

*Welcome to the  
Woburn Street School*



*2025-2026*

*Student-Parent/Guardian  
Handbook*



## Wilmington Public Schools Woburn Street Elementary School

227 Woburn Street | Wilmington, MA 01887  
Tel: (978) 694-6020 Fax: (978) 694-6014

---

**Stacey M. Scott**  
Principal  
Principal

**Alena Jewett**  
Assistant

Dear Woburn Street School Families,

Welcome to the 2025–2026 school year! I am honored to begin my fourth year as principal of the Woburn Street School. I hope your summer has been filled with fun, rest, and special memories. We are thrilled to welcome our students back on **Wednesday, August 27, 2025**, and look forward to another wonderful year of learning and growth.

This year, we will continue to build on the strong foundation we’ve created together. Our **“Into Reading”** literacy program remains a cornerstone of our ELA instruction, helping all students develop the skills and confidence they need to become strong readers and writers. We will also continue our work with the **Multi-Tiered System of Supports (MTSS)** model to ensure all learners receive timely, targeted support. Through ongoing assessment and progress monitoring, we’re able to meet students where they are and help them reach their full potential.

At Woburn Street, we take great pride in fostering a safe, caring, and inclusive school culture that supports both the academic and social-emotional development of every child. Our Core Values—Act Responsibly, Show Respect, Be Kind, and Be Your Best Self—guide everything we do. These values are reinforced daily through modeling, recognition, and school-wide systems like our **PAW tickets** and **Friday prize drawings**. When challenges arise, we treat them as opportunities to teach problem-solving, self-regulation, and positive decision-making.

**New this year, we will be using Pickup Patrol** to manage all changes to dismissal plans and to report late arrivals. This platform helps us streamline communication and ensure that every child ends their day safely. Families will receive more information and setup instructions before the start of the school year. We appreciate your cooperation and consistency as we make this important transition.

As we begin a new year, I ask all families to **verify and update your contact information in ASPEN**. Every student should have at least **two emergency contacts with current phone numbers** on file. Staying

connected is vital for student safety. Additionally, if you have not already, please **sign up for ClassDojo**, which we use for school-wide communication. Each week, I send out a family newsletter through **Smore**, which includes important updates and can be translated into your preferred language. Previously shared information is included at the bottom of each newsletter to keep key dates and reminders easily accessible..

I am excited for the year ahead and for the opportunity to continue working in partnership with you. Please don't hesitate to reach out with any questions, ideas, or concerns. Together, we will help every student have a safe, joyful, and successful school year.

Warmly,

*Stacey M. Scott M.Ed*  
Principal

# Woburn Street School

**Wednesday**  
September 3,  
2025

# BACK TO SCHOOL OPEN HOUSE

THIS WILL BE A TIME TO LEARN ABOUT YOUR CHILD'S TEACHER AND GRADE LEVEL CURRICULUM. PLEASE REMEMBER THIS IS NOT A TIME TO DISCUSS YOUR INDIVIDUAL STUDENT. PLEASE SET UP A MEETING WITH THE TEACHER IF YOU WOULD LIKE TO DISCUSS YOUR CHILD'S SPECIFIC NEEDS

## Schedule

GREETING PRIOR TO EACH GRADE LEVEL PRESENTATION WITH PRINCIPAL SCOTT & ASSISTANT PRINCIPAL JEWETT (GREETINGS WILL BE THE SAME FOR EACH GRADE LEVEL.)

### GRADE 1

5:45-6:00  
Greeting  
(cafeteria)  
6:00-6:20  
Classroom  
presentation

### GRADE 2

5:00-5:15  
Greeting  
(cafeteria)  
5:15-5:35  
Classroom  
presentation

### GRADE 3

5:25-5:40  
Greeting  
(cafeteria)  
5:40-6:00  
Classroom  
presentation

### SPECIALISTS

5:35-6:00 Visit  
team in Library  
**READING, SPECIAL ED,  
SERVICE PROVIDERS**  
5:35-6:00  
Please visit  
classroom

Phone 978-694-6020  
Fax 978-694-6014

## QUICK REFERENCE SHEET 2025-2026

### Office Personnel:

Ms. Stacey Scott, Principal	<a href="mailto:stacey.scott@wpsk12.com">stacey.scott@wpsk12.com</a>
Ms. Alena Jewett, Assistant Principal	<a href="mailto:Alena.Jewett@wpsk12.com">Alena.Jewett@wpsk12.com</a>
Ms. Michelle Bryan, Administrative Assistant	<a href="mailto:michelle.bryan@wpsk12.com">michelle.bryan@wpsk12.com</a>
Ms. Bridget Davis, School Nurse	<a href="mailto:bridget.davis@wpsk12.com">bridget.davis@wpsk12.com</a>

### Our first priority is your child's safety:

- Please keep your emergency information up-to-date via the Aspen Parent Portal. Report any changes during the year to Ms. Bryan.
- Pickup Patrol- Please update Pickup Patrol with any absences, anticipated tardies, dismissals, illnesses, etc., If you can not access Pickup Patrol due to technology issues please call the school attendance line. 978-694-6020 Option 1 (Please specify the type of illness to help the nurse monitor contagion.) or email [woattendance@wpsk12.com](mailto:woattendance@wpsk12.com). We will be requesting all families utilize pickup patrol this year for all arrival and dismissal changes.
- All medications needed during the school day must be delivered directly to the school nurse, in the original container, by an adult.
- For any necessary change in dismissal plans or transportation, Pickup Patrol must be updated by 1:00 PM. If your child does not have an updated Pickup Patrol stating a change, we will follow the typical dismissal plan. Students can not ride a bus other than their own.
- We understand that emergencies sometimes happen, and you may need to make a dismissal change after your child has arrived at school. In these rare instances, please be sure to call the school office with the change.

### School Hours: 9:05 am-3:25 pm

- The car-rider door in the side parking lot opens at 8:55 am. No child may be dropped off prior to 8:55 am unless they are attending the before-school C.A.R.E.S. program. Please keep students in cars prior to the doors opening. If you would like students to play in the tennis courts or field, they may do so; refrain from having students play in the car rider lot as it is an active parking area where staff and families are entering and exiting via car.
- Bus riders and walkers enter the building through the front entrance at 8:55 am.
- It is important that students arrive **before** 9:05 so they can begin their morning routine in their classroom and get off to a great start.
- Students arriving **after** 9:05 will be marked tardy and must be escorted into the building at the main entrance. Please ring the buzzer to contact the main office. An adult must walk the student(s) into the building and sign them in.

**School Meals:**

- ALL school meals will be FREE to all families for the 2025-2026 school year. Students requesting more than one lunch will need to pay, Free lunch pertains to students receiving all parts of lunch, not just milk and or juice. A free breakfast will continue to be provided to the students as well. This will be eaten during the morning snack.
- Snacks and desserts are also available a la carte at lunch for .50-\$1.00 each. Students will pay for these items through their **My School Bucks** account.
- All of our classrooms are peanut/tree-nut free. Teachers will provide a list of allergen-aware snacks that may be sent to school. Peanut butter may be sent in for lunch because an allergen-safe table is available in the cafeteria.



**To Access the Woburn Street School Staff Directory, [Click Here](#)**

# Arrival & Dismissal Procedures

<b>Regular School Hours</b>	<b>Early Dismissal</b>
9:05 A.M.- 3:25 P.M.	9:05 A.M. - 12:20 P.M.

<b>Arrival- Bus Riders &amp; Walkers</b>	<b>Arrival Car Riders</b>
The front door opens at 8:55 A.M. for <b>all</b> students	The Car Rider Door opens at 8:55 A.M. for <b>all</b> students and closes promptly at 9:05.

## Arrival Car Rider Directions

Families who will be dropping children off at school should enter the side parking lot at the High Street entrance. As cars arrive, they form a line facing the school. (You will see a white line painted on the blacktop.) All passengers must remain in their car until signaled to enter. At 8:55 am, a staff member will open the side door. They will greet you and call for students in the FRONT ROW of cars ONLY to exit their cars and walk to the building. Once those children are safely away from the traffic, a staff member will announce that the first row of cars may begin to pull out in an orderly line. They will then call for the next row of cars to pull up to the white line and will repeat this process until all students have entered the building or until 9:05 am.

GRADES 1, 2, and 3  
CAR RIDER ENTRANCE



After 9:05 am, students must be driven to the front of the school to be signed in at the front door. However, during our first weeks of school, we will allow additional time for arrival until the process is running smoothly.

**Dismissal Car Rider Directions** (The arrival process in reverse) Please put a sign on your window with your student's last name to help make dismissal easier. Dismissal begins at 3:20 P.M. Please do not arrive for car rider pick up before 3:10 P.M.

<b>CARES</b> program students are dismissed to the Gym	<b>Walkers</b> meet at the lobby and walk out the main door. No parking cars in the lot for walkers. No walkers will be released at the Car Rider Doors	<b>Bus riders</b> are lined up in the lobby and cafeteria by bus number. Students who will be riding the bus will need to be registered for transportation. Please contact Lisa Feretra with any questions at <a href="mailto:lisa.feretra@wpsk12.com">lisa.feretra@wpsk12.com</a>
<b>Car Rider-</b> Students whose cars are in the front row only are called to go to their cars. Once the second row	<b>Dismissal</b> When dismissing your child from school you may park in the front of the school if	Any change of transportation must be completed in Pickup Patrol <b>Students</b>

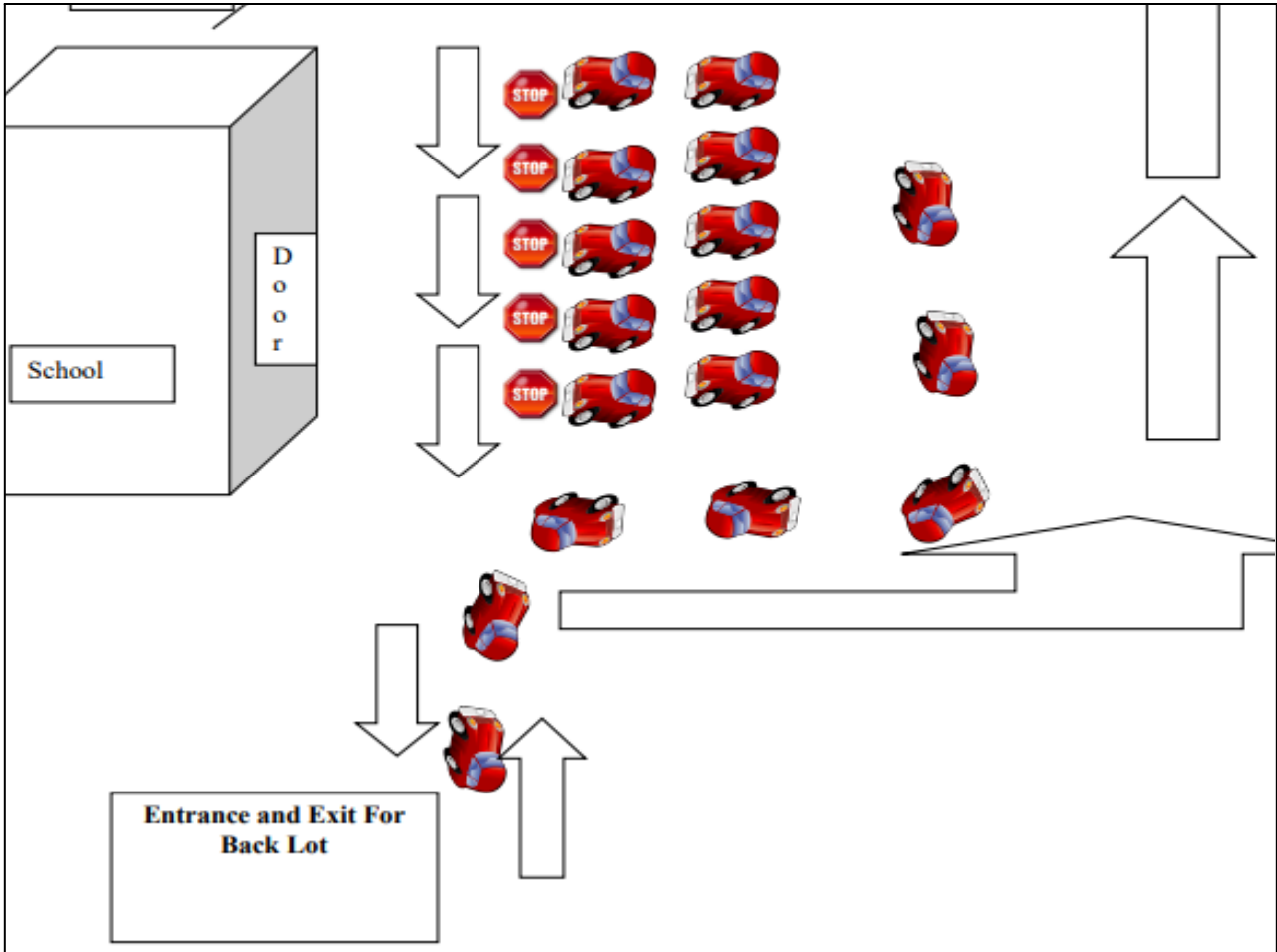
<p>becomes the first row, the process will begin again. Cars can not park in the parking lot and leave vehicles to pick up students from school.</p>	<p>you will not be long. Please bring a photo ID with you for dismissal. If you are dismissing after 3:10, cars must be parked in the parking lot.</p>	<p><b>cannot ride a bus other than their own.</b></p>
--	--	---

**It is imperative that all drivers follow the process at arrival and dismissal.**

A staff member will guide you and the children through the car rider routine every day. Please listen for their announcements before allowing your child out of the car or moving your vehicle. Thank you for your understanding and cooperation. It is a very efficient system and will move quickly. We know how busy your mornings and afternoons can be, and we appreciate your patience in the parking lot.

