 24 – End Gr. 5-12 Term II (44 days) 31 – End K Term I (94 days)
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
Feb 15 days							1	4 – Student Half Day – Staff Development – AM K in session; 5 - Weymouth Market 3:30-5:00 pm 17 – Presidents' Day; 18-21 – Winter Break; 26, 27, 28 – Kindergarten Registration Conferences: 6 – AMS 5-8; 7 – AMS 11:45am-2:45pm; 11 – CMS 5pm –8pm; 12 – CMS 11:15am –2:15pm; 25 – WHS – 5-8; 26 – WHS 12:15pm-2:15pm
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
Mar 21 days	1	2	3	4	5	6	7	3 – No School – Full Day Staff Development; 4 - Weymouth Market 3:30-5:00 pm 20 – End Gr 1-4 Term II (62 Days)
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
Apr 16 days				1	2	3	4	1 - Weymouth Market 3:30-5:00 pm; 3 – End Gr 5-12 Term III (45 Days) 7 – Student Half Day – Staff Development – AM K in session; 10 – Good Friday – No School 20 – Patriots' Day; 21-24 – Spring Break; 8-16 – Passover** 24 – Ramadan Begins Conferences: 2 – Primary 5-8; 3– Primary 12:25–3:25pm; 28 – JECC 11:45 am-2:40pm (no PM classes); 29– JECC 5-8 30 - Special Olympics
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
May 20 days						1	2	1 – Rain Date for Special Olympics 5 – Student Half Day – Staff Development – AM K in session; 6 - Weymouth Market 3:30-5:00 pm 18 – Evening High School Graduation 24-25 – Id el Fitri; 25 – Memorial Day – No School
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
Jun 19 days	31							3 - Weymouth Market 3:30-5:00 pm; 6 – WHS Graduation 9 – Student–Half Day – Staff Development – AM K in session 22-25 – Gr. 9-11 Finals; 25 – Tentative Last Day of School (Half Day) (Note: School year includes 5 snow days) 25 – End Gr 1-4 Term III (61 Days); 25 – End Gr 5-12 Term IV (51 Days); 25 – End K Term II (91 Days)
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	

All Jewish observances begin at sundown of the first day.

Ramadan observance begins at sundown on the 23rd of April.

Conferences: 1st date is evening conferences; 2nd date is afternoon (half day for students in those grades only)

Johnson Early Childhood Center does have half day of school on Half Day Staff Development Days

Johnson Early Childhood Center: No PM session on Half Days

The Weymouth Public Schools have implemented Positive Behavioral Intervention Supports (PBIS). PBIS is a framework, or approach, for assisting school communities in adopting and organizing evidence-based behavioral interventions. These positive behavioral interventions are explicitly taught with a focus on four behavioral expectations encompassed within our R.O.A.R. acronym.

R. Respect

O. Ownership

A. Achievement

R. Responsibility

Each school has a PBIS Team comprised of school community members responsible for designing, collaborating, and implementing systems for teaching school-wide expectations.



Dear Parents/Guardians and Students:

It is with great enthusiasm that I welcome you to the 2019-2020 school years! The Weymouth Public School system is pleased to share this year's handbook. This handbook includes valuable information on school and district policies and regulations. Please thoroughly review this handbook with your student to ensure that you understand this important information and also see how you can help make the 2019-2020 school year rewarding and successful.

We believe that collaboration between schools and families is essential to achieve student success. By working together to create an environment that fosters educational excellence, high expectations as well as care and support, with your help, we can ensure that every student has a positive learning experience and the opportunity to succeed.

We look forward to working with you and having an inspirational school year.

Sincerely,

A handwritten signature in dark ink that reads "Dr. Curtis-Whipple". The signature is written in a cursive, flowing style.

**Dr. Jennifer Curtis-Whipple
Superintendent of Schools**

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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.weymouthschools.org/whs>

SCHOOL DIRECTORY

Elden H. Johnson Early Childhood Center 70 Pearl Street	Grade PK (781) 335-0191	8:15 a.m.—2:15 p.m.
Academy Avenue Primary School 94 Academy Avenue	Grades K - 4 (781) 335-4717	9:05 a.m.—3:15 p.m.
Frederick C. Murphy Primary School 417 Front Street	Grades K - 4 (781) 331-2862	9:05 a.m.—3:15 p.m.
Thomas V. Nash Primary School 1003 Front Street	Grades K - 4 (781) 340-2506	9:05 a.m.—3:15 p.m.
Lawrence W. Pingree Primary School 1250 Commercial Street	Grades K - 4 (781) 337-2974	9:05 a.m.—3:15 p.m.
William Seach Primary School 770 Middle Street	Grades K - 4 (781) 335-7589	9:05 a.m.—3:15 p.m.
Ralph Talbot Primary School 277 Ralph Talbot Street	Grades K - 4 (781) 335-7250	9:05 a.m.—3:15 p.m.
Thomas W. Hamilton Primary School 400 Union Street	Grades K - 4 (781) 335-2122	9:05 a.m.—3:15 p.m.
Wessagusset Primary School 75 Pilgrim Road	Grades K - 4 (781) 335-2210	9:05 a.m.—3:15 p.m.
Abigail Adams Middle School 89 Middle Street	Grades 5 - 6 (781) 335-1100	8:20 a.m.—2:45 p.m.
Maria Weston Chapman Middle School 1051 Commercial Street	Grades 7 - 8 (781) 337-4500	7:50 a.m.—2:15 p.m.
Weymouth High School 1 Wildcat Way	Grades 9 - 12 (781) 337-7500	7:30 a.m.—2:15 p.m.

