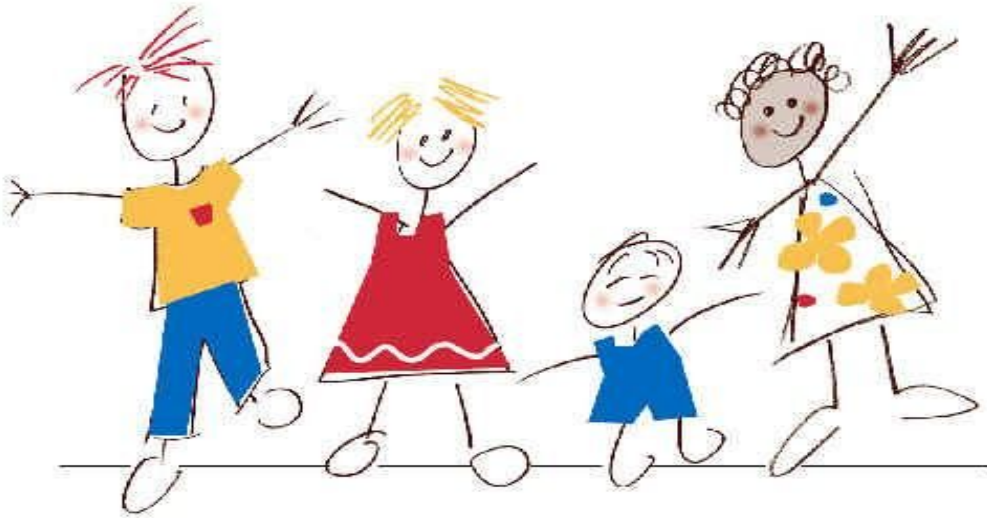


DANIEL FEENEY PRESCHOOL
of the
Walpole Public Schools
415 ELM STREET
WALPOLE, MA 02081
(508) 660-7374

Parent/Student Handbook
2018/2019



Daniel Feeney; Former Assistant Superintendent of the Walpole Public Schools

WALPOLE SCHOOL COMMITTEE
As of JUNE 2018

BUCKLEY, William, Jr. (Chairperson) 11 Cobb Terrace Walpole MA 02081 William.jbuckley86@gmail.com	508-404-8361 - Cell
GEOSITS, Jennifer 140 Endean Drive E. Walpole, MA 02032 geosits@hotmail.com	508-921-3398 - Home
MUCCINI, Beth 20 Bridle Path Walpole, MA 02081 brownsword@comcast.net	508-404-4502 – Cell 508-660-7002 - Home
GALLIVAN, Nancy 11 Bridle Path Walpole MA 02081 gallivann@aol.com	508-668-6808 - Home 617-335-1406 - Cell 508-660-5464 – FAX
RYAN, Michael 3 Juniper Circle Walpole, MA 02081 mmryan64@verizon.net	781-440-8325 - Work 508-668-7519 - Home 508-981-8033 – Cell 781-440-8742 - Fax
BREEN, Mark 14 Woodland Road E. Walpole, MA 02032 mbcbreen@gmail.com	508-802-7316 - Cell 508-660-0783 – Home
BUCKLEY, William, Jr. (Chairperson)	508-404-8361 - Cell
SYREK, Kristen 26 Kittredge Street Walpole MA 02081 klws04@gmail.com	508-660-8709 - Home

Walpole Public Schools
School Year 2018/2019
SCHOOL STARTING AND ENDING TIMES

STARTING TIME ENDING TIME
Walpole High School 7:25 AM 2:05 PM
Middle Schools 7:45 AM 2:30 PM
Boyden School 8:55 AM 3:25 PM
Fisher School 8:55 AM 3:25 PM
Old Post Road School 8:25 AM 2:55 PM
Elm Street School 8:25 AM 2:55 PM

Kindergarten -
Boyden/Fisher 8:55-3:25
Half Day Kindergarten 8:55 - 12:10
Elm/OPR 8:25-2:55
Half Day Kindergarten 8:25 - 11:40