**Your child's safety is our number one priority.**

# Car Rider Diagram





Please do not pull into the front circle while students are waiting for a bus.

Starting **August 27th**, we will be using a system called [PickUp Patrol](#) to help us track dismissals. PickUp Patrol provides you with a convenient way to make changes to your child's dismissal plans and helps ensure that students are accurately dismissed each day.

### How It Works:

Your child's regular dismissal plan will be entered into the system. This is called their Default Plan. Whenever your child is doing something other than their Default Plan, you'll submit a Plan Change via PickUp Patrol.

#### Examples of a Plan Change:

- Your child normally rides the bus but is getting picked up today.
- Your child is getting picked up by someone other than yourself.
- Your child has a doctor's appointment and will be leaving early.

When the change is submitted, our school will be notified and we'll relay the change to your child & their teacher.

**REGISTER:** You will receive a registration email from PickUp Patrol with a link to set up your account. (about 2 weeks before school starts) The parent portal is free to parents and can be accessed from your phone or computer. The link in your registration email will be live for 48 hours. **As soon as you receive it, please log in and confirm your child's default plan.**

Thank you for using PickUp Patrol to make safety a priority and to ensure our dismissal process is efficient for all.

If you have any questions, please first check the [PickUp Patrol Parent Guide](#) & if you need additional assistance, let us know.

# WOBURN STREET SCHOOL

## CORE VALUES

We strive to be:

 Responsible

 Respectful

 Kind

 ...Our Best Selves!



The Woburn Street School utilizes the Positive Behavior Interventions and Supports (PBIS) system. Through this system, we have identified the four Core Values listed above, along with expectations for all areas of our school. This allows all students, families, and staff to have a clear and common language for supporting expected and unexpected behaviors, including recognition when our values are demonstrated. The students will be introduced to the system through consistent lessons at the start of the school year, with reinforcement and refreshers as the year continues.



## Woburn Street Important Dates

Length of Student Day	Student Start and End Time	Early Dismissal For Students
6 hrs. 20 mins.	9:05-3:25	12:20

### Woburn Street Gear or colors for Wildcat Wednesdays!

August	September	October	November	December	January
13- Virtual back to school presentation for families. 1:30PM 19- WSBC meeting 6:30 20- School Committee 7p 26- School Walk Through 3:30-4:30pm 27- First Day of School 29- No School	1 No School Labor Day 3- Open House 5-7pm. 4 ASCM 2:35 10 School Committee 13 Special Town Meeting 9am 16 Town Voting Day 24 Early Dismissal <b>12:20 dismissal</b> 24 School Committee 25 ASCM 2:35 25 Picture Day	2 Yom Kippur 7- Grade 3 Karate Enrichment Cafeteria 8 School Committee 13 No School- Columbus Day 14- Karate Enrichment Grade 3 Cafeteria 20- Diwali 21- Karate Enrichment Grade 1 Cafeteria 22 School Committee 29 Early Release Day-CIT Day <b>12:20 dismissal</b> 30 Picture Retakes	7-ASCM 2:35 11- No School Veterans Day Observed 17-18- Progress Monitoring Meeting 19 School Committee 20- Term 1 ends 21 Term 2 Begins 26- Early Release <b>12:20 dismissal</b> 27-28 No School Thanksgiving Break	3 Report Cards Distributed 3 School Committee 4 Early Dismissal Parent teacher conferences <b>12:20 dismissal</b> 15-19 Spirit Week 17 School Committee 17- ASCM 2:35 22-Jan 2 No School- Winter Break	1/2- No School New Years Day 5 School Resumes 7- ASCM 2:35 14 School Committee 19- No School Martin Luther King Jr. Day 21 School Committee 27-2/2 Grade 1 Informances 28 Early Release <b>12:20 dismissal</b> 29 ASCM 2:35
	February	March	April	May	June
	2 Grade 2 Data meeting 3 Grade 1 Data Meeting 9- Kindness Project Presentation 2pm 9-13 Spirit Week (RAK) 11 School Committee 16-20 No School February Break 25 School Committee 26 ASCM 2:35	4-Reading Presentation 9-13 Grade 2 informances 10 End of Term 2 11- Early Release- <b>12:20 dismissal</b> 11- First day of term 3 12- School Committee 18 Report Cards Distributed 19 Early Release- Report card Conferences <b>12:20 dismissal</b> 25 School Committee 26 ASCM 2:35 30 Favorite Poem Project	3- No School 8 School Committee 20-24 No School April Break 29 School Committee	6 Early Release- <b>12:20 dismissal</b> 13 School Committee 20- Staff Meeting 7:50-8:50 21- Grade 3 Showcase 9:40 & 10:30 21 Picnic Lunch 22- ASCM Memorial Day 2:35 25 No School Memorial Day 28 School Committee	1- Jr. Jazz Band 8-12 Spirit Week 5-Field Day 6 Field Day Rain Date 10 School Committee 15- Last Day of School ASCM 15- Last day (No Snow Days) Early Release <b>12:20 dismissal</b> Last day of school report cards distributed 24 School Committee

# **School Council Dates In Person- WSS Conference Room**

9/24 7:55-8:55

10/22 7:55-8:55

11/19 7:55-8:55

1/21 7:55-8:55

3/18 7:55-8:55

5/13 7:55-8:55

# Wilmington Public Schools

Wilmington, MA 01887

---

---

## Elementary School & Early Childhood Center Student/Parent-Guardian Handbook 2025-2026



---

### **Notice of Non-Discrimination**

*All educational and non-academic programs, activities, and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law. Inquiries regarding the application of the Wilmington Public Schools' nondiscrimination policy may be referred to Andrea Stern Armstrong, Director of Human Resources.*

# **TABLE OF CONTENTS**

**Wilmington Public Schools Administration**

**Wilmington Public Schools Phone Directory**

**Chain of Communication**

## **General Information**

[Achievement Testing](#)

[After School Policy](#)

[Age Requirements](#)

[Bicycles and Scooters](#)

[CARES](#)

[Court-Related Matters](#)

[Dress Code](#)

[Electronic Devices](#)

[Field Trips](#)

[Lockers](#)

[Parent/Guardian Involvement](#)

[Promotion/Retention](#)

[Recess](#)

[Report Cards/ Parent Teacher Conferences](#)

[School Cancellation](#)

[School Insurance](#)

[School Lunch/Meals](#)

[Visitors](#)

## **Attendance**

[Student Absences/Excuses](#)

[Student Absence Notification](#)

[Early Dismissal](#)

[Emergency Dismissal](#)

[Family Vacations](#)

## **Safety and Security**

[Safety and Security Measures](#)  
[Fire and Safety Drills](#)

**Student Services**

[Special Services](#)  
[Section 504](#)  
[Counseling](#)

**Health Services**

[Accidents/Illness](#)  
[Exclusion/Absence from School](#)  
[Doctor's Notes](#)  
[Administering Prescription/Non-prescription Drugs](#)  
[Population-Based Health Screenings](#)  
[Cough Drops](#)  
[Communicable Disease Control](#)  
[Common Health Problems](#)  
[Rights of Students with AIDS or HIV Infection](#)

**Life-threatening Allergies**

[Policy Statement](#)  
[Parent/Guardian Notification](#)  
[Allergy Action Plan \(AAP\)](#)  
[Emergency Medication](#)  
[Food Allergy Questionnaire](#)  
[Documentation of Life-threatening Allergies](#)  
[Classroom Education](#)  
[Classroom Celebrations](#)  
[Lunch and Snacks](#)  
[Curriculum-Related Activities](#)  
[Special Dietary Needs](#)  
[Field Trips](#)  
[Transportation](#)  
[Student Self-Management](#)

[Review 504 Accommodation Plan](#)  
[Grade 1 Transition Program](#)  
[Grade 6 Transition Program](#)  
[Latex Allergies](#)  
[Health Records](#)

### **Student Records**

[Emergency Information](#)  
[Release of Information](#)  
[Directory Information Notice](#)  
[Notice of Transfer to Other Schools](#)  
[Amending a Student Record](#)

### **Student Behavior and Conduct**

[Positive Behavior Intervention and Supports \(PBIS\)](#)  
[Student Rights and Responsibilities](#)  
[Office Referral](#)  
[After-school Detention](#)  
[Suspension](#)  
[Short-Term Suspension](#)  
[Emergency Removal](#)  
[Long-term Suspension](#)  
[Expulsion](#)  
[Discipline for Students with Disabilities](#)  
[Bus Safety and Expectations](#)  
[Bus Consequences](#)  
[Use of Video on the Bus](#)  
[Vandalism](#)  
[False Alarm/Bomb Threats](#)  
[Criminal Matters](#)  
[Searches of Students and School Property](#)

### **School Committee Policies**

# Wilmington Public Schools Administration

## Central Administration

David Thomson, Ed.D., Interim Superintendent of Schools  
 Christine Elliott, Assistant Superintendent for Curriculum & Staff Development  
 Paul Ruggiero, Assistant Superintendent of Administration and Finance (Until November 2025)  
 Keree Simmons, Director of Finance and Administration (Starting November 2025)  
 Christine Murray, Director of Student Support Services  
 Andrea Stern Armstrong, Director of Human Resources  
 TBD, Director of Technology and Digital Learning

## School Committee Members

Jesse Fennelly, Chairperson  
 Jennifer Bryson, Vice Chairperson  
 Stephen Turner, Secretary  
 Nicholas Golden  
 Rebecca Lord  
 Michael Mercaldi  
 David Ragsdale

## Building Principals

Kristen Walsh, Principal, Boutwell Early Childhood Center (PK-K)  
 Kate Bissell, Principal, Wildwood Early Childhood Center (PK-K)  
 Lisa King, Principal, Shawsheen Elementary School (1-3)  
 Kevin Welch, assistant Principal, Shawsheen Elementary School (1-3)  
 Stacey Scott, Principal, Woburn Street Elementary School (1-3)  
 Alena Warren, Assistant Principal, Woburn Street Elementary School (1-3)  
 Michael Walsh, Principal, West Intermediate School (4 & 5)  
 Diane Carreiro, Ed.D., Principal, North Intermediate School (4 & 5)  
 Brian Caira, Interim Principal, Wilmington Middle School (6-8)  
 Ryan Gendron, Principal, Wilmington High School (9-12)

## Coordinators, Directors, Team Chairs, and Liaisons

<p>*Melissa Bettencourt, K-5 Literacy Coordinator/Title I Director        *Michelle LeVesque, K-5 STEM Coordinator        *Jordan Buckland, Health &amp; Physical Education Liaison        *Courtney deLeyer, Visual Arts Liaison        *Michael Ferrara, Performing Arts Liaison        *Colleen Billings, ELL Curriculum Team Leader</p>	<p>*Maura Kilbride, Coordinator of Special Education        *Janet O'Reilly, Special Education Team Chair, Wildwood &amp; Boutwell        *Jennifer Kobrenski, Special Education Team Chair, Shawsheen and West        *Joanne Kotelly, Special Education Team Chair, Woburn St. &amp; North        *Erin Dunham, Coordinator of Behavioral Health &amp; Social Emotional Learning</p>	<p>*Rebecca Brown, Coordinator of Health Services        *Lisa Faretra, Transportation Coordinator        *Mary Palen, Director of Food Services</p>
---	--	--

## Wilmington Public Schools Phone Directory

Central Office	978-694-6000	Student Support Services	978-694-6032
<ul style="list-style-type: none"> <li>▪ Superintendent's Office</li> <li>▪ Curriculum Office</li> <li>▪ Business Office</li> <li>▪ Human Resources</li> </ul>		<ul style="list-style-type: none"> <li>▪ Director of Student Support</li> <li>▪ Coordinator of Behavioral Health</li> <li>▪ Coordinator of Special Education</li> </ul>	
Wilmington High School Ryan Gendron, Principal	978-694-6060	Wilmington Middle School Brian Caira, Principal	978-694-6080
North Intermediate School Diane Carreiro, Principal	978-694-6040	West Intermediate School Michael Walsh, Principal	978-694-6050
Woburn Street Elementary Stacey Scott, Principal	978-694-6020	Shawsheen Elementary Lisa King, Principal	978-694-6030
Wildwood Early Childhood Kate Bissell, Principal	978-694-6010	Boutwell Early Childhood Kristen Walsh, Principal	978-694-6070
Transportation Office Lisa Faretra, Coordinator	978-658-1856	Director of Technology and Digital Learning, TBD	978-694-6071
CARES Gina Haerer, Director	978-284-6111		

## Wilmington Public Schools – School Hours

School	Earliest Student Drop-Off Time	Student Start and End Time	Early Dismissal For Students
Boutwell K	8:25	8:35-2:05	11:00
Boutwell Pre-K	8:20	8:30-11:00 AM 11:35-2:05 PM	11:00 No PM Session
Wildwood K	7:30	7:45-1:15	10:15
Wildwood Pre-K	7:30	7:45-10:15 AM 10:50-1:20 PM	10:15 No PM Session
Shawsheen	8:30	8:40-3:00	11:50
Woburn	8:55	9:05-3:25	12:00
North	8:55	9:05-3:25	12:20
West	8:30	8:40-3:00	12:00

Parents/guardians of children who walk or are driven to school should not allow children to arrive before a staff member is scheduled on duty at the drop-off times listed above.