SCHOOL CANCELLATION/DELAYED OPENING

School Cancellations

“No School” announcements will be made via the School Messenger Communication System. 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 pre-kindergarten and kindergarten will be cancelled. The WeyCare Extended Day Program will open at the discretion of the Superintendent.

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 School Messenger, 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, gender identity, 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, gender identity, 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 20316.

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

CIVIL RIGHTS LAWS/DISTRICT COORDINATOR INFORMATION

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: Maryann Foley, Director Human Resources
111 Middle Street, Weymouth, MA 02189
781-335-1460

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: Mary Ann Bryan, Assistant Superintendent Instructional Services and Support
111 Middle Street, Weymouth, MA 02189
781-335-1460

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 Bryan, Assistant Superintendent Instructional Services and Support
111 Middle Street, Weymouth, MA 02189
781-335-1460

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: Allyson Bell, Special Education Director
111 Middle Street, Weymouth, MA 02189
781-335-1460

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: Maryann Foley, Director Human Resources
111 Middle Street, Weymouth, MA 02189
781-335-1460

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, gender identity, religion, national origin, or sexual orientation."

Coordinator: Mary Ann Bryan, Assistant Superintendent Instructional Services and Support
111 Middle Street, Weymouth, MA 02189
781-335-1460

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 Angelos
770 Middle Street, Weymouth, MA 02188
781-335-7589 ex 36311

Title III of the Every Student Succeeds Act (ESSA)

The purpose of this federal grant program is to provide funds to improve the education of English learners, including immigrant children and youth, by assisting the children and youth to learn English and meet challenging state academic content and student academic achievement standards.

Coordinator: Melanie Curtin
111 Middle Street, Weymouth, MA 02189
781-335-1460 ex 20325

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: Robin Howard
111 Middle Street, Weymouth, MA 02189
781-335-1460 ex 20305

MA Legislature Chapter 71, Section 37H, 37H 1/2, 37H 3/4 ***Policies relative to conduct of teachers or students; student handbooks.***

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures ensuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Section 37.H1/2: Felony complaint or conviction of student; suspension; expulsion; right to appeal.

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such

decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

(3) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Section 37H 3/4 - Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H 1/2

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on

the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

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, Maryann Foley at (781) 335-1460.

SEARCH AND SEIZURE

Students should not assume a legitimate expectation to privacy within their lockers. Lockers assigned to students remain the property of the Weymouth Public Schools and are subject to search by school officials at any time. Students are responsible for the contents of the lockers issued to them. These searches may be conducted without warning.

Furthermore, students are not to have in their possession, on their person or in their personal belongings, weapons, controlled substances, matches, lighters, lighter fluid or any other incendiary device, or other illegal, inappropriate items. School officials may search the students and his or her personal belongings such as clothing, backpacks and purses, as well as any automobiles on campus, so long as the school official has a reasonable suspicion that a search will produce evidence of a violation of school rules or violation of law.

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**

Federal and state laws and regulations provide eligible students with certain procedural rights and protections in the context of student discipline. 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 Rehabilitation Act of 1973 and its implementing regulations, and Massachusetts General Laws, chapter 71B and its implementing regulations (603 CMR §28.00).

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of the removal. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/ guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

- 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 no more than forty-five (45) school days 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 illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function;
 - Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

School personnel may also seek an order from the Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) school days when the student is in danger to himself or others. For a copy of the Massachusetts Department of Elementary and Secondary 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. 20316.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is established between the Weymouth Public Schools and the Weymouth Police Department regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within Weymouth Public Schools. The Weymouth Public Schools and the Weymouth Police Department agree to coordinate their response to violence or other illegal activity by students and non-students which occur on school premises or at school-sponsored or school-related events. Through collaboration the two departments can ensure safe and secure schools and community environments designed to maximize effective teaching and learning.

This Memorandum of Understanding is in addition to, and does not supplant, policies of the Weymouth Public Schools with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in student handbooks.

Weymouth Public Schools reserves the right to investigate any and all reports regardless of the time or location of the event, in collaboration with the Weymouth Police Department and the Norfolk District Attorney's office

SMOKE/ELECTRONIC SMOKING DEVICES (VAPE) FREE SCHOOLS

The Weymouth School Committee is dedicated to establishing lifelong healthy habits for all students.

The Educational Reform Law and School Committee policy prohibit the use of any tobacco/vaping 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 using or possessing any tobacco/tobacco-like, vaping products or nicotine products, including electronic cigarettes or electronic smoking devices (vaping) 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.