Daniel Feeney Preschool:
Morning Session: 8:45 AM 11:15 AM
Afternoon Session: 12:00 PM 2:30 PM
5 Day w/Lunch Program: 8:45 AM 1:45 PM

EARLY RELEASE DISMISSAL TIMES
Walpole High School 11:01 AM
Middle Schools 11:30 AM
Boyden School 12:25 AM
Fisher School 12:25 AM
Old Post Road School 11:55 PM
Elm Street School 11:55 PM
Daniel Feeney 11:15

Year 3 of 3 year switch

**Mission
Statement**

***Walpole Public Schools educates
all students to achieve excellence.***

Guiding Beliefs

We believe...

- ◆ all students want to learn;
- ◆ all students can learn and be successful;
- ◆ all students have talents and abilities;
- ◆ learning is a life-long process;
- ◆ it is our responsibility to prepare our students to be contributing members of a global society;
- ◆ student success is a shared responsibility among students, parents, school, and community;
- ◆ high expectations supported by quality instruction are integral to student achievement;
- ◆ all students and staff deserve a safe, secure, nurturing, and respectful learning environment;
- ◆ the needs of our students guide planning and practice
- ◆ effort, perseverance and responsibility are fundamental to success;
- ◆ It is our responsibility to be good stewards of the resources provided by the community;
- ◆ it is our responsibility to provide students with opportunities to develop skills, broaden their interests and make informed decisions;
- ◆ it is our duty to embrace new technology and give students the tools they need to succeed in the 21st century;
- ◆ It is our responsibility to provide an environment that engages and motivates students and staff to learn
- ◆ It is important to respect and support our community's growing diversity.

<p>Vision Statement</p>	<p><i>Walpole Public Schools strives to be a diverse learning community that empowers students and staff to maximize their full potential. Our professional and caring staff is committed to providing a rigorous education to ensure our students reach their own level of excellence. Through a collaborative partnership with community and families, Walpole Public Schools educates all our students to become responsible citizens and life-long learners.</i></p> <p><i>To reach these goals, the Walpole Public Schools provides students with the tools they need to success in a complex global society. We challenge every student to master a rigorous curriculum taught by highly qualified, enthusiastic and inspirational educators,. We embrace innovation and technology and we provide the facilitates to support learning.</i></p> <p><i>Our students have the 21st century skills that enable them to be effective communicators, critical and creative thinkers and problem solvers. The Walpole Public Schools is a positive and safe learning environment where student' well-being and success are valued.</i></p> <p><i>We are committed to maintaining our role as a leader in public education at the local, state, and national level.</i></p>
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Goals 2018-2022

1. To expand opportunities for all students to maximize individual achievement.
 2. To ensure balanced and rigorous curricula measured by authentic assessment which inform instruction and demonstrate student growth
 3. To build and promote family and community support and engagement through effective communication highlighting multiple opportunities for involvement in the school and town programs.
4. To maximize opportunities provided by technology to enhance teaching and learning and efficient operations.
 5. To identify, secure and responsibly manage district resources to support educational objectives of the district.

The Daniel Feeney Integrated Preschool Program

Mission Statement

We believe it is the mission of the Daniel Feeney Preschool Center of the Walpole Public Schools to teach so that every child can learn. We believe that each child is a unique individual. We believe young children deserve a safe, accepting, supportive environment in which to learn. We believe that teachers need to partner with families to create successful learning environments. We believe that learning should be active motivating and fun.

The Daniel Feeney Preschool offers a developmentally appropriate program for children 3 to 5 years old with and without disabilities. The integrated program is designed to serve all enrolled children in a setting that brings together children who have significant delays in one or more area of development along with their peers. In addition, children who have been identified with a disability may attend small group or one to one sessions with one or more therapists through a related service model. These children do not attend the preschool classroom, but rather participate in short, often weekly therapy sessions.

In the classroom, children may participate in small group or one to one sessions to develop speech, language, gross motor or fine motor skills. Depending upon a student's needs, these sessions may occur in the classroom, therapy room, on the playground or in a small group.