## **Chain of Communication:**

### **Who do I call with a question or suggestion?**

The Wilmington Public Schools has developed communication protocols to promote direct, open, and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. Appropriate communication channels for a variety of topics are listed below. Please refer to individual school and department websites for contact information.

### **Classroom or Curriculum Concerns:**

Classroom Issues Involving an Individual Child (classroom procedures, behavior, grades, schedule, etc.) OR Curriculum and Instruction Administration (subject matter being taught, teaching strategies, textbooks and materials used, etc.) Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Wilmington Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

#### **For Preschool-Kindergarten:**

- STEP 1 – Classroom Teacher, Special Education Teacher, or Related Service Provider; if not resolved...
- STEP 2 – Principal; if not resolved...
- STEP 3 – Superintendent of Schools

#### **For Grades 1-3:**

- STEP 1a – Classroom Teacher, Special Education Teacher, or Related Service Provider; if not resolved...
- STEP 1b – If appropriate – School Guidance Counselor or Psychologist; if not resolved...
- STEP 2 – Building Administrator; if not resolved...
- STEP 3 – Superintendent of Schools

#### **For Grades 4-5:**

- STEP 1a – Classroom Teacher, Special Education Teacher, or Related Service Provider; if not resolved...
- STEP 1b – If appropriate – School Guidance Counselor or Psychologist; if not resolved...
- STEP 2 – Building Administrator; if not resolved...
- STEP 3 – Superintendent of Schools

#### **Preschool-5 Curriculum Issues & Questions:**

- Elementary Literacy Coordinator
- Elementary STEM Coordinator

### **504 Plans:**

- STEP 1 – Classroom Teacher; if not resolved...
- STEP 2 – Designated Building 504 Coordinator; if not resolved...
- STEP 3 – Building Administrator; if not resolved...

- STEP 4 – District 504 Coordinator; if not resolved...
- STEP 5 – Superintendent of Schools

## **Special Education**

### **Preschool-Kindergarten:**

- STEP 1 – Teacher, Special Education Teacher, Related Services Provider; if not resolved...
- STEP 2 – Head Teacher; if not resolved...
- STEP 3 – Building Administrator; if not resolved...
- STEP 4 – Team Chairperson; if not resolved...
- STEP 5 – Administrator of Special Education; if not resolved...
- STEP 6 – Superintendent of Schools

### **For Grades 1-3:**

- STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...  
STEP 2 – Building Administrator; if not resolved...
- STEP 3 – Team Chairperson; if not resolved...
- STEP 4 – Administrator of Special Education; if not resolved...
- STEP 5 – Superintendent of Schools

### **For Grades 4-5:**

- STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...
- STEP 2 – Building Administrator; if not resolved...
- STEP 3 – Team Chairperson; if not resolved...
- STEP 4 – Administrator of Special Education; if not resolved...
- STEP 5 – Superintendent of Schools

## **Medical Concerns**

- STEP 1 – School Nurse; if not resolved...
- STEP 2 – Nurse Leader; if not resolved...
- STEP 3 – Building Administrator; if not resolved...
- STEP 4 – Director of Student Support Services; if not resolved...
- STEP 5 – Superintendent of Schools

## **Transportation**

- STEP 1 – Bus Incidents: Building Administrator; if not resolved...
- STEP 2 – Bus Safety, Pick Up, and Drop Off Questions: Transportation Coordinator; if not resolved...
- STEP 3 – Assistant Superintendent of Finance & Administration; if not resolved...
- STEP 4 – Superintendent of Schools

## **C.A.R.E.S.**

### **For Grades K-5:**

- STEP 1 – Site Coordinator; if not resolved...
- STEP 2 – Director of C.A.R.E.S.; if not resolved...
- STEP 3 – Director of Finance & Administration; if not resolved...
- STEP 4 – Superintendent of Schools

## **Achievement Testing**

Wilmington Public Schools is committed to making decisions about teaching and learning based on the best possible data available. Under the Massachusetts Education Reform initiative, the state has developed the Massachusetts Comprehensive Assessment System (MCAS), which will be administered to third, fourth, and fifth-grade students.

Wilmington Public Schools hereby provides notice to all students and parents/guardians that students are responsible for participating in all assessment programs that are a part of measuring their achievement of the curriculum objectives. These assessment programs include all teacher-developed tests and exams, the state-mandated Massachusetts Comprehensive Assessment System (MCAS), and any other standardized testing program adopted by the school district.

## **After-School Policy**

At the discretion of any teacher/administrator, a particular student may be kept after school for any of the following reasons:

- a) Tutorial assistance in a given subject area.
- b) An opportunity to provide a period of time when missing assignments could be completed.
- c) As a measure for inappropriate classroom behavior.

When it becomes necessary to detain a child, parents/guardians are responsible for providing transportation home, unless other arrangements have been made. A 24-hour notice will be given.

## **Age Requirements for Kindergarten and Grade 1**

In an attempt to permit children to enter school at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age prior to September 1st will be eligible to enter kindergarten for that school year.
2. Children who will be six years of age prior to September 1st will enter grade 1 for that school year.
3. Initial admission of children to kindergarten, first grade (or other grades) will involve a consideration of both chronological age and academic readiness. Parents/guardians who

are seeking an exception to the entrance age policy should make this request in writing to the building principal by May 1st. The principal in consultation with the superintendent and an appointed committee will be authorized to make these determinations. The school administration is directed to enforce the above policy without exception.

Admission and grade placement of transfer and special needs students shall be an administrative decision. The decision will involve a consideration of both chronological age and the readiness of the child to do the work of the particular grade. Appropriate input from the parent/guardian(s) will be sought in forming the decision.

## **Bicycles and Scooters**

**Grades K-3:** Children in Grades K, 1, 2, and 3 are not allowed to ride bicycles or scooters to school.

**Grades 4 and 5:** With parent/guardian permission, students in grades four and five are allowed to ride their bikes or scooters to school. Parents/guardians must assume the responsibility that their child will travel safely to and from school. Riding a bicycle or scooter is a privilege that has responsibilities for each child's safety and the safety of others. Bikes and scooters must be in a rack, locked with the rider's own lock and key. **The school cannot assume responsibility for students' bikes or scooters while on school grounds. Bikes and scooters are not allowed in the building.**

In accordance with Massachusetts General Laws Chapter 85, Section 11B, any person sixteen years of age or younger operating a bicycle or being carried as a passenger on a bicycle on a public way, bicycle path, or on any other public right-of-way must wear a helmet. Said helmet shall fit the person's head, shall be secured to the person's head by straps while the bicycle is being operated, and shall meet the standards for helmets established by the American National Standards Institute.

## **C.A.R.E.S.**

### **(Children's Art, Recreation and Enrichment Services)**

Before School/After School C.A.R.E.S.: This program, for all elementary school students, is housed in each elementary school. It is designed to meet the needs and schedules of working parents/guardians with children in grades K-5 and will run in conjunction with the regular 180-day school calendar. Before school, C.A.R.E.S. provides informal activities, and supervised leisure time. In the afternoon, children will enjoy a snack and a combination of open activities and structured activities including computer technology, the arts, sports, and homework assistance.

A.M. Hours	6:45 – 8:30	Boutwell
	6:45 – 7:45	Wildwood
	6:45 – 8:50	Woburn Street/North Intermediate
	6:45 – 8:30	Shawsheen/West Intermediate

P.M. Hours            2:00 – 5:30   Boutwell  
                             1:15 – 5:30   Wildwood  
                             2:50 – 5:30   Shawsheen and West Intermediate  
                             3:25 – 5:30   Woburn Street and North Intermediate

Summer C.A.R.E.S.: The goal of this program is to provide children with a safe, happy, and interesting environment. It is available for children entering grade 1 through grade 6. This seven-week program operates daily from 8:00 a.m. to 5:00 p.m. Children must bring their own snacks, drinks, and lunch. Based at the North Intermediate School, Summer C.A.R.E.S. offer arts and crafts, computer technology, recreational activities, nature walks, field trips, and more.

School Vacation C.A.R.E.S.: These programs operate during the February and April school vacation weeks to provide children with a fun week off from their usual studies.

All C.A.R.E.S. programs are tuition-based. Each program is staffed by qualified personnel including teachers, group leaders, and college and high school students.

For further information regarding C.A.R.E.S., please contact the Program Coordinator, Gina Haerer at (978) 284-6111.

## **Court-Related Matters**

If a student is the subject of any temporary or permanent custody/restraint orders, a copy of the custody/restraint order, signed by a probate court judge, should be placed on file in the principal's office. These orders are important for determining access to a student's records, the right to have a student dismissed into the care of an individual, the right to access to a student's teachers, and similar issues. Parents/guardians are obligated to provide any changes in the custody/restraint orders.

## **Dress Code**

The responsibility for the dress and appearance of students rests with individual students and parents/guardians. The school reserves the right to call the parent/guardian if, in the judgment of the administration, the student is wearing an article of clothing that does not meet the dress code set forth in School Committee Policy JICA, and request that alternate clothing be brought to the school. The school may also offer the child an alternate item of clothing to wear for the day. Clothing should be clean, and neat, meet safety and sanitary standards, and not be distracting, offensive, or disrupt the educational process. Make-up, short shorts, cut-off jeans, outside jackets, and T-shirts or clothing with inappropriate language are considered inappropriate in school at this age level. However, during the warm days of the late spring or early fall, shorts will be allowed, provided discretion is utilized by parents/guardians in the selection of appropriate classroom clothing. Students are not allowed to wear hats inside school buildings. Exceptions may be made by the Principal for religious or medical reasons or designated school "Spirit Days".

## **Electronic Devices**

The purpose of this policy is to outline the proper use of electronic devices by students in school or any educational setting. The Wilmington Public Schools (WPS) believes that a well-rounded education is one that incorporates the use of technology to support and enhance the curriculum. We want to encourage life-long learners who use critical thinking skills to efficiently and appropriately discern information and media on a global and local scale with respect for ethics and safety. To that end, we want our students to learn with a variety of tools that are available to them, including electronic devices. For the full policy (JICJA Electronic Device), please visit the following link:

<https://www.wpsk12.com/cms/one.aspx?pageId=26933083>

## **Field Trips**

Field trips are designed to complement the Wilmington Public School's curriculum standards and objectives, through activities that enhance student learning. Field trips should be experiences that are not easily reproduced within the school context. The decision to use instructional time for a classroom field trip should be in proportion to the significance and/or number of curricular objectives.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate field trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration.

The Administration will establish regulations to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.
5. All students are provided with the necessary accommodations to experience field trip activities.

Only parents or guardians of students who are participating in the field trip or current employees of Wilmington Public Schools shall be permitted to serve as chaperones for any school-sponsored field trip. Exceptions to this may be made by the Superintendent with prior written approval. Exceptions shall only be made if a sufficient number of chaperones who meet the above criteria are not available to allow for proper levels of supervision. All chaperones must be CORI-cleared.

All out-of-state or extended (overnight) trips and excursions must have advance approval of the School Committee. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. The School Committee requires that final approval be sought no later than sixty (60) days prior to the scheduled

trip dates. The sixty (60) day period is effective upon the date of the Principal's sign-off and subsequent submission to the Superintendent.

## **Lockers (Grades 4 and 5 Only)**

Students are responsible for the cleanliness of the inside and outside of their lockers. Any damage to one's locker will be paid for by the student. The school will not replace items taken from a locker. There is no district insurance plan to cover stolen or missing clothing, personal belongings, or learning materials.

## **Parent/Guardian Involvement**

Parents/guardians are an integral part of the Wilmington School community. In an effort to increase parent/guardian involvement and to foster continued and open communication, the Wilmington Schools offer numerous ways in which parents/guardians can participate in the educational process of their children. Interested parents/guardians should contact their individual school office to learn about ways they can participate in the school setting.

### ***Parent/Guardian Advisory Council***

The Parent/Guardian Advisory Council (PAC) has been established to develop and maintain strong and effective communication between home and school. The PAC provides a forum for the exchange of information, ideas, concerns, and successes among parents/guardians, other PACs, and other schools. It also provides cultural and family activities, provides fundraisers to supplement the school budget, and recruits volunteers. This organization is non-political, non-partisan, and non-profit. Membership includes anyone who has a child enrolled at any of the elementary schools.

### ***School Council***

The 1993 Massachusetts Education Reform Act provides an opportunity for parents/guardians, teachers, administrators, and community members to work together on a school council. The purpose of this council is to adopt school goals, survey parents/guardians regarding their perception of the school, review the annual school budget, and formulate a yearly school improvement plan. The structure of the council, the method for selection of the members, and the operation of the council are defined by policy and administered by the principal and the Superintendent.

### ***Home/School/Family Compact Philosophy***

Each year, parents/guardians of students receiving reading services funded by the Title I program are asked to read and sign a Parent/Guardian Compact with their children. The compact is a written agreement that outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership to help children achieve the State's high standards. The key to

student success is through a solid home-school partnership where we work together as a team to meet the literacy goals of our students.