Examples of school activities would be school dances, clubs, school governance and attendance at all other school sponsored activities.

First Offense:

\$100 fine in accordance with M.G.L. chapter 270 sec 22 (m) (1), sec 22 (m) (2)

- Students will be prohibited from attending a club or activity for one meeting or practice from the date of the incident.
- Student Athletes will be disciplined according to MIAA guidelines
- Parental Notification
- 1 day of In School Suspension

Second Offense: (within a period of 3 years)

\$200.00 fine.

- Students will be prohibited from attending a club or activity for two meetings or practices from the date of the incident.
- DART program will be offered by the Weymouth Police Department.
- Mandatory parent meeting with Principal/Dean/Housemaster.
- 2 days of In School Suspension
- Loss of leadership role for any activity, club or school governance position.
- Student Athletes will be disciplined according to MIAA guidelines

Third Offense: (within a period of 3 years)

- \$300.00 fine.
- Students will be prohibited from attending a club or activity for three meetings or practices from the date of the incident.
- DART program will be offered by the Weymouth Police Department.
- Mandatory parent meeting with Principal/Dean/Housemaster.
- 3 days of In School Suspension
- Student Athletes will be disciplined according to MIAA guidelines

Fourth Offense: (within a period of 3 years)

- A hearing with the Board of Health and/or Licensing Board of the town of Weymouth.
- Students will be prohibited from attending a club or activity for one month of meetings or practices from the date of the incident.
- DART program will be offered by the Weymouth Police Department.
- Mandatory parent meeting with Principal/Dean/Housemaster.
- A Discipline Hearing will be held with possible out of school suspension
- Student Athletes will be disciplined according to MIAA guidelines

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, footwear must be worn at all times.

Students may not wear any style or type of clothing that endangers the health, safety, or welfare of the school community. Students enrolled in specific classes such as science labs, PE and/or CTE classes, must dress in accordance with safety guidelines in order to participate.

Appropriate Attire Includes:

- Shirts which extend to the abdomen
- Bottom: pants/sweatpants/leggings - shorts/skirts/dress that extend beyond the fingertips
- Shoes; activity specific shoes requirements are permitted (for example CTE or athletics)

Students Cannot wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
- Hate speech, representation of a hate group, profanity, or pornography
- Images or languages that creates a hostile or intimidating environment based on any protected class.
- Visible underwear
- Articles of clothing or accessories that may be used as a weapon such as chains, studs, metal spiked belts, etc.
- Gang related activities such as display of “colors” or signs
- Bathing suits, leotards/bodysuits
- Flip flops, athletic/beach sandals, roller sneakers, and excessively high heels
- Hats, headwear, hoods, helmet, except for medical or religious reasons, with the approval of the principal

*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. If the student cannot change or resolve the issue, a parent/guardian will be contacted to bring appropriate attire.

*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.

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:

<i>Chicken Pox</i>	<i>Impetigo</i>	<i>Mumps</i>
<i>Encephalitis</i>	<i>Measles</i>	<i>Scarlet Fever</i>
<i>Fifth Disease</i>	<i>Meningitis</i>	<i>Whooping Cough</i>
<i>German Measles</i>	<i>Mononucleosis</i>	<i>Strep Infections</i>

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, 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.

Screening, Brief Intervention, and Referral to Treatment (SBIRT)

Screening, Brief Intervention, and Referral to Treatment (**SBIRT**) is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs. Weymouth Public Schools will screen students in grades 7 and 9.

<https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter52> (see Sections 15, 63, 64, 66).

HOME/HOSPITAL TUTORING

Home/hospital instruction for eligible students with extraordinary circumstances is given by a tutor and must be approved by the principal and assistant superintendent 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

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s. 34D which directs that —the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth, and under M.G.L.c.71, s.34F which directs that —the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of School Committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times. 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in September 2006. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a School Committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team that evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and

provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School Committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a School Committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a School Committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

The transcript: shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data

shall be limited to the name, address, and phone number of the student; his/ her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

Access to Student Records

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) School nurses who inspect the student health record.

Access of Eligible Students and Parents: The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel: Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties: Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

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

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

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or

2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school Principal annually. The initial request must include the following:
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first-class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Notification

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

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 result 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 only at the Security Entrance.
- Public access to the school is restricted to the Security Entrance. Unauthorized persons may not proceed into the school beyond the office without the approval of the principal.
- The Receptionist or Safety Officer assigned to the security desk 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.

VISITORS TO THE SCHOOL

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 and school 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 **or limit** 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. **These determinations will be made on an individualized basis taking into consideration the individual student's needs and classroom that the evaluator is requesting to observe.** "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 Security Entrance 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 they have registered at the Security Entrance.
- Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school and during the month of June and during MCAS testing periods.
- 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 Security Entrance of the school. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

LEGAL REF.: MGL71B:3 Massachusetts Department of Elementary and Secondary Education
Technical Assistance Advisory SPED 2009-2 date January 8, 2009

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. By following a few basic rules, the primary hazard of panic can be averted. 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 stairways, etc., so the following requirements are critical:

- Proper behavior is essential.
- Remain quiet during exit and reentry.
- Do not enter any courtyard.
- The first students 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 classroom at the teacher's direction
- Students in corridors, restrooms, etc. will proceed to the nearest classroom or identified safe haven 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.