We present concepts using a thematic, developmentally appropriate, and often play based approach. Based upon individual student need and learning style we may utilize a variety of other teaching methodologies including direct instruction, incidental teaching, positive behavioral support, peer modeling and shaping, among others.

We are fortunate to have a variety of curriculums to work from including the Scott Foresman Reading Street Literacy Program, The Second Step Social Skills Program, Handwriting without Tears as well as the Massachusetts's Common Core State Standards. We utilize a variety of assessments and progress monitoring tools to measure child growth including the Reading Street progress monitoring, as well as district determined measures, checklists, data sheets and classroom observations.



Introducing the Preschool Staff

- Classroom 012:** Anthony Ratyna, Preschool Teacher
Phone x: 5686 Deborah Smalley, Aide
Kathy McKinney, ESP
Faye Miller, ESP
- Classroom 014:** Heidi Izzo, Preschool Teacher
Phone x: 5687 Andrea Doolan, Aide
Faye Miller, ESP
- Classroom 116:** Sheila Huxley, Preschool Teacher
Phone x: 5685 Julie Horgan, ESP
Deb Burgess, LTS
- Classroom 117:** Kristin Hodgman, Preschool Teacher
Phone x: 5683 Sue Mangano, ESP
- Classroom 118:** Athena Fazio, Preschool Teacher
Phone x: 5684 Kathleen Averill, ESP
- Specialists 011:** Katie Ryan, Speech & Language
Phone x: 5689 Nathalie Fletcher, Speech & Language
Kristine Sullivan, Physical Therapy
Carolyn Levitan, Occupational Therapist
Pam Peckinpugh, School Psychologist
- Procedural Assistant:** Nicole Sliby Phone x 5682
- Nurse:** Ellen Newman R.N., BSN.
Phone x: 5620
- Director:** Jennifer Bernard, Preschool Director
Phone x 5681

Welcome to the Daniel Feeney Preschool

Comings & Goings

All of the classes of the Preschool Program of the Walpole Public Schools are located at the Elm Street School, 415 Elm St. (Rt. 27). The entrance is on the side of the building with the fenced in playground. After designated arrival and departure times, the school doors will be locked. Visitors are asked to enter through the Elm Street School main entrance.

2018/2019 Arrival Time & Hours

3 day program (Tue, Thurs., Fri.) 8:45-11:15

4 day morning program (Mon., Tue., Thurs., Fri.) 8:45-11:15

4 day afternoon program (Mon., Tue., Thurs., Fri.) 12:00-2:30

5 day program with lunch (Mon., Tue., Thurs., Fri.) 8:45-1:45
(Wed. 8:45-11:15)

Due to limited parking and traffic congestion between the preschool and elementary school we have implemented a drop off procedure that will be in place for both AM and PM preschool sessions. This procedure will allow cars to pull into the parking spots in front of the preschool. A preschool staff person will assist your child in exiting the car and will escort your child to the classroom. You will then be able to vacate the parking space for the next car. We hope that this will eliminate the need to unbuckle and escort siblings and babies into the school, prevent children walking in the parking lot and ease the traffic congestion. Please do not leave your car unattended in front of the preschool building during drop off and pick up times. Prompt arrival and dismissal is appreciated. Young children get concerned if their ride is late.

Transportation is provided only for children with special needs in accordance with their Individualized Educational Plans (I.E.P.).

*****Children will not be released to anyone other than the parent or guardian, or van driver, without a written note permitting the change.** (One note may be written which gives specific individuals permission to pick up your child at anytime during the school year.)