## **Promotion and Retention**

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

## **Recess**

One 20-minute recess period is scheduled each day.

## **Report Cards and Parent/Guardian Conferences**

Report cards will be distributed three times per year. If your child is having difficulty and/or not completing his/her assignments, parents/guardians will be notified by their child's teacher. If your child is failing a specific subject, an interim report may be sent home halfway through the trimester.

Report card conferences take place twice a year after the completion of the fall and winter marking periods. Notification of conference dates and times will be arranged by each school. Parents/guardians who need additional conferencing time may request this time by contacting their child's classroom teacher.

## **School Cancellations**

It is the policy of the Wilmington Public Schools to close school only in cases of extreme weather or travel conditions. In certain situations, a delayed opening may be necessary rather than canceling school for the entire day. Dismissal on delayed opening days is at the regular time.

In cases of inclement weather, the decision to close or delay will be made by the Superintendent of Schools. The decision is made after consultation with the Wilmington Department of Public Schools, Public Buildings, Police, and the bus company. Notifications will be made using School Messenger, an automated messaging system. School Messenger enables the district to send voice messages, emails, and text messages to

families about emergency situations, school events, and important issues impacting their children.

In addition, announcements relative to the closing of schools will be made as follows:

**Television:** Channels 4, 5, and 7, and the Local Cable Channel (WCTV)

**Social Media:** Announcements will be posted on the district’s Twitter feed, @WilmingtonPS, as well as the district website.

NOTE: Parents/guardians and students are requested to refrain from telephoning the Fire, Police, or School Department about information regarding school cancellation.

## School Insurance

The School Committee endorses the concept of providing an opportunity for quality student accident insurance through a reputable company at a reasonable cost. The student insurance program is voluntary with application forms being sent home as early in September as possible. If no response is received by the deadline for submission, then the school system will presume that the parent/guardian does not want the insurance. Insurance cannot be obtained except during this period of time in September.

## School Breakfast and Lunch (K-5)

All students in Wilmington have access to free meals. Students may bring their own lunch to school.

If they choose to purchase an additional school lunch or any ala carte items, prices are as follows:

Student Lunch (including milk) .....	\$2.75
Milk.....	\$.60
Dessert.....	\$.60-\$1.25

Students are issued an ID card and/or number, to purchase lunch, milk, and dessert. Prepayment is available online [MySchoolBucks](#)

Directions for using my school bucks are available at [Food Services](#)

The Food Service Department also accepts payment in the form of cash or checks. Checks should be written out to WPS Food Services and either mailed to the school or sent in with the student. Balances are always carried forward from school year to school year. When parents/guardians establish an online account, they can view purchases and receive emails about low balances. There is **NO FEE** for viewing accounts online. If parents/guardians do not have Internet access, they should contact the Food Services office at 978-694-6064 and they will provide an invoice. Student accounts “follow” them when they move to another school within Wilmington. WPS Food Services cannot refund money, less than

five dollars; however, when necessary, they will transfer lunch money from one student's account to another student's account. Parents/guardians may choose not to allow their children to purchase dessert with their cards; however, please send a letter to the school requesting this process.

If a lunch account has a negative balance, no a la carte purchases are allowed, i.e. dessert and bottled water. If a student leaves the district and the parents/ guardian of said student has not instructed WPS food service direction for the remaining balance, after one year, the remaining funds will be removed from the student account and added to the donation account for any student that are in need of funds to bring their account into good standing.

The Federal Government's Free and Reduced Lunch applications **are on the website at [Food Services](#)**. A family may submit an application at any time should their level of need change necessitating financial assistance. Families can contact Mary Palen, Director of Food Services, at 978-694-6064 or [mary.palen@wpsk12.com](mailto:mary.palen@wpsk12.com) for an application or download the application at [Wilmington Public Schools: Home](#).

## Visitors

All visitors, parents/guardians, or any person who is not a member of the school staff, must report to the office prior to going anywhere in the building. All doors will remain locked during school hours. Visitors will be monitored and allowed entry to the building by authorized personnel only.

To ensure that parents/guardians have the opportunity to visit their child's instructional program, be non-disruptive for all students, and provide for the safety of the children, the following conditions are to be observed:

1. All visitors are expected to show ID upon arrival at the office and will receive a visitor pass which must be visible for the duration of the visit.
2. A parent/guardian who wishes to visit classrooms while instruction is in progress must make a request to the principal of such intended visit, except on such days as blanket invitations have been extended to parents/guardians for special events. If the planned visit is not at an appropriate time, the visit should be rescheduled to a time mutually agreeable to the visitor, the teacher, and the principal. In the event a person arrives at school for a visit without advance notice, whether he or she will be admitted to visit in the school or the classroom shall be at the discretion of the principal after consultation with the teacher.
3. Upon arrival for a classroom visit, parents/guardians and visitors must sign in at the office prior to going to the classroom. If the visitor is unknown to the teacher, the principal or his representative should accompany the visitor to the classroom. Children should not accompany an adult visitor.

4. While visiting the classroom, the visitor should not in any way interrupt the class or the teacher. If the visitor desires to ask questions or confer with the teacher, he/she should contact the teacher at a later time for an appointment.
5. In order not to interfere with the education of the students or the school program, the principal and/or Director of Student Support Services in the case of special education classrooms, shall have the right to restrict the number of visitors and visits to a classroom. Visits by a parent/guardian to a classroom for evaluation or information-gathering purposes, as opposed to visits for special programs or in response to blanket invitations, generally shall be limited to one hour in length.
6. When a visitor leaves the classroom, he or she must return directly to the main office before leaving the building, record the time of departure in the log book and return the visitor's pass.
7. The principal shall have the authority to exclude from the school premises any person he or she has reason to believe is disrupting the educational program, the children, or the teachers.

## **ATTENDANCE**

### **Student Absences and Excuses**

Regular and punctual school attendance is essential for success in school. The district recognizes absences are necessary from time to time. Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine;
2. Bereavement or serious illness in the family;
3. Weather so inclement as to endanger the health of the child; and,
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with the approval of the Principal or designee. The total number of both excused and unexcused absences will be shown on the child's report card.

A student's understanding of the importance of day-to-day schoolwork is a key factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or frequent absences reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. The Massachusetts Department of Elementary and Secondary Education defines chronic absence as **missing at least 10% of days enrolled** (e.g., 18

days absent if enrolled for 180) regardless of whether the absences are considered excused, unexcused, and/or for disciplinary reasons.

## **Student Absence Notification**

The important work of educating children is best approached through a shared responsibility of both parents/guardians and the school. The regular attendance of a child at school each year is vital to ensuring that learning is supported and progress can be made. It is essential for all to understand that unnecessary absences, tardiness, and early dismissal from school all negatively impact a child's progress in school. This can be supported by our families in trying to ensure where possible that appointments are made before or after school and family trips are scheduled during school vacations.

### ***MA General Law & School Committee Policy***

Parents/guardians are required under Massachusetts General Law (Chapter 76, Section 1) to ensure that their child between the ages of six and sixteen regularly attends school. Under the law, a school District is allowed to excuse up to seven (7) days or fourteen half days in any period of six (6) months.

In addition to the law, the Wilmington School Committee has also established a policy (Student Absences and Excuses Policy JH). Regarding student attendance which can be found here: <https://www.wpsk12.com/cms/one.aspx?pageId=26933083>

It should be noted that it is not the intention of the administration of any of our schools or at the District level to be unreasonably punitive with efforts to support and enforce the described attendance policy. The purpose of an attendance requirement is to assist every student to be academically successful and we expect our students, their parents/guardians, and the schools to be held accountable for student attendance.

As per the District's policy, in instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying that such absence is justifiable.

### ***Excused Vs Unexcused Absence***

It is understood that there are a variety of reasons that a child may be absent from school and the reason for the absence falls into one of two categories:

#### ***Excused Absences:***

- Illness or quarantine
- Bereavement or serious illness in the child's family
- Inclement weather that prevents safe travel

- Observance of a major religious holiday(s)
- School-sponsored event (i.e. a field trip)
- Documented college visit
- Other exceptional reasons as approved by the child's principal

***Unexcused Absences:***

Generally, anything that does not fall into one of the above categories will be considered unexcused and includes:

- Family vacations
- Attendance at a sporting event (i.e. a tournament)
- Non-emergency appointments
- Oversleeping

**Note: In order to be eligible for extracurricular activities, students must attend all classes each day.**

- Students who leave school early or who enter school late without an excused absence cannot participate in any games, practices, or extracurricular activities that day.
- Students who are absent from school on Friday or the last day of the week are ineligible to play on the next calendar day after the absence. The only exception to this rule is if a student has submitted in writing an excuse for a “planned” absence-and received written permission to participate.

***Absence Notification Program***

The parent/guardian must inform the school of their child's absence by contacting the school no later than 90 minutes from the start of the school day with the following information:

- Date(s) of absence(s)
- Child's Name
- Year of Graduation/Grade Level
- Reason for absence
- A phone number where the caller can be reached, if not at a home number
- If a child is absent from school the parent/guardian will be contacted by the school
- Each principal or their designee will make every effort to meet with any student and that student's parent/guardian when the student has missed five (5) or more unexcused school days (see M.G.L. [c. 76, §1B](#)). The purpose of the meeting will be to develop an action plan to improve attendance.
- If a student is absent from the high school for 10 consecutive absences, then an intervention meeting or exit interview will be held.

- Students who have 18 cumulative absences in one school year are labeled “chronically absent” by the Massachusetts Department of Secondary and Elementary Education. If a student accumulates 18 cumulative absences, the school may require an additional meeting to ensure that the student is making appropriate academic progress.

**Attendance Codes Key:**

In order to be consistent in our student attendance reporting throughout the District, the following codes will be used in our student information system to record a child’s absence:

**AE- Absence Excused**

- The student is absent with an approved/excused absence. Documentation may be required to support such an absence. The school recognizes certain absences with approved documentation as excused. The following types of absences with documentation will not be counted toward loss of credit at the high school:
  - Medical absences
  - Bereavement absences
  - College visit absences (up to 3)
  - Religious holiday/observance absences
  - Please note: family vacations are not excused absences, will count towards absence accumulations, and may result in credit loss.

**AU- Absence Unexcused**

- The student is absent from school with parent/guardian acknowledgment
- The student misses the entire class at the secondary level
  - This includes being home sick without medical documentation

**T- Tardy**

- The student arrives late without administrator approval

**TE- Tardy Excused**

- The student arrives late to a class with administrator approval

**D- Dismissal**

- The student is dismissed from school by a parent/guardian or the Health Office

**Early Dismissal**

To be considered present, a pupil must be present for more than a half-day. If a student is dismissed before the time listed below, they will be marked absent.

Boutwell: 11:15

Wildwood: 10:30

Shawsheen: 11:40

Woburn Street: 12:15

North Intermediate: 12:15

West Intermediate: 11:40

Students will be dismissed only by the office staff or the school nurse. A student needing to be dismissed from school should bring a signed and dated note from a parent/guardian indicating the reason and the desired time of departure. If a parent/guardian is not going to pick up the student, the name of the person who will pick up the student should be included in the dismissal note. Early dismissals should be for emergency reasons only. Parents/guardians should make every attempt to schedule medical, dental, and other appointments after school hours. The adult dismissing the student must report to the office and sign the dismissal book indicating the child's name and time of dismissal. No child will be dismissed except to a parent/guardian or an individual designated by the parent/guardian in writing.

## **Emergency Dismissal**

Due to circumstances beyond the district's control (e.g. snow, heat/plumbing problems) it could become necessary to send students home from school before the normal dismissal time. Should the necessity arise, the district would utilize our communication platform to notify families.

## **Family Vacations**

Absences due to family vacations are considered unexcused. Parents/guardians should consult the school calendar prior to making vacation plans. Parents/guardians are strongly discouraged from taking their children out of school for family vacations because valuable classroom instruction time can never be replaced by make-up assignments.

When parents/guardians decide to take their children out of school for vacations, they must notify the school of their intentions. Because such extended absences are not excused, teachers are not expected to provide make-up work or special assignments prior to these vacations. Teachers are not expected to provide special tutoring or student work for those students whose parents/guardians take them on vacation during school time.

# **SAFETY AND SECURITY**

## **Safety and Security**

For the safety of the entire school community, all school doors will remain locked from the outside during the school day. In the case of an emergency, children and staff can easily exit the building through these doors.

Students are not allowed to leave the school building with any individual unless that person is properly identified as a parent/guardian or another authorized escort. Said escort must report to the office in person to pick up the child. If the person is unknown to the office, identification will be requested.

Please send a dated written note if someone else is to pick up your child. **No child shall be dismissed except to a parent/guardian or individual designated by the**

**parent/guardian in writing.** If someone else asks to pick up a student, the school will call the parent/guardian in order to verify that this person is authorized to pick up the child.

All parents/guardians and teachers should instruct the children not to speak to strangers at any time and not to accept rides from strangers at any time. If a stranger speaks to a child, ask the child to report the same to his/her parents/guardians/teachers.

## **Fire Drills and Safety Drills**

Fire drills are held three times a year at all elementary schools. The children exit the building in a uniform fashion to a designated site as quickly as possible and an attendance count is taken. Emergency preparedness drills are conducted on a regular basis throughout the school year to prepare students for an emergency situation.