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.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools* (M.G.L. c.71, §37O). This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents.

Definitions:

Aggressor is a student or a member of the school staff who engages in bullying, cyber bullying, or retaliation.

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

Cyber bullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

Target is a student against whom bullying, cyber bullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

- Through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- On property immediately adjacent to school grounds,
- At a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- At a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- school computer),
- At any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. Please reference the WPS Bullying Prevention and Intervention Plan for reporting details and contact the building principal and/or Assistant Superintendent for Instructional Services and Support (781-335-1460) to report alleged incidents. School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor; (v) notify central office.

ACCEPTABLE USE POLICY

2018

Guidelines for Implementation of Acceptable Use Policy for Digital Information, Communication, and Technology Resources

ACCEPTABLE USE POLICY AND GUIDELINES

Scope of Policy

Weymouth Public Schools (WPS) provides access to technology devices, Internet, and data systems to employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of employees using and accessing the district's technology, Internet, and data systems regardless of the user's physical location.

Guiding Principles

- Online tools, including social media, should be used in our classrooms, schools, and offices to increase community engagement, staff and student learning, and core operational efficiency.
- WPS has a legal and moral obligation to protect the personal data of our students, families, and staff.
- WPS should provide a baseline set of policies and structures to allow schools to implement technology in ways that meet the needs of their students.
- All students, families, and staff must know their rights and responsibilities outlined in the Acceptable Use Policy and government regulations.
- Nothing in this policy shall be read to limit an individual's constitutional rights to freedom of speech or expression or to restrict an employee's ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment.

Compliance Requirement for Employees

The Acceptable Use Policy is reviewed annually by the Superintendent and Director of Educational Technology. Technology users are required to verify that they have read and will abide by the Acceptable Use Policy annually.

Student AUP & Contract

Copies of the Acceptable Use Policy and the student contract for Internet use are included in the Guide to Weymouth Public Schools for Families & Students, given to all students at the beginning of the school year. The Student Contract for Internet Use must be completed and signed by all students and their parent/guardian after going over the AUP together. The signed contract must be returned to the school before the student may begin using the Internet.

Consequences of Breach of Policy

Use of all WPS technology resources is a privilege, not a right. By using WPS Internet Systems and devices, the user agrees to follow all WPS regulations, policies and guidelines. Students and staff are encouraged to report misuse or breach of protocols to appropriate personnel, including

building administrators, direct supervisors and to the Weymouth Public Schools Educational Technology Department (WPS EDTECH). Abuse of these privileges may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges.
- Payments for damages or repairs.
- Discipline under appropriate School Department policies, up to and including termination of employment, subject to any collective bargaining obligations.
- Liability under applicable civil or criminal laws.

Definitions

Freedom of Information Act (FOIA) - The FOIA is a law that allows for the release of government documents at the request of an individual. A FOIA request can be made to the Weymouth Public Schools for electronic documents/communications stored or transmitted through district systems unless that information could be detrimental to governmental or personal interests. For more information, visit <http://www.foia.gov/>

Family Educational Rights and Privacy Act (FERPA) - The FERPA law protects the privacy, accuracy, and release of information for students and families of the Weymouth Public Schools. Personal information stored or transmitted by agents of the Weymouth Public Schools must abide by FERPA laws and the WPS is required to protect the integrity and security of student and family information. For more information, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Children's Internet Protection Act (CIPA) - Requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. Weymouth Public Schools is required to filter internet access for inappropriate content, monitor the internet usage of minors, and provide education to students and staff on safe and appropriate online behavior.

Communication & Social Media

Employees and students are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community. Communication should be consistent with professional practices used for all correspondence. When using online tools, members of the WPS community will use appropriate behavior:

- a) When acting as a representative or employee of the Weymouth Public Schools.*
- b) When the communication impacts or is likely to impact the classroom or working environment in the Weymouth Public Schools.*

All communication sent by an employee using district property or regarding district business could be subjected to public access requests submitted through Freedom of Information Act (FOIA). Users need to be aware that data and other material/files maintained on the school district's systems may be subject to review, disclosure, or discovery. Use of personal email accounts and communication tools to conduct school business is strongly discouraged and may

open an individual's personal account to be subject to FOIA inquiries. WPS will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies or government regulations.

