

Weymouth Public School Primary School Handbook 2017-2018

Proposed Changes Second Reading July 27th

*Please note that this is a draft and that the page numbers will not always align until the final draft is completed

General Information

Lunch Program

Old Text:

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.

New Text:

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.

Rationale:

Added language to inform families of the option to pay for lunches online.

Field Trips

Old Text:

Field Trips

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

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

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Field Trip Guidelines

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

Following is a suggested first aid kit list:

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

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

12. ~~Riding on a school bus and participation in a field trip is a privilege which can be denied by the principal for just cause.~~
13. ~~Special supervisory arrangements for some children may be required by the principal to ensure their safety. In extreme instances parents of children with attention deficit disorders, extreme hyperactivity, medication requirements, behavior and discipline problems, and/or other disorders or handicaps may be asked to chaperone their children in order for them to participate.~~
14. ~~The time and distance of all field trips must be appropriate to the age and grade level of the students.~~
15. ~~Take frequent head counts. Use the "buddy system."~~
16. ~~No swimming or boating activities without the specific prior approval of the principal.~~
17. ~~Educational activities on the bus are recommended in order to fulfill time and learning requirements.~~
18. ~~Teachers must make application on the approved form and receive approval from the principal to undertake a field trip.~~
19. ~~Parents must submit written approval for students to participate.~~
20. ~~Teachers must give advance notice to the cafeteria of impending field trips.~~
21. ~~Parents must make arrangements to pick up students for field trips which return after the regular dismissal.~~
22. ~~Teachers are urged to call the bus company one or more days in advance to confirm the bus charter.~~
23. ~~Overnight trips require the approval of the School Committee.~~

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FIELD TRIPS

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

School field trips are an enjoyable and useful extension of our school program and all eligible students are expected to participate. All school rules and regulations are in effect during a school trip. The faculty and administration reserve the right to exclude from field trips students who have not met academic and/or behavioral requirements this school year. If you are not allowed to participate in a school trip, you must attend school that day and will be assigned necessary work. Any adult wishing to serve as a chaperone must have an approved CORI application on file with the district.

While on a school trip you are reminded that you must:

1. Obey and follow all bus transportation rules
2. Stay with your assigned group and chaperones
3. Pay attention to the program presented and the instructions/information given by the tour guides
4. Be on your best behavior

Rationale:

To align to the language in the Middle School Handbook.