# **STUDENT SERVICES**

## **Special Services**

Each elementary school utilizes a Student Success Team (SST) to support students that may be struggling academically, behaviorally, or socially-emotionally. The goal of the SST is to maximize individual student success, while at the same time serving as a screening process for students who may be in need of special education services. Teachers who have concerns about a student's progress are expected to refer the student to the building-based Student Success Team. This team develops interventions for students, tracks student progress using data, and determines what interventions the student may require in order to be successful in the school environment. SST teams also refer for a Special Education evaluation if a disability is suspected. Parents/guardians may access the SST process through the classroom teacher.

“Under the provisions of M.G.L. c.71B, special education and related services are available for students with disabilities which prevent them from making educational progress in the regular education setting”. A referral for a special education evaluation may be initiated by school personnel or by the parent or guardian. After a comprehensive evaluation has been completed, eligibility for special education services will be made. If an IEP (Individual Education Program) is developed, the district/school will implement all provisions of the IEP according to M.G.L. c.71B. IEPs are reviewed and updated on a yearly basis, and a reevaluation takes place every three years. Please consult the Wilmington Public Schools Office of Student Support Services website for additional information regarding MA DESE eligibility criteria for Special Education, parent's/guardian's rights and responsibilities, and additional resources.

## **Section 504**

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Specifically, Section 504 indicates that no otherwise qualified individual with a disability shall, solely because of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funds. A qualified individual under Section 504 is any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A team knowledgeable about the student determines if they meet Section 504 eligibility criteria. Once eligibility is determined, a Section 504 Plan is developed by the team. Once parent/guardian consent is given in writing, the accommodations will be implemented. If you suspect your child may be eligible under Section 504 please contact the building Principal.

## **Counseling**

The goal of the Counseling Department is to promote the emotional, social, and academic well-being of each child. Specifically, we hope to help children develop self-esteem and a healthy respect for others, as well as themselves.

Counselors meet with individual students, groups, or an entire class. The subject matter is likely to include the identification and exploration of feelings, the examination of individual differences and likenesses, and problem-solving techniques. The counseling staff attempts to clarify issues and promote better communication between students, teachers, and parents/guardians. All students are able to access the building-based counseling staff.

As part of the Pre-Referral Team (SST) process, the counselors assist the administration in coordinating testing, keeping parents/guardians informed of testing rationale and progress, and work with the team toward promoting a favorable learning experience for those students who are not meeting with success. At times, when in-depth psychological services are required, counselors act as liaisons between psychological services, school personnel, and parents/guardians.

It is the hope of the counseling staff members that their intervention will be of a preventive rather than a therapeutic nature. Participation in the counseling program may result from the recommendation of an evaluation meeting, a teacher request, or a parent/guardian request. Parents/guardians will be contacted initially when a student will be seen by the counselor on an individual basis for an extended period of time.

## **Health Services**

Essential School Health Services are available in all of our schools. In the event of a serious illness or injury, a parent or guardian will be notified immediately. In the absence

of the school nurse, every effort is made to obtain a substitute nurse. On the rare occasion, that one is not available, the nursing staff will share the responsibility for meeting the medical needs of all students.

### ***Accidents/Illness***

In case of an accident, illness, or other emergencies, the school will try to immediately locate the parent or person responsible for the child. In the event of an emergency requiring immediate attention, if neither a parent/guardian nor emergency contact can be reached, emergency procedures will be instituted by the school nurse/staff.

### ***Exclusion/Absence from School***

To comply with Massachusetts General Laws, Chapter 71, Section 56, if a child is found to be suffering from disease, injury, or illness requiring treatment or further evaluation, the parent/guardian or emergency contact will be notified by the school nurse, principal or designee to request the dismissal of his/her child to seek proper care.

Children may not attend school if they appear to be ill. Any child who presents with a sore throat, severe cold, rash, conjunctivitis, flu, fever, etc. should be kept home. The close proximity of seating in classrooms accelerates the spread of communicable illnesses. Should your child be ill and remain home, you are asked to notify the school office by phone. Please state the reason for your child's absence for the purposes of tracking illnesses.

Listed below are some helpful guidelines when your child becomes ill during school or is absent due to illness:

- a) Students should not return to school after an illness accompanied by vomiting, diarrhea, or fever until their temperature has been normal for 24 hours, without the use of fever-reducing medication.
- b) Students who are taking antibiotics due to illness may return to school after 24 hours of antibiotic treatment if they are well enough to participate in school activities. Students diagnosed with strep infections may return to school after 12 hours with antibiotic treatment.
- c) Parents are reminded to use discretion when sending their child to school with colds, headaches, or stomach disorders. The child may be exposing others and may not benefit educationally himself/herself.
- d) If a student requires medication after returning to school from an illness, please be reminded to follow the medication policy of the Wilmington Public Schools.

### ***Doctor's Notes***

For health and safety reasons, communication between the home and school nurse's office is very important. Parents/guardians are responsible for reporting all student injuries and important medical information (fractures, sprains, surgeries, serious illnesses, etc.) to the school nurse as soon as possible. A doctor's note, indicating physical restrictions or

limitations, is **required** for all students returning to school with any activity-restricting devices, such as crutches, casts, slings, braces, etc.

### ***Administering Prescription and Non-Prescription Medications to Students***

Wilmington nursing staff will administer all medication required during the school day (1) under the specific written request of the parent/guardian and (2) under the written directive of a prescribing physician. All medication orders must be renewed at the beginning of each academic year. Medication to be dispensed should be brought to the nurse's office by a parent/guardian or responsible adult, limited to a thirty-day supply, and must be in the original prescription bottle or manufacturer packaging. All medications are stored in a securely locked cabinet used exclusively for medication in the nurse's office. Children are not permitted to have medication in the classroom or on their person unless permission has been granted for self-administration by a parent/guardian and physician and *provided the school nurse determines it is safe and appropriate*.

Per the Massachusetts Department of Public Health, self-administration of medication is limited to the following and requires a written individualized self-administration health care plan:

- a) Students with asthma or other respiratory conditions may possess and administer prescription inhalers.
- b) Students with cystic fibrosis may possess and administer prescription enzyme supplements.
- c) Students with diabetes may possess and administer glucose monitoring tests and prescription insulin.
- d) Students with life-threatening allergies may self-carry/self-administer prescription Epinephrine.

For short-term prescription medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. The written request of a parent/guardian is required.

Investigational new drugs may be administered in the school with: (1) a written order by a licensed prescriber; (2) written consent of the parent or guardian; and (3) a pharmacy-labeled container for dispensing or manufacturer packaging. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in a school setting.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse.

Parents/guardians may retrieve prescription and non-prescription medications from the school at any time. Where possible, all unused, discontinued, or outdated prescription medications shall be returned to the parent or guardian, and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such prescription medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs.

The school district shall, through the District Director of Nursing Services, register for medication delegation with the MA Dept. of Public Health and train school personnel in the use of Epinephrine and medication administration on field trips. In-school medication delegation by unlicensed school personnel is not permitted.

LEGAL REF.: M.G.L. 71:54B  
Dept. of Public Health Regulations: 105 CMR 210.00

### ***Population-Based Health Screenings***

Population-based health screenings are mandated by the Massachusetts Department of Public Health (MDPH) and/or the Massachusetts Department of Elementary and Secondary Education (DESE) for vision, hearing, height & weight, posture, physicals, and substance use. These screenings are performed annually by the school nurse or trained designee for the following grades:

- Vision: All students in grades K through 5, 7, and 10.
- Hearing: All students in grades K through 5, 7, and 10.
- Height, Weight & Body Mass Index (BMI): All students in grades 1, 4, 7, and 10.
- Posture: All students in grades 5 through 9.
- Physicals: All students upon school entry and in grades K, 4, 7, and 10. It is preferred that your child's primary care provider perform physical examinations. New transfer students must provide a physical exam within one year prior to entrance to the school or within 30 days after school entry, then at the above intervals.

Parents/guardians may 'opt out' of population-based health screenings by providing a written note to the school nurse in advance of the screening.

When a child does not pass vision, hearing, or postural screening, a repeat screening is performed. If a child does not pass for the second time, a letter is sent home indicating the findings. A parent/guardian should then initiate an appointment with a doctor and return the findings to the school nurse. All screening results are documented on each student's health record.

Immunizations on all students must be completed for school entry and updated as required by the Massachusetts Department of Public Health. Massachusetts law allows two types of exemption: 1) religious exemption from physical examinations or screenings,

upon written request of a parent/guardian, and/or 2) medical exemption, upon written request of your child’s physician. Students with exemptions may be subject to exclusion during disease outbreaks.

***Cough Drops***

Due to concerns about choking, students coming to the health office numerous times requesting cough drops frequently, and the overall lack of effect in most cases, cough drops will no longer be permitted in Wilmington Public Schools.

The school nurses strongly suggest that each student have a water bottle with them to soothe irritated throats. If your child's cough is persistent, contact your pediatrician for an appropriate over the counter medication that can be given at home prior to school.

***Communicable Disease Control***

Contagious diseases are required by law to be reported to the local Board of Health. Kindly report this information to the school nurse in a timely manner. The following rules and regulations, which have been established by the local Department of Public Health, concern the more common communicable diseases. Please contact your child’s School Nurse or the Director of Nursing Services for additional information.

<b>Disease</b>	<b>Minimum Isolation Period of Patient</b>	<b>Minimum Period of Quarantine of Contacts</b>
Chickenpox	Until lesions have dried and crusted, or until no new lesions appear, usually by the fifth day	Susceptible students and staff, who are not appropriately immunized or are without laboratory evidence of immunity or a reliable history of chickenpox, shall be excluded from school from the tenth through the 21 <sup>st</sup> days after their last exposure
German Measles	No restrictions	No restrictions
Measles	Four days from appearance of rash	No restrictions
Mumps	One week from the onset of disease or until all swelling has subsided, whichever is sooner.	No restrictions

Whooping Cough	Three weeks from the beginning of spasmodic cough	No restrictions
Scarlet Fever	Twenty-four hours with antibiotic therapy as long as therapy is continued for 10 days.	No restrictions

***Common Health Problems***

Poison Ivy, Poison Oak, etc: No restrictions. Not contagious, but must be under treatment. If the rash is weepy, it must be covered.

Pediculosis (head lice): Transmitted by direct contact. Does not carry disease and is not considered a public health issue. School exclusion and attendance are at the discretion of the school nurse.

Pinworm: Contagious. Transmitted by hand and airborne dispersal. Treatment is required by a physician.

Scabies: Contagious. Transmitted by direct contact. Excluded from school until free from infestation.

***Rights of Students with AIDS or HIV Infection***

If a student has AIDS or is infected with HIV, the virus that causes AIDS, that student has certain rights under the law. Also, the Massachusetts Department of Education and the Massachusetts Department of Public Health have a written policy that informs schools on how they should act in order to protect those rights. The following is a summary of that policy:

- a) Every school-age child has the right to a public education.
- b) A student with AIDS or HIV infection has the right to keep their medical condition private.
- c) If a parent tells someone at school that a student has AIDS or HIV infection, they should not tell other people without that parent’s permission.
- d) A parent may give people at school permission to tell certain other people that a student has AIDS or HIV infection by saying so in writing.

Massachusetts General Laws, Chapter III, Section 70F, prohibits health care providers, physicians, and health care facilities (including school-based clinics) from disclosing HIV test results, or even the fact that a test has been performed, without the specific, informed, written consent of the person who has been tested. Please note: HIV/AIDS information is not considered part of the student health record.

***Life-Threatening Food and Other Allergy Policy Statement***

It is the policy of the Wilmington School Committee to set age-appropriate guidelines for students and schools within the Wilmington system that minimize the risk for children with life-threatening allergies (LTA) being exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines shall include building-based general medical emergency plans, life-threatening allergy emergency plans, individual healthcare plans for all students diagnosed with LTA, appropriate training of staff, availability of medical equipment on-site for quick response to life-threatening allergic reactions, and other such guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens. Specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. In order to assist children with LTA to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the Wilmington Public Schools that the guidelines shift as children advance through the primary grades and through secondary school.

### **Parent/Guardian/Student LTA Guidelines**

**1. Life-threatening Allergy Notification:** It is important for parents/guardians to communicate their child's medical condition(s) including Life-Threatening Allergies to the School Nurse, the Classroom Teacher, and C.A.R.E.S. (before and after-school extended day) Program. This will assist the school in being prepared for any potential emergency situations that may arise throughout the year.

**2. Allergy Action Plan:** Allergy Action Plan forms are required to be completed annually before the beginning of the new school year by the parent/guardian and physician or as needed with updated changes as necessary. This form acts as an individualized health care plan, doctor's orders & emergency care plan. It provides critical information necessary to care for the student in the event that an allergen is ingested requiring emergency care. Be sure to include a current picture of your child on the form. Forms may be accessed on the district website under Health Services or the Nurse's page on your child's school website or you may obtain them from any School Nurse.