Guidelines for Online Communication

- Communication with students should not include content of a personal nature.
- When communicating with parents/guardians of students, employees should use email addresses and phone numbers listed in the Student Information System (SIS) unless steps have been taken to verify that the communication is occurring with a parent/guardian that has educational rights for the student.
- When communicating with a parent/guardian, refrain from discussing any non-related students when possible.
- Employees who use internal or external social media (blogs, Twitter, etc.) are expected to refrain from discussing confidential information and/or discussing specific students. Information that can be traced back to a specific student or could allow a student to be publicly identified should not be posted on any social media sites.
- When using social media, employees are expected to refrain from posting any negative comments online about students.
- Employees are required to notify their principal before setting up an online site to facilitate student learning. Employees are encouraged to monitor/moderate online communication to the best of their abilities.
- Employees should not add any students/former students or parents as 'friends' or contacts on social media unless the site supports classroom instruction or school business.
- Employees may communicate with WPS graduates (+18 years old) on social media but should be advised to maintain professionalism and caution when communicating online.
- Employees who add parents/guardians of students as 'friends' or contacts on social media must maintain professionalism to avoid any appearance of conflict of interest.
- Avoid responding to spam or phishing attempts that require a user to click on any links or to provide any account information. Note: WPS will never ask for a user's account password for any purpose and users are advised to report any suspicious requests for account information directly to the Weymouth Public Schools Educational Technology Department.

Solicitation

Web announcements and online communication promoting a business are prohibited by the WPS Solicitation Policy. The Superintendent's Office may make exceptions if benefits are judged sufficient to merit exception.

Use of Copyrighted Materials

Violations of copyright law that occur while using the WPS network or other resources are prohibited and have the potential to create liability for the district as well as for the individual. WPS staff and students must comply with regulations on copyright plagiarism that govern the use of material accessed through the WPS network.

Users will refrain from using materials obtained online without requesting permission from the owner if the use of the material has the potential of being considered copyright infringement. WPS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Weymouth Public Schools.

Network Usage

Network access and bandwidth is provided to schools for academic and operational services. WPS reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic and operational services. Users are prohibited from using the WPS network to access content that is inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.

Network Filtering & Monitoring

As required in the Children's Internet Protection Act (CIPA), WPS is required to protect students from online threats, block access to inappropriate content, and monitor Internet use by minors on school networks. WPS EDTECH is responsible for managing the district's Internet filter and will work with the WPS community to ensure the filter meets the academic and operational needs of the district while protecting minors from inappropriate content.

By authorizing use of technology resources, WPS does not relinquish control over materials on the systems or contained in files on the systems. There is no expectation of privacy related to information stored or transmitted over the WPS network or in WPS systems. WPS reserves the right to access, review, copy, store, or delete any files (unless other restrictions apply) stored on WPS computers and all employee and students communication using the WPS network. Electronic messages and files stored on WPS computers or transmitted using WPS systems may be treated like any other school property. District administrators and network personnel may review files and messages to maintain system integrity and, if necessary, to ensure that users are acting responsibly. WPS may choose to deploy location tracking software on devices for the sole purpose of locating devices identified as lost or stolen.

Personal Use

WPS recognizes that users may use WPS email, devices, and network bandwidth for limited personal use; however, personal use should not interfere with or impede district business and/or cause additional financial burden on the district. Excessive use or abuse of these privileges can be deemed in violation of the Acceptable Use Policy.

Network Security

The WPS Wide Area Network (WAN) infrastructure, as well as the building-based Local Area Networks (LANs) are implemented with performance planning and appropriate security measures in mind. Modifications to an individual building network infrastructure and/or use will affect LAN performance and will reduce the efficiency of the WAN. For this reason, any additional network electronics including, but not limited to, switches, routers, and wireless access points must be approved, purchased, installed, and configured solely by WPS EDTECH to ensure the safety and efficiency of the network. Users are prohibited from altering or bypassing

security measures on electronic devices, network equipment, and other software/online security measures without the written consent of the Director of Educational Technology.

Data & Systems

Access to view, edit, or share personal data on students and employees maintained by WPS central offices, individual schools, or by persons acting for the district must abide by local, state, and federal regulations, including the Family Educational Rights and Privacy Act. Student and staff information and data may only be shared with individuals deemed eligible to have access by the person(s) responsible for oversight of that data. Outside parties and/or non-WPS individuals requesting protected data must receive approval from the Office of the Legal Advisor and have a non-disclosure agreement with the WPS. Individuals requesting ongoing access to data through WPS systems are required to have a designated WPS administrator who will act as a “sponsor” to ensure the safety of the data.

Electronic Transmission of Data

When educational records or private data are transmitted or shared electronically, staff are expected to protect the privacy of the data by password-protecting the record/file and only using WPS systems to transmit data. Staff are also expected to ensure records are sent only to individuals with a right to said records and must take reasonable measures to ensure that only the intended recipients are able to access the data.

Passwords

Users are required to adhere to password requirements set forth by the Weymouth Public Schools when logging into school computers, networks, and online systems. Users are not authorized to share their password and must use extra caution to avoid email scams that request passwords or other personal information.

Media & Storage

All local media (USB devices, hard drives, CDs, flash drives, etc.) with sensitive data must be securely protected with a password and/or encrypted to ensure the safety of the data contained. Use of cloud-storage services for storage or transmission of files containing sensitive information must be approved by the Office of the Legal Advisor and WPS. Users are encouraged to use WPS approved data/information systems for the storage and transmission of sensitive data whenever possible and avoid storage on local hardware that cannot be secured.