**3. Emergency Medication:** Per Wilmington Public School Policy, any student requiring medication during the school day should have it delivered by a responsible adult in a prescription &/or manufacturer's labeled container to the school nurse. This is for the safety of your child as well as other students. The student's Epinephrine auto-injector and Benadryl (if indicated) should be provided at the beginning of the school year; and must be accompanied by an Allergy Action Plan, as previously noted. Please refrain from sending any medication in a student's backpack. Medication expiration dates should be noted upon delivery at school. It is the parent/guardian's responsibility to replace expired medication in a timely manner. If your child requires an additional Epinephrine auto-injector in the classroom, kindly provide the extra medication in a red bag or waist pack. Please note that Wilmington C.A.R.E.S. requires separate medication to be provided for the before and after-school program. The same WPS medication policy applies.

**4. Food Allergy Questionnaire:** The Food Allergy Questionnaire allows parents/guardians to provide a brief history of the child's food allergy diagnosis, management, and potential treatment. It is a very helpful reference for the school nurse in planning for your child's care during the school year. Please obtain this form from your child's School Nurse.

**5. Documentation of life-threatening allergies:** Please submit documentation &/or test results of your child's life-threatening allergy from your child's Primary Care Physician or Board Certified Allergist. (This will be done initially at the Kindergarten level and then again when applicable through a student's education in Wilmington Public Schools.) It is important to have clear documentation concerning any medical diagnosis or condition so that the school nurse can be prepared to care for your child while at school. Federal law permits information in your child's health record to be shared with WPS personnel on a 'need-to-know basis.' This information will also be shared with EMS if there is an emergency. The school nurse will review the signs/symptoms of anaphylaxis with the teaching staff.

**6. Classroom Education:** A parent/guardian of a student with an LTA is welcome to come into the class to either listen to or participate in a lesson about food allergies. This is on a voluntary basis. In the past, some parents/guardians have been very comfortable addressing the classroom regarding food allergies in an age-appropriate manner. You may contact the School Nurse if you're available.

**7. Classroom Celebrations:** Only non-food-related celebrations will be allowed. Parents/guardians may consult with teaching staff regarding possible options. Consideration should be made to ensure that non-food-related items are safe and age-appropriate.

**8. Lunch & Snacks:**

*All Classrooms* will be considered peanut-safe. All snacks sent in from home will be peanut-free. It is preferred that snacks from home be pre-packaged with a label when sent to school. *Cafeteria:* A peanut-free table will be provided in the lunchroom.

**9. Curriculum-Related Activities:** Class projects and manipulatives will remain free of major allergens. For example, any organic materials, such as birdseed, play dough; clay, etc. will be pre-approved by parents of allergic children to avoid accidental exposure to allergens, i.e. nuts that may be included in birdseed, or wheat may be included in clay, etc. Special care should be taken when using recycled materials such as milk containers or egg containers, etc. since trace amounts of food previously contained in these materials may be present. The classroom teacher is responsible for consulting with the school nurse prior to implementing class projects and manipulatives.

**10. Special Dietary Needs**

- **Disability-Related:** *Examples include, but are not limited to: Speech/Swallowing problems, Food Anaphylaxis (severe food allergy) \*\*, PKU,*

and Celiac disease. \*\*Signed Allergy Action Plan &/or EpiPen Medication orders are acceptable for Physician's Prescription.

A. Health Services protocol:

- Student health information is obtained from the student's Health Record and student's Emergency Card annually by the School Nurse
- All health conditions concerning food are confidentially shared with Food Services

B. Parent/Guardian/Student Guidelines:

- If a child is participating in a Food Service program, parents/guardians are encouraged to review lunch menus in advance. Product information containing ingredient information is available on CD from the Food Services Manager & Administrator of Food Services
- Student education for self-management is important. As children grow and develop, they should be encouraged to read labels or ask about ingredients at lunch. Medical alert identification is highly recommended.
- It is the parent/guardian's responsibility to notify Health Services of all student health conditions and to provide proper documentation from the child's physician. When health conditions change, Health Services should be notified as soon as possible.

C. Food Services protocol:

- Student dietary restrictions are entered into the Point of Sale (POS) system as an Alert
- During lunch, all attempts will be made to assist students with safe choices.
- Wilmington Public School employees cannot be held responsible for companies that change ingredients or manufacturing without notification or proper labeling.

- **Non-Disability:**

- USDA does not require schools to serve special meals**

- *Food intolerances, Non-anaphylaxis food allergy, Diabetes, Obesity, High Cholesterol, Food Restrictions by Parent/guardian Choice*

**11. Field Trips:** Field trips will be chosen carefully and no child will be excluded from a field trip due to the potential of unavoidable allergen exposure. A clear plan to activate Emergency Medical Services (911) will be followed in accordance with the student's Allergy Action Plan (AAP). Emergency medication(s) and an AAP will accompany the allergic student on all field trips. A parent/guardian may be asked to attend the field trip. If the parent/guardian of the student with LTA is not available to attend, the student will automatically be placed with an Epinephrine-trained teacher/designee. No sharing of food or utensils will be allowed, and no eating will be allowed on the bus per transportation guidelines (see part 11).

**12. Transportation:** The parents/guardians of a student with LTA's are encouraged to complete a Transportation Emergency Card at the beginning of each school year. This card may be obtained from the school nurse or the Transportation Department. It is the parent/guardian's responsibility to complete the card and deliver it to the Transportation Coordinator. The Transportation Coordinator will review the card before handing it over to the appropriate bus driver. In the event that the student indicates he/she is having an allergic reaction while riding the bus to or from school, the bus driver will stop the bus to call for emergency help in accordance with the bus company policy. Having a Transportation card on file will assist the bus driver in readily identifying that your child has a history of an LTA. Eating is not allowed on the bus, per the school district policy. Parents/guardians are also encouraged to verbally notify the bus driver of their child's life-threatening allergy on the first day of school.

**13. Educate Child in Self-Management of His/Her Food Allergy:** All students with LTA's should be encouraged to learn about their food allergy, how to recognize symptoms, and how to ask for help if an allergen has been ingested. Parents/guardians play an important role in preparing students to be ready for school. It's important to teach your child to not share food in school or on the school bus and to only eat what a parent/guardian allows. When in doubt, the student should be taught to speak to an adult. Children with life-threatening allergies are encouraged to wear a medical alert bracelet/pendant.

**14. Review 504 Accommodation Plan:**

- a. A 504 Plan is an accommodation plan for any student who has a "physical or mental impairment that substantially limits one or more major life activities, has a record of such or is regarded as having such an impairment" so that s/he may access FAPE (Free Appropriate Public Education). The school **may** prepare and maintain such a plan in conjunction with the student's parent/guardian and primary care provider/allergist, if applicable.
- b. The school nurse and school principal/designee in conjunction with the student's parent/guardian(s) and the primary care provider/allergist, will help prepare a 504 Plan, if applicable, and an AAP for any student identified with an allergy that substantially limits a major life function. The 504 Plan and AAP will be updated and reviewed annually by the school nurse, the principal, the student's parent/guardian(s), and the primary care provider and/or allergist.
- c. The 504 Plan (if applicable) and AAP will be available in the nurse's office and student's classroom.
- d. Photographs of students with life-threatening allergies (LTA) should be provided by the parent/guardian and attached to the 504 Plan and/or AAP.

**15. Grade 1 Transition Program:** Toward the end of the kindergarten school year, children with LTAs and their parent/guardian will be invited to attend a Food Allergy Transition Visit at the elementary school where the child will attend first grade, either the

Shawsheen Elementary School or Woburn Street School. This visit is held during the school day and will provide both the student and the parent/guardian an opportunity to meet and speak with the school nurse and food services staff. Classroom and lunchroom procedures will be reviewed and a tour of the cafeteria will be provided. All children and their parents/guardians are encouraged to attend.

**16. Grade 6 Transition:** As students transition to Middle School, they will accept more responsibility for the self-management of their LTAs. In an effort to assist students in making safe choices, the most common food allergens will be posted. Wilmington School Food Services will be available to assist students during the process. Note: Wilmington Public School employees cannot be held responsible for companies that change ingredients or manufacturing without notification or proper labeling.

**17. Latex Allergies:** Latex allergies may also cause an anaphylactic reaction. In order to prevent a severe reaction, it is important to avoid exposure to the school environment. The following items are not allowed: Rubber Balloons and Tennis Balls sliced open and applied to chair legs and other items as determined by the school nurse. If your child has an allergy to Latex, please contact the school nurse to develop a plan of care.

References:

*Accommodating Children with Special Dietary Needs in the School Nutrition Program*, USDA, 2001

Food Allergy and Anaphylaxis Network, <http://www.foodallergy.org>

*Managing Life-Threatening Food Allergies in School*, MA DESE, 2002

*Massachusetts Comprehensive School Health Manual*, MDPH, 2007

### **Health Records**

In accordance with the MA Department of Elementary and Secondary Education, 603 CMR 23.06 policy on Temporary Records: the temporary record shall consist of all the information in the student record which is not contained in the transcript. Such information shall include health records, standardized test results, class rank, extracurricular activities, and evaluations by teachers, counselors, and other school staff. Upon transferring, the temporary record must be transferred to the student's new school in accordance with paragraph 23.07 of the above regulation. The school district is authorized to send student health records directly to public schools without the consent of the student or parent. The school district must obtain consent to send information to private schools. School Health Records should be placed in a sealed envelope marked 'confidential medical information – attention school nurse' and placed with the entire student record for mailing to the new school.

It is the policy of the Wilmington Public Schools to distribute all temporary health records to graduating seniors. Any Massachusetts School Health Records retained by the Wilmington Public Schools must be destroyed no later than 7 years after the student transfers, withdraws, or graduates.

Please note: The above Wilmington School Health policy information does not include all possible illnesses or health concerns. Should you need further information, please consult with your child's school nurse or visit the Health Services page on the district website.

## **STUDENT RECORDS**

### **Emergency Information**

Emergency Contact Information is required for every student. Prior to the beginning of each school year, parents/guardians are to complete the form online using the parent/guardian portal in Aspen. The form must be completed in full. Information requested consists of but is not limited to, the following:

1. Home telephone number
2. Name and telephone number of physician and dentist
3. Names and telephone numbers of two other persons to contact in case the parents/guardians cannot be reached
4. Parents/guardians' work /cellular phone numbers
5. Authorization to provide medical attention at the nearest medical facility if parents/guardians cannot be reached
6. Any current medical conditions and medications

**This information is extremely important and must be kept up to date. Remember to contact the school office for any change in information during the school year. Kindly contact the school nurse directly for any change in medical information. The Aspen portal also requires parents/guardians to click to indicate the following:**

- **Agreement with and understanding of the district's Internet policy**
- **Permission to use photographs or include children in social media posts**
- **That the handbook has been reviewed**

Failure to provide this information in Aspen may result in your child not being able to attend field trips and/or use the internet at school. Please go to [About the Aspen Student/Family Portal - Wilmington Public Schools](#) for a tutorial.

### **Release of Information**

Elementary schools in Wilmington continually celebrate student achievements and talents. Students are frequently recognized either in writing or with photographs in school newsletters, local newspaper publications, websites, videotapes, the local cable T.V. station, and displays throughout schools and town buildings. Students' work may also be submitted to local and national contests. Parents/guardians who do not want their child's name, image, or school work to appear in publications as referenced above, must indicate

such in the “policy sign-off” section of the Aspen portal when updating emergency information each fall (see the Emergency Information section below).

## **Directory Information Notice**

The Wilmington Public Schools has designated certain information contained in the educational records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post-high school plans of the student.

Directory information may be disclosed for any purpose at the discretion of the school system, without the consent of a parent/guardian of a student or an eligible student. Parents/guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent/guardian or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq.

Any parent/guardian or student refusing to have any or all of the designated directory information disclosed must file a written notification to this effect with the principal on or before October 1st of each school year. In the event that a refusal is not filed, it is assumed that neither the parent/guardian of a student nor the eligible student objects to the release of the directory information designated.

## **Notice of Transfer to Other Schools**

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents/guardians and eligible students that the Wilmington Public Schools forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without the consent of the parent/guardian or eligible student.

## **Amending a Student Record**

- A. A parent/guardian has the right to add information, comments, data, or any other relevant written material to the student’s record. The parent/guardian should submit the additional information in writing to the principal with a written request that the information is added to the student record.
- B. A parent/guardian has the right to request, in writing, deletion or correction of any information contained in the student’s record, except for the information that was inserted into that record by the Special Education Team. Such information inserted

by the Special Education Team shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

- 1) If a parent/guardian is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent/guardian shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
- 2) The principal or his/her designee shall within one week after the conference or receipt of the objection if no conference was requested, render to such parent/guardian a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent/guardian, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
- 3) If the principal's decision is not satisfactory to the parent/guardian, the parent/guardian may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
- 4) If the Superintendent's decision is not satisfactory to the parent/guardian, the parent/guardian may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR 23.09(4).

## **STUDENT BEHAVIOR AND CODE OF CONDUCT**

### **Positive Behavior Intervention and Supports (PBIS)**

As a district we are committed to providing our students with the tools necessary to conduct themselves as positive members of our community. Each school has developed and implemented a system of Positive Behavior Intervention and Supports (PBIS) to support all students.

### **Student Rights & Responsibilities**

The reason for being in school is to learn. That which distracts students from this purpose must be avoided. Students are expected to show proper respect for one another, for all school personnel, and for the school building and grounds.