Electronic Devices

WPS defines electronic devices as, but not limited to, the following:

- Laptop and desktop computers, including like-devices
- Tablets
- Wireless email and text-messaging devices, i.e., iPod
- Smartphones
- Donated devices

Device Support

WPS provides basic installation, synchronization, and software support for WPS-issued electronic devices. Devices must be connected to the WPS network on a regular basis to receive software and antivirus updates and for inventory purposes. Password protection is required on all WPS-issued electronic devices to prevent unauthorized use in the event of loss or theft. Users are responsible for making periodic backups of data files stored locally on their devices.

Loss/Theft

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify appropriate school staff and/or their direct supervisor, local authorities, and the WPS Educational Technology Department. The WPS will take all reasonable measures to recover the lost property and to ensure the security of any information contained on the device.

Return of Electronic Devices

All technology purchased or donated to the WPS is considered district property and any and all equipment assigned to employees or students must be returned prior to leaving their position or school. All equipment containing sensitive information and data must be returned directly to WPS before it can be redeployed.

Personal Electronic Devices

The use of personal electronic devices is permitted at the discretion of the Principal and Director of Educational Technology. The WPS is not responsible for the maintenance and security of personal electronic devices and assumes no responsibility for loss or theft. The district reserves the right to enforce security measures on personal devices when used to access district tools and remove devices found to be in violation of the AUP.

Energy Management

WPS strives to reduce our environmental footprint by pursuing energy conservation efforts and practices. The district reserves the right to adjust power-saving settings on electronics to reduce the energy consumption.

Technology Purchasing & Donations

Technology hardware and software must be purchased or donated through WPS unless prior approval has been received by WPS and the Business Office. All technology purchases and donations must abide by City procurement policies and are subject to approval by WPS.

Technology pricing can include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware/software upgrades, virus protection, and security/inventory software. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.

AUP POLICY REVIEW:

Reviewed and approved: This policy will be reviewed annually by the WPS Office of the Legal Advisor, WPS Educational Technology, and the Superintendent's Office.

Distribution: District's Website and Student Handbook

Revision: Requests for AUP amendments can be forwarded to the Director of Educational Technology

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 School.

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 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.

Field trips by student groups must have the approval of Building Principals and the Superintendent or designee on a form provided for this purpose.

There shall be at least two chaperones on all field trips. The chaperone to student ratio shall not exceed one to fifteen. All chaperones shall consent to a Criminal Offender Record Information (CORI) check which must be completed prior to the field trip.

Overnight trips must have the approval of the School Committee; taking into consideration the student to chaperone ratio, in relationship to the accommodations, location and duration of the field trip. All chaperones shall complete a CORI and SAFIS (Statewide Applicant Fingerprint Identification Services) check prior to the field trip.

Supervision of students is the ongoing responsibility of those chaperoning the trip and will be maintained in a manner consistent with building policy and the student handbook.

Students who participate in a school sponsored field trip must have written approval from the parent or guardian.

The Building Principal shall be responsible for ensuring that parents or guardians receive written details of any school sponsored field trip for their child's class.

School employees may use school facilities to organize non-school-sponsored trips—subject to approval of the Superintendent and the School Committee. School Employees using school

facilities for such purposes must inform parents in writing that the trip is not school sponsored. No materials will be distributed within the schools without the prior approval of the Superintendent. The material must include a disclaimer that the trip is not sponsored or approved by the Weymouth Public Schools or the Weymouth School Committee; however, the student conduct will be consistent with the WPS handbook policies and procedures.

Parents should exercise careful scrutiny of non-school sponsored trips as the School Committee and Administration shall not be held responsible/liable for such trips.

REF: School Committee Policy IJOA

If food is being provided teachers are required to refer to School Committee - JLDD and JLDD-N - Life Threatening Allergy Policy.

All chaperones are expected to ride the school provided transportation to and from the field trip. Students will not be allowed to ride to or from a school sponsored field trip in a private vehicle.

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 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 en route 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 made 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 meet the first Tuesday of every month during the school year to discuss issues of concern regarding special education. If you have a child on a 504 (accommodation plan) or an IEP (Individual Education Plan) and you live in Weymouth, you are *already* a member of Weymouth's SEPAC.

Parents, guardians, teachers, and others interested are welcomed to access this resource by contacting the SEPAC Executive Board. Parents who have faced similar challenges can be a resource for other parents. ALL information shared will be kept confidential. Please join them at a monthly meeting or other events to learn more.

SEPAC announcements, newsletters, Chairperson(s) names and phone numbers are posted on the Weymouth Public Schools website: www.weymouthschools.org. Go to the district homepage, click on "family", then click on the "SEPAC" link.

SEPAC parents, School Committee members, and school administrators may visit special education programs each year as part of the annual review and evaluation process. To participate, please contact the SEPAC Chairperson or the Administrator of Special Education.

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

SEPAC
c/o Weymouth Public Schools
111 Middle Street
Weymouth, MA 02189

ASPEN X2 STUDENT INFORMATION SYSTEM

Weymouth Public Schools utilizes Aspen X2 Student Information System to allow electronic access to student information for students and families; enhancing communication between

parents/guardians, students, teachers and administrators. Each parent/guardian will receive a Login ID and password via email at the start of the year.

When the Student Portal or Family Portal is accessible, information includes: attendance, schedule, progress and term report cards, student contact information, assessments, conduct and transcript (grades 9-12 only). In addition, information may include details of assignments in some classes and may include a teacher "Page". Parents/guardians are only able to view information about their own child(ren).

Student Responsibilities:

- Agree to use the site in a responsible, ethical and legal manner in accordance with the Acceptable Use Policy
- Regularly monitor their progress in classes
- Communicate with teacher regarding questions about progress
- Will not share their password
- Will not attempt to harm or destroy the school or the district's data or networks.
- Will not attempt to access information or any account assigned to another user.

Parent/Guardians Responsibilities:

- Agree to use the site in a responsible, ethical and legal manner in accordance with the Acceptable Use Policy
- Use Aspen X2 with your student(s) to monitor your child's progress
- Maximize use of technology resources. Paper copies of Progress and Report cards will only be printed and sent home upon request
- Provide current personal, family, and emergency information to the schools
- Report discrepancies/errors in Aspen X2 data to appropriate building staff (as illustrated in the PowerPoint available to parents on the Weymouth Schools website)
- Will not attempt to harm or destroy the school or the district's data or networks.
- Will not attempt to access information or any account assigned to another user.

Support

Parents/guardians who encounter a problem using the system should email to the appropriate school X2 Support Desk with their concerns. The email should include the name of the student(s) and should be sent from the email address on file with the school.

<https://edtech.weymouthps.org/support>

The Aspen X2 Student Information System is web based. Anyone with internet access and the proper login and password word should be able to access the site. The school cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system.

Security

The Weymouth Public Schools will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student information. The District

reserves the right to limit or terminate the Internet site for viewing student information without notice.

- Access is made available with a secure Internet site. Note: Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.
- Users will automatically be logged off if they leave their web browser open and inactive for a period of time
- The student's account will be inactivated when the student withdraws or graduates from Weymouth Public Schools

Account Unlock Procedures

Should your account become locked out because of too many unsuccessful login attempts, you should send an email to the appropriate school X2 Support desk:

<https://edtech.weymouthps.org/support>

The email should include the name of the student(s) and should be sent from the email address on file with the school. The school will make every effort to unlock the account within 48 hours. An email will be sent confirming that the account is unlocked or may ask you to provide additional information.

Helpful information about navigating the site, how to receive email notifications about grades, conduct and attendance is available on the district website.

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.

SAFETY OFFICER/SCHOOL RESOURCE OFFICER

Periodically during the school year the Safety Officer conducts educational programs for all students. Topics may include bus safety, personal safety, bicycle safety, pedestrian safety and issues relating to seasonal safety. Please see the WPS website for the Memorandum of Understanding (MOU) between WPS, WPD, and Norfolk District Attorney Office.

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. Payment can be brought into the school or done online via Meal Pay.

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 76, Section 1 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.

Massachusetts law requires compulsory attendance for all students. Chapter 76, section 1 of the Massachusetts General Laws requires all children between the ages of six and sixteen to attend school. The school must uphold state laws relative to student attendance.

We strongly discourage family vacations or trips abroad when school is in session. In addition to violating the attendance law, family vacations and/or trips abroad interrupt the educational process of each course in ways that make-up work cannot reverse. As such, Weymouth may need to file in the juvenile court or un-enroll the student from the Weymouth Public Schools for extended trips. Please note that teachers are not required to provide work in advance; teachers are not required to make up credit for missed/late work; and that it is the students' responsibility to ask each teacher for any make-up assignments upon return.

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. Excused Absence: validated by a doctor's note provided documentation is submitted (the student must have a note or appointment card from the doctor)
2. Bereavement with parental letter
3. Observance of religious holidays
4. Legal obligations with documentation
5. Temporary relocation due to extreme emergencies such as fire, flood, or hospitalization of parent

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 and strongly discouraged. 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. Absences may impact student promotion to the following grade level.

When parents request assignments for absentees, they should not assume that this can possibly replace the daily 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 an absence under state attendance regulations. On the fifth day of unexcused absences during any marking period will receive a letter from the principal or designee of excessive absences.

Absences

- On the fifth day of unexcused absence, in a marking period parents/guardians of students will be notified by letter of the expectations for students to come to school.
- On the seventh unexcused absence, a pre-CRA meeting will take place with school administration and necessary staff members
- On the tenth day of unexcused absence, a CRA petition will be filed on behalf of the student and a violation of Chapter 76, Section 2– Duties of Parents will be filed against the parent/guardian.