Once students have boarded the school bus or arrived on school grounds, students are under the supervision and direction of the school staff and all school regulations. Infractions of school rules and disregard of orderly school conduct may result in referral to the office, student and/or parent conferences, loss of bus riding privileges, detention, in-school or out-of-school suspension, expulsion, or other penalties deemed appropriate by the Principal or his/her designee.

Included below is a list of prohibited conduct and guidelines for response by school officials. In listing prohibited conduct, we cannot anticipate every possible circumstance that could result in discipline. Students are expected to recognize that any conduct that interferes with an appropriate educational environment, whether or not listed, may lead to discipline. In addition, students should be aware that the responses listed are merely guidelines. School officials retain the discretion to vary from these guidelines as appropriate based upon the circumstances of each incident.

The following are examples of behaviors that are not acceptable at school.

Alcohol possession/use	Inappropriate use of a cell phone
Assault	Inappropriate use of the Internet
Bullying	Leaving a classroom without permission
Causing a disruption	Leaving the school building without permission
Destruction of school property	Not following directions
Disrespect to a staff member	Physical fight / instigating a physical fight
Drug possession / use	Possession of a weapon
Excessive tardiness	Racial slurs
Failure to do classwork	Showing a lack of respect
Felony outside of school	Theft
Forging a note	Threatening a student or staff member
Harassment	Tobacco possession / use
Inappropriate behavior	Truancy

Inappropriate behavior on the bus	Vandalism
Inappropriate gesture	Violation of school/classroom rules
Inappropriate language	

### **Referral to the Office**

If a student is sent out of a classroom for a class disruption, the student will go directly to the office to report to the principal / assistant principal. Failure to report to the office will result in disciplinary action. Following a discussion between the student and the principal/assistant principal, the student’s parents/guardians may be contacted and requested to come to school for a discussion of the student’s behavior.

### **After School Detention**

At the discretion of any teacher/administrator, a particular student may be kept after school for any of the following reasons:

1. Tutorial assistance in a given subject area.
2. An opportunity to provide a period of time when missing assignments could be completed.
3. As a measure of inappropriate classroom behavior.

When it becomes necessary to detain a child, parents/guardians are responsible for providing transportation home, unless other arrangements have been made. A 24-hour notice will be given.

### **Suspension**

A suspension is a temporary loss of membership in the school community. Students are prohibited from being on school grounds or attending school-sponsored activities on or off-campus during the time of the suspension.

Procedures to be followed in connection with a suspension of ten days or less are set forth under the Procedures for Short-Term Suspension section of the handbook. Long-term suspensions require more formal procedures. See the Procedures for Long-Term Suspension or Expulsion section of the handbook.

An administrator may, at his/her discretion, schedule a conference with parents/guardians prior to a student’s return to school after a suspension to discuss and set forth the terms of return. Work and tests missed during the suspension period must be made up by the student.

### **Procedures for Short-Term Suspension**

*(exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)*

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - a. The disciplinary offense;
  - b. The basis for the charge;
  - c. The potential consequences, including the potential length of the suspension;
  - d. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - e. The date, time, and location of the hearing;
  - f. The right of the parent and student to interpreter services at the hearing; and
  - g. If the student may be placed on a long-term suspension following the hearing with the principal: (1) The rights set forth under the "Procedures for Long-Term Suspension"; and (2) The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The principal shall notify the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

### **Procedures for Emergency Removal**

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a

short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or another removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

### **Procedures for Long-Term Suspension**

*(exclusion of a student from school premises and regular classroom activities for more than ten school days.)*

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H, and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16, and §17.

1. In the event of a long-term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - a. The disciplinary offense;
  - b. The basis for the charge;
  - c. The potential consequences, including the potential length of the suspension;
  - d. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - e. The date, time, and location of the hearing; and
  - f. The right of the parent and student to interpreter services at the hearing.
2. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
4. The student shall also have the right to be represented by counsel or a layperson at the choice and expense of the student/parent.

5. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
6. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.
7. The principal shall make a determination as to whether the student committed the disciplinary offenses and what consequences shall be imposed. The principal shall notify the student and parent in writing of his/her decision, including the following information:
  - a. The disciplinary offense, the date on which the hearing took place, and the participants in the hearing;
  - b. The key facts and conclusions reached by the principal;
  - c. The length and effective date of the suspension and the date of return to school;
  - d. The notice of the student's opportunity to receive education services to make academic progress during the suspension;
  - e. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
    - i. The superintendent shall hold the hearing within three (3) school days of the student's request unless an extension is mutually agreed to.
    - ii. The superintendent shall make a good-faith effort to include the parent in the hearing.
    - iii. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
    - iv. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
    - v. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.

- vi. The decision of the superintendent shall be the final decision of the school district.

### **Expulsion**

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Conduct that may lead to expulsion includes but is not limited to possession of a dangerous weapon, assault on school personnel or upon other students, possession of a controlled substance, and certain criminal convictions and charges.

## **Discipline for Students with Disabilities (IEPs and 504 Plans)**

All students are expected to meet the requirements for behavior as set forth in this handbook and to abide by the Wilmington Public Schools code of conduct. The disciplining of students with disabilities is governed by Federal and State laws and regulations. Specifically, these laws include the Individuals with Disabilities Act, 20 U.S.C. 1401 et seq., its implementing regulations 34C.F.R. et seq., Massachusetts General Laws, Chapter 71B and its implementing regulations, and Section 504 of the Rehabilitation Act of 1973. State regulations require that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Education Plan (IEP) or 504 Plan. A student not yet determined eligible for special education also has these protections if the district had knowledge that the student was a “child with a disability” before the behavior that led to the discipline occurred. Students for whom the district had knowledge that the student was a “child with a disability” before the behavior that led to the discipline occurred, are entitled to an expedited evaluation to determine eligibility for Special Education Services prior to discipline being imposed. The following additional requirements apply to the discipline of students with disabilities.

1. The IEP or 504 Plan for every student with a disability will indicate whether the student can be expected to meet the regular discipline code or if the student’s disability requires a modification or accommodation. Modifications will be described in the student’s IEP and accommodations will be described in the student’s 504 Plan.
2. The principal (or designee) will notify the Director of Student Support Services of the suspendable offense of a student with disabilities and a record will be kept of such notices.
3. At any point that school personnel removes a student from his/her current educational placement for more than ten (10) days in any school year, it constitutes a change in placement. A change in placement carries certain procedural protections under the Individuals with Disabilities Act.

- a. Prior to a suspension that constitutes a change in placement of a student with a disability, the school will convene a **manifestation determination meeting** to review all relevant information in the student's file, including the IEP or 504 Plan, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP or 504 Plan.
- b. If the Team determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student with a disability, except that the district must still offer:
  - i. services to enable the student to continue to participate in the general education curriculum and to progress towards IEP goals; and
  - ii. as appropriate, a functional behavioral assessment and behavioral interventions services and modifications or accommodations, to address the behavior so that it does not recur.
- c. If the Team determines that the behavior IS a manifestation of the disability, then the district completes a functional behavioral assessment and develops a behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies the plan, as necessary, to address the specific behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with section (d), the student returns to the original placement unless the parents and district agree otherwise.
- d. Regardless of the manifestation determination, the district may place the student in an alternative educational setting (as determined by the Team) for up to 45 school days:
  - i. on its own authority if the behavior involves weapons, illegal drugs or another controlled substance, the infliction of serious bodily injury on another person while at school or a school function, or under unique circumstances considered on a case-by-case basis; or
  - ii. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. In either case, the interim alternative educational setting enables the student to continue in the general curriculum and to continue

receiving services identified on the IEP or 504 Plan and provides services to address the behavior.

## **Bus Safety and Expectations**

The Wilmington Public Schools provides access bus transportation for students which can be a fun and exciting extension of your child's school. We strive to make the bus ride a short, safe and enjoyable one. Behavior plays a pivotal role in maintaining safety and providing a comfortable atmosphere for all students. Students who disregard bus safety rules may be assigned a specific seat by either the driver, staff or the Principal.

### **Overall Expectations:**

The bus is an extension of the school and, as such, the general expectations for student behavior also apply in addition to the further expectations noted below. These expectations are considered essential to help ensure the safe operation of our school buses and we ask that parents/guardians and caregivers review these expectations regularly with their children.

- Students are required to always follow the direction of the bus driver and be respectful to the driver
- Riders must respect one another and the property of others
- Students must remain in a proper seated position at all times
- Riders will talk in a quiet indoor voice; no screaming or yelling
- Students will not use obscene language or gestures
- The aisle must be kept clear
- Arms, legs, heads, and objects must be kept inside the bus at all times
- Objects are not to be thrown in the bus or outside
- Food and drink is not permitted on the bus
- The use of cell phones and other personal devices for video imaging is prohibited
- Matches, lighters, alcohol, smoking and vaping are not permitted on the bus and are subject to suspension and/or expulsion from school in addition to bus consequences
- Any destruction of property on the bus (e.g. tearing of seats or breaking windows) will result in an obligation of the student/family to pay restitution
- Students are not permitted to change buses and may only ride the bus to which they are assigned

Any other conduct that interferes with the safe operation of the school bus, not listed above, may result in disciplinary action.

### **Consequences Associated with Violations of Bus Riding Expectations:**

It should be noted that riding a school bus is a privilege and not a right. Any behavior that holds the potential to interfere with the safe and orderly operation of a bus will be dealt with accordingly and generally with progressive discipline. This may include temporary suspension from the bus up to, and including, revoking bus riding privileges for a period not to exceed 5 days.

A longer loss or termination of bus privileges altogether may be recommended for extreme instances and/or continued offenses.

## **Use of Video On Buses**

Cameras may be used to monitor students' behavior on buses in order to promote the safe transportation of students. Videotapes of students riding on buses may be used to foster security, promote students' safety, and monitor student misconduct.

Requests to have the administration view a bus video must be made to the School's Principal. The School Principal will then make a request to the Director of Administration & Finance to request the video from the bus transportation company. The School's Principal will view the video if any misconduct is alleged.

## **Vandalism**

Students have the responsibility to respect and care for all school property. Any student who deliberately damages school property may be suspended from school. The student will be required to make full restitution for vandalism.

## **False Fire Alarms / Bomb Threats**

Any student who is responsible for causing a false fire alarm or bomb scare will be suspended from school for five (5) days and referred to the Wilmington Police and Fire Department for possible legal action. Said student and their parents/guardians will also be required to meet with the Superintendent of Schools and/or designee before they can return to school. Please see the paragraph entitled "Disciplinary Infractions/Criminal Matters," below.

## **Disciplinary Infractions/Criminal Matters:**

"All students and parents/guardians are advised that many disciplinary infractions, including but not limited to: possession of a controlled substance, possession of a dangerous weapon, assault of a staff member or another student, and BOMB THREATS/FALSE FIRE ALARMS are also prohibited by the criminal laws of the State of Massachusetts. As a result, in most of these disciplinary infractions, the school department will refer the matter to the police department. If a student is charged with a juvenile felony complaint or a felony charge/indictment, G.L. c.71, §37 1/2 allows the school district to suspend the student for the duration of the criminal proceedings pending against the student, and if the student is convicted, admits to sufficient facts, or plea bargains the charge, the school district may then expel the student for being involved in that felony. Therefore, parent/guardians and students should be well advised that the disciplinary penalties listed in the discipline code, such as the five days suspension for False Fire Alarm/Bomb Threat is a minimum, and the school district has the ability to suspend the student and

possibly expel the student for such conduct if the police department presses charges or is able to obtain an indictment against the students.”

## **Searches of Students and School Property**

Every principal, assistant principal, or designee of a public school in Wilmington may conduct a search of a student on school premises if he/she has a reason or cause to believe that the student has in his/her possession any item, the possession of which constitutes a criminal offense under the laws of the Commonwealth of Massachusetts. This search will be made in the presence of a third party. The person conducting the search and the third party will be of the same gender as the student self-identifies.

Every principal, assistant principal, or designee of any public school in Wilmington may conduct a search on the physical plant of the school, and every appearance thereof including student lockers.

## **DISTRICT POLICIES**

Below you will find the list of all school committee policies. A complete transcript of these policies are on file at the Superintendent’s Office and can be found on the district’s website at <https://www.wpsk12.com/cms/one.aspx?pageId=26933083>. Use the **Find** feature of your browser (Control-F for PCs or Command-F for Macs) to search for the specific file by name.