Tardies/Dismissals

- Students are allowed three excused tardies/dismissals per term.
- Once a student has reached three tardies/dismissals in a term, parents/guardians receive a letter outlining consequences for any additional tardies/dismissals in that term.
- Students who are tardy/dismissed 4 through 6 times in a term receive a school determined intervention for each of those instances, a pre-CRA meeting may take place with school administration and necessary staff members

When absences persist after the above steps have been taken, the principal will report the facts of the case to the School Safety Officer and the Assistant Superintendent of Instructional Services and Support any or all of the following actions:

1. The parent/guardian may be required to have a conference with the principal and Assistant Superintendent of Instructional Services and Support.
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.
5. Dept. of Early Education and Care (EEC) policy states that excessive unexplained absences occur when a child fails to attend their subsidized care program (voucher) for more than three consecutive days without parent contacting the provider. After the first occurrence of excessive absences with a 12 month authorization period the program will issue the parent an EEC unexplained absence warning notice. Upon the second occurrence of excessive absences with a 12 month authorization period the program will issue a notice of termination of the child's ability to attend the program using the subsidized care program (voucher). Please note the "program" refers to Wey Care and tuition-based WPS options.

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:

1. 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.
2. The principal will communicate with the parent regarding the exemption request. A

conference may be required.

3. 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.

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.

- I. 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 parents.
 3. If the school decision and the parent request are in opposition, the parent may note such disapproval in writing.
 4. In most cases, retention of a student will not be recommended.

II. When a child in the classroom is not progressing as expected and non-promotion is a possibility:

1. On-going communication among principal, teacher, and parent should occur.
2. Informal observation may be conducted by appropriate personnel
3. Student may be referred to the Student Intervention team for suggestions on how to help academic or social emotional concerns.

HOMEWORK

The Educational Partnership of the Home and School

Homework 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 purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest in the content on the part of the student. Homework is a learning activity that should increase in complexity with the maturity of the student. This should be established through assignments that encourage students to investigate for themselves and to work independently and collaborate with other students on group assignments.

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) shall engage in reading/ language arts activities daily.

TIME FRAME OF HOMEWORK ASSIGNMENTS

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If you child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance. The amount of work brought home may be impacted by any opportunities to complete assignments in school. Teachers will be aware of grade specific or school-wide evening commitments for students and adjust homework accordingly. Studying for quizzes/tests and work on long-term projects will be figured into the time guidelines.

Homework Time Frame	
PreK/Kindergarten	At least 15 minutes of reading* per night, Monday through Thursday
Grade 1	15 minutes of reading* per night 10 minutes of homework four nights per week, Monday through Thursday
Grade 2	15 minutes of reading* per night 15 minutes of homework four nights per week, Monday through Thursday
Grade 3	20 minutes of reading* per night 20 minutes of homework four nights per week, Monday through Thursday
Grade 4	30 minutes of reading* per night 20 minutes of homework four nights per week, Monday through Thursday
<p>Students should be encouraged to read for pleasure on weekend and vacations.</p> <p>*Reading also includes adults reading to children</p> <p>If a student experiences difficulty, parents/guardians have the option of signing off at the upper time limit for completing homework, if the student has worked studiously and has produced quality work.</p>	

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. Prosocial behavior is promoted by providing stimulating, motivating activities which include cooperation, negotiation, and discussion to solve interpersonal 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

4. Hazing
5. Harassment/discriminatory remarks or actions regarding but not limited to the following:
 - a. Race/color, sex, gender identity, religion, disability, national origin, sexual orientation
6. 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
7. Possession of weapons of any kind, including knives of any length or shape, firearms, firecrackers or other explosives
8. Possession of replicas of weapons of any kind
9. Theft of school or personal property or receiving such stolen items
10. Obtaining money, material goods or favors by threat or physical harm
11. Destruction or damage to school or personal property
12. 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
13. Starting a fire
14. Smoking, use or possession of tobacco products. Tobacco products will be confiscated by school personnel
15. Truancy
16. Leaving school building or school property during school hours without permission
17. Failure to meet detention obligations
18. Committing acts of vandalism
19. 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
20. Inappropriate use of motor vehicles on school grounds
21. Forgery of school-related document
22. Open or continued defiant behavior toward school personnel

If a school official has reasonable suspicion a school rule is being violated and/or there may have been a crime committed, school officials may search the person and their belongings (including electronic devices) in order to ensure safety to the school setting.

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, gender identity, 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.

PreSchool 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.

Wey Care

The Weymouth Public Schools Extended Day Program (Wey Care) is available to children attending Preschool through grade 6. The program operates in the Johnson School and all primary and Adams Middle School. 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 6 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.

Dept. of Early Education and Care (EEC) policy states that excessive unexplained absences occur when a child fails to attend their subsidized care program (voucher) for more than three consecutive days without parent contacting the provider. After the first occurrence of excessive absences with a 12 month authorization period the program will issue the parent an EEC unexplained absence warning notice. Upon the second occurrence of excessive absences with a 12 month authorization period the program will issue a notice of termination of the child's ability to attend the program using the subsidized care program (voucher). Please note the "program" refers to Wey Care and tuition-based WPS options.

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