### **SECTION A FOUNDATIONS AND BASIC COMMITMENTS**

AA School District Legal Status

AB The People And Their School District

AC Nondiscrimination

AC-R Discrimination and Harassment (Civil Rights Grievance Procedures / Non-Title IX)

ACA Nondiscrimination On The Basis Of Sex

ACAB Sexual Harassment

ACAB-R Sexual Harassment Title IX Grievance Procedures

ACAC Staff Conduct With Students

ACE Nondiscrimination On The Basis Of Disability

ADC Tobacco Products on School Premises Prohibited

ADC-E No Smoking And Tobacco Use

ADDA Background Checks

ADDA-R C.O.R.I. Requirements

ADDA-E-2 C.O.R.I. Requirements

ADF School District Wellness Program

AE Commitment To Accomplishment

**SECTION B BOARD GOVERNANCE AND OPERATIONS**

BA School Committee Operational Goals

BAA Evaluation of School Committee Operational Procedures

BB School Committee Legal Status

BBA School Committee Powers and Duties

BBAA School Committee Member Authority

BBAB Administrative Personnel Positions

BBAC Transportation: Responsibilities and Duties of The School Committee

BBAD Annual Report in Accordance with Town By-Laws

BBB School Committee Elections

BBBA/BBBB School Committee Member Qualifications/Oath of Office

BBBC School Committee Member Resignation

BBBE Unexpired Term Fulfillment

BCA School Committee Member Ethics

BDA School Committee Organizational Meeting

BDB School Committee Officers

BDC Appointed Committee Officials

BDD School Committee-Superintendent Relationship

BDE Subcommittees of The School Committee

BDF Advisory Committees to the School Committee

BDFA School Councils

BDFA-E-1 School Improvement Plan

BDFA-E-2 Submission and Approval of School Improvement Plan

BDFA-E-3 Conduct of School Council Business

BDFB School-Community Associations/Parent Advisory Councils

BDG School Attorney

BE School Committee Meetings

BEC Executive Session

BEDA Notification of School Committee Meetings

BEDB Agenda Format

BEDB-E Agenda Format

BEDD Rules of Order

BEDF Voting Method

BEDG Minutes

BEDH Public Participation at School Committee Meetings

BEDH-E Guidelines for Public Comment

BEE Special Procedures for Conducting Hearings  
BG School Committee Policy Development  
BGB Policy Adoption  
BGC Policy Review and Evaluation  
BGD School Committee Review of Regulations  
BGE Policy Dissemination  
BGF Suspension of Policies  
BHC School Committee-Staff Communications  
BHE Use of Electronic Messaging by School Committee Members  
BIA New School Committee Member Orientation  
BIBA School Committee Conferences, Conventions, And Workshops  
BID School Committee Member Compensation and Expenses  
BJ School Committee Legislative Program  
BK School Committee Memberships

### **SECTION C GENERAL SCHOOL ADMINISTRATION**

CB School Superintendent  
CBA\CBC Qualifications and Responsibilities Of Superintendent  
CBCB Review of Employment Contracts  
CBD Superintendent's Contract  
CBI Evaluation of The Superintendent  
CCB Line and Staff Relations  
CE Administrative Councils, Cabinets, And Committees  
CHA Development of Regulations  
CHC Regulations Dissemination  
CHCA Approval of Handbooks and Directives  
CHCA-E Approval of Handbooks and Directives  
CHD Administration in Policy Absence

### **SECTION D FISCAL MANAGEMENT**

DA Fiscal Management Goals  
DB Annual Budget  
DBC Budget Deadlines and Schedules  
DBD Budget Planning  
DBG Budget Adoption Procedures  
DBJ Budget Transfer Authority  
DD Funding Proposals and Applications  
DFD Gate Receipts and Admissions

DGA Authorized Signatures  
DH Bonded Employees and Officers  
DI Fiscal Accounting and Reporting  
DIE Audits  
DJ Purchasing  
DJA Purchasing Authority  
DJE Bidding Requirements  
DK Payment Procedures  
DKC Expense Reimbursements

## **SECTION E SUPPORT SERVICES**

EB Safety Program  
EBA Facilities Inspection  
EBAB Pest Management Policy  
EBB First Aid  
EBC Emergency Plans  
EBCA Use of AED (Automatic External Defibrillator)  
EBCD Emergency Closings  
EBCFA Face Coverings  
EC Buildings and Grounds Management  
ECA Buildings and Grounds Security  
ECAC Vandalism  
EDC Authorized Use of School-Owned Materials  
EEA Student Transportation Services  
EEAA Walkers and Riders  
EEAE School Bus Safety Program  
EEAEA Bus Driver Examination and Training  
EEAEA-I Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers  
EEAEC Student Conduct on School Buses  
EEAEC-R Student Conduct on School Buses  
EEAED Use of Videos from Buses  
EEAG Student Transportation in Private Vehicles  
EFC Free and Reduced Food Services

## **SECTION F FACILITIES DEVELOPMENT**

FA Facilities Development Goals  
FA-E Facilities Development Goals  
FB Facilities Planning

FCB Retirement of Facilities  
FF Naming New Facilities

**SECTION G PERSONNEL**

GA Personnel Policies Goals  
GBA Equal Employment Opportunity  
GBD School Committee-Staff Communications  
GBEA Staff Ethics/Conflict of Interest  
GBEB Staff Conduct  
GBEBC Gifts to And Solicitations By Staff  
GBEC Drug-Free Workplace Policy  
GBGB Staff Personal Security and Safety  
GBJ Personnel Records  
GBK Staff Complaints and Grievances  
GCA Professional Staff Positions  
GCBA Professional Staff Salary Schedules  
GCBB Employment of Principals  
GCBC Professional Staff Supplementary Pay Plans  
GCBD Professional Staff Fringe Benefits  
GCCC/GDCC Family Medical Leave  
GCCC-E/GDCC-E Family and Medical Leave  
GCD Professional Staff Vacations and Holidays  
GCE Professional Staff Recruiting/ Posting of Vacancies  
GCF Professional Staff Hiring  
GCG Part-Time and Substitute Professional Staff Employment  
GCIA Philosophy of Staff Development  
GCJ Professional Teachers Status  
GCK Professional Staff Assignments and Transfers  
GCL Professional Staff Time Schedules  
GCO Evaluation of Professional Staff  
GCO-R-1 Evaluation of Professional Staff  
GCO-R-2 Evaluation of Teachers and Administrators  
GCQD Resignation of Professional Staff Members  
GCQE Retirement of Professional Staff Members  
GCQF Suspension and Dismissal of Professional Staff Members  
GCRD Tutoring for Pay  
GCS Posting of Collective Bargaining Agreements and the Superintendent of Schools  
Employment Contract

GDA Support Staff Positions  
GDB Support Staff Contracts and Compensation Plans  
GDBC Support Staff Supplementary Pay Plans  
GDBD Support Staff Fringe Benefits  
GDC Support Staff Leaves and Absences  
GDD Support Staff Vacations and Holidays  
GDE Support Staff Recruiting/Posting of Vacancies  
GDF Support Staff Hiring  
GDI Support Staff Probation  
GDJ Support Staff Assignments and Transfers  
GDK Support Staff Time Schedules  
GDO Evaluation of Support Staff  
GDP Support Staff Promotions  
GDQC Retirement of Support Staff Members  
GDQD Suspension and Dismissal of Support Staff Members

## **SECTION H NEGOTIATIONS**

H Negotiations  
HA Negotiations Goals  
HB Negotiations Legal Status  
HF School Committee Negotiating Agents

## **SECTION I INSTRUCTION**

IA Instructional Goals  
IB Academic Freedom  
IC/ICA School Year/School Calendar  
ID School Day  
IE Organization of Instruction  
IGA Curriculum Development  
IGB Support Services Programs  
IGBE Remedial Instruction  
IGBH Alternative Programs  
IGD Curriculum Adoption  
IHA Basic Instructional Program  
IHA-E Basic Instructional Program  
IHAE Physical Education  
IHAI Occupational Education  
IHAM Health Education

IHAM-1 Parental Notification Relative to Sex Education  
IHAM-1-E Sample Notice to Parent/Guardian  
IHAM-R Health Education  
IHAMB Teaching About Alcohol, Tobacco and Drugs  
IHB Special Instructional Programs and Accommodations  
IHBA Programs for Students with Disabilities  
IHBB Gifted and Talented Education  
IHBD Compensatory Education  
IHBEA English Language Learners  
IHBF Homebound Instruction  
IHBG Home Schooling  
IHBG-R Home Schooling  
IHBH Alternative School Programs  
IHBHB Magnet Schools  
IHCA Summer Schools  
IJ Instructional Materials  
IJ-R Reconsideration of Instructional Resources  
IJI Textbook Selection and Adoption  
IJK Supplementary Materials Selection and Adoption  
IJL Library Materials Selection and Adoption  
IJL-R Library Materials Selection and Adoption  
IJLA Library Resources  
IJM Special Interest Materials Selection and Adoption  
IJND Curriculum and Instruction – Access to Electronic Media  
IJNDB Acceptable Use Policy - Technology  
IJNDB-E Internet Use Policy  
IJNDB-E-1 Internet/E-Mail Acceptable Use Policy User Agreement Form  
IJNDB-E-2 Application Form – Internet Access Network  
IJNDC School and District Web Pages  
IJNDC-R Web Site Guidelines and Procedures for Approval  
IJNDD Social Media Policy  
IJOA Field Trips  
IJOB Community Resource Persons/Speakers  
IJOC School Volunteers  
IK Academic Achievement  
IKAB Student Progress Reports to Parents/Guardians  
IKB Homework

IKC Rank in Class – High School  
IKE Promotion and Retention Of Students  
IKF Graduation Requirements  
IKFA Participation in Graduation Ceremony  
IL Evaluation of Instructional Programs  
ILBA District Program Assessments  
ILBA-E District Program Assessments  
IMA Teaching Activities/Presentations  
IMB Teaching About Controversial Issues/ Controversial Speakers  
IMD School Ceremonies and Observances  
IMG Animals in The School

## **SECTION J STUDENTS**

JA Student Policies Goals  
JA-E Student Policies Goals  
JB Equal Educational Opportunities  
JBA Student-To-Student Harassment  
JC Attendance Areas  
JCA Assignment of Students To Schools  
JCAC Residency Enforcement Policy for the Wilmington Public Schools  
JEB Entrance Age  
JEB-E Verification of Residency  
JEBA Preschool Registration  
JF School Admissions  
JF-E-1 School Admissions  
JF-E-2 School Admissions  
JFABC Admission of Transfer Students  
JFABD Homeless Students: Enrollment Rights and Services  
JFABE Educational Opportunities for Military Children  
JFABF Educational Opportunities for Children in Foster Care  
JFBB School Choice  
JH Student Absences and Excuses  
JHD Exclusions and Exemptions From School Attendance  
JI Student Rights and Responsibilities  
JIB Student Involvement in Decision-Making  
JIC Student Discipline  
JICA Student Dress Code  
JICC Student Conduct on School Buses

JICE Student Publications  
JICF Gang Activity/Secret Societies  
JICFA Prohibition of Hazing  
JICFA-E Hazing  
JICFB Bullying Prevention  
JICG Tobacco Use by Students  
JICH Alcohol, Tobacco, And Drug Use by Students Prohibited  
JICH-R Chemical Health Regulations for High School Students  
JICJA Electronic Device Use Policy  
JIE Pregnant Students  
JIH Searches and Interrogations  
JII Student Complaints and Grievances  
JIK Use of Dogs to Search School Property  
JJ Co-Curricular and Extracurricular Activities  
JJ-E Co-Curricular and Extracurricular Activities  
JJA Student Organizations  
JJE Student Fund-Raising Activities  
JJ-E Co-Curricular and Extracurricular Activities  
JJE-R Fundraising Guidelines  
JJF Student Activity Accounts  
JJG Contests for Students  
JJH Student Travel  
JJH-R Student Travel Regulations  
JJIB Interscholastic Athletics  
JJIBA Varsity Letter Award Criteria for Athletes  
JJIF Athletic Concussion Policy  
JJIF-R Athletic Concussion Regulations  
JK Student Conduct  
JKA Corporal Punishment  
JCAA Physical Restraint of Students  
JL Student Welfare  
JLA Student Insurance Program  
JLC Student Health Services and Requirements  
JLCA Physical Examinations of Students  
JLCB Inoculations of Students  
JLCC Communicable Diseases  
JLCD Administering Prescription and Non-Prescription Medication to Students

JLCE Life-Threatening Food and Other Allergy  
JLD Guidance Program  
JLD-E Guidance Program  
JP Student Gifts and Solicitations  
JQ Student Fees, Fines, And Charges  
JRA Student Records  
JRA-R Student Records  
JRD Student Photographs

**SECTION K COMMUNITY RELATIONS**

KA School/Community Relations Goals  
KA-1 School/Community Relations Goals  
KBA School/Parent Relations Goals  
KBBA Non-Custodial Parents' Rights  
KBBA-E Sample Notice to Custodial Parent  
KBBA-R Sample Affidavit for Non-Custodial Parent Requesting Student Records  
KBE Relations with Parent Organizations  
KCB Community Involvement in Decision-Making  
KCD Public Gifts to The Schools  
KCD-R Acceptance of Gifts, Grants and Bequests  
KDB Public's Right to Know  
KDD News Media Relations/News Releases  
KE Public Complaints  
KE-E Public Complaints  
KEB Public Complaints About School Personnel  
KEB-R Public Complaints About School Personnel  
KEC Public Complaints About the Curriculum Or Instructional Materials  
KEC-E Request for Reconsideration  
KF Community Use of School Facilities  
KHA Public Solicitations in The Schools  
KHB Advertising in The Schools  
KHC Distribution of Notices  
KI Visitors to The Schools  
KJA Relations with Booster Organizations  
KJIA Senior Citizens – Free Admissions  
KJG Relations with Public Safety Authorities  
KLJ Relations with Planning Authorities  
KLK Relations with Local Governmental Authorities

## **SECTION L EDUCATION AGENCY RELATIONS**

LA Education Agency Relations Goals

LB Relations With Other Schools And School Districts

LBC Relations With Nonpublic Schools

LDA Student Teaching And Internships

***This handbook is made available electronically at the beginning of every academic year to every student. It is the expectation of the administration and the school system that a parent/guardian and student will read and understand the handbook.***

***A printed copy of this handbook is also available in the school office.***