Reminder: Smoking is not allowed on school grounds, including the parking lot and playground

Health Care Guidelines for the Daniel Feeney Preschool



School Nurse : Ellen Newman: 508-660-7374 ext 5620

Nurse Manager: Kathi Garvin: 508-660-7257 ext: 5219

Emergency Phone Numbers: Fire/Police/Ambulance: 911

Poison Control Center: 1-800-682-9211

Norwood Hospital: 781-769-4000

Health Requirements Prior to Entry to Preschool

In compliance with Department of Health Regulations 105 CMR. 200.100, parents/guardians of children entering public school shall provide a copy of the record of a physical examination within 30 days of enrollment. State law requires a physician's certificate of proper immunization which includes **4 doses of DTaP/DTP, \geq 3 doses Polio, 1-4 doses Hib, 1 dose MMR, and 1 dose Varicella.** These medical records will be maintained in a locked cabinet in the nurse's office. Staff will be informed of allergies or other medical consideration based upon necessity.

Updated physical exams are required annually.

Students who have not been properly immunized for medical reasons must present a certificate from their doctor. Students who have not been properly immunized for religious reasons must present proper documentation. Massachusetts does not recognize non-immunization due to philosophical reasons.

Parents will complete a health history form, which includes information about allergies.

Allergy information will be posted in the classroom to alert staff and volunteers.

Illness -

Children who are ill with a temperature over 100, or who have diarrhea, nausea and vomiting, undiagnosed rashes, uncontrolled coughing, impetigo, or conjunctivitis should remain at home.

If your child is ill with a fever they must be "Fever Free" for 24 hours WITHOUT the use of TYLENOL, MOTRIN, or any other fever reducing medication before they can return to school.

If your child has a viral stomach illness with symptoms such as nausea, vomiting, or diarrhea, please keep them home for an additional 24 hours after symptoms have subsided. If your child has been diagnosed with an infection requiring antibiotic treatment such as Strep Throat, Conjunctivitis, Impetigo, etc. they must be treated with the antibiotic for at least 24 hours before returning to school. In addition for Conjunctivitis, your child's eyes must be free of drainage. For Impetigo, lesions may not be oozing

Children should not attend school with elevated temperature, active cough or symptoms of an excessive runny nose.

Medication Policy

The Walpole School System requires that the following forms must be on file in your child's health record before we begin to give any medication at school, including non-prescription or over-the-counter medication:

- Signed consent by the parent or guardian to give the medicine
- Medication order signed by your child's physician

The written medication order form (available at the school health office or online at the Health Services website) should be taken or faxed to your child's licensed prescriber (physician, nurse practitioner, etc.) for completion and returned to the school nurse. All medications must be delivered to the school nurse by an adult, and a parent permission form must be signed. All medication orders must be renewed at the beginning of each academic year. Medicines should be delivered to the school in a pharmacy or manufacturer-labeled container by the parent or designated adult. At no time should a student carry medication to school. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty -day supply of medicine may be delivered to the school. When your child needs medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Whenever possible, medication should be scheduled at times other than school hours. If a child is on antibiotics to be given three times a day, it is generally not necessary to receive the medication at school. The child may receive medication at breakfast, upon return from school, and at bedtime. Exceptions will be made for students who go to extended- day, or other after school care programs.

Medical Treatments The school nurse will perform medical treatments that need to be done at regular intervals during the school day. Written parental permission and written medical orders from the health care provider are necessary.(ex. nebulizer treatments, G-tube feedings)

Pediculosis (Lice) If a case of head lice is reported to the school nurse a letter is sent home to all students in that grade informing them of the case of head lice. If time permits, the nurse checks children in that child's class for lice or nits. Parents/guardians are expected to check their children on a regular basis.

Health Issues

Although a child may not be receiving medication or treatment at school, health concerns may still impact learning. It is important to notify the nurse of any new allergies or conditions that develop, especially those that require medication

Hand washing Policy

In accordance with AAP and APHA standard 3.020, staff will wash hands:

Upon arrival for the day as well as

Before and after: eating, handling food, feeding a child, giving medication, playing in water that is used by more than one person.

After: diapering, using the toilet or assisting a child with the toilet, handling bodily fluids (mucus, blood, vomit), handling uncooked food, handling pets, playing in sandboxes and cleaning or handling garbage.

Latex-free gloves must be worn when handling bodily fluids.

Handwashing procedures:

Use liquid soap, comfortably warm water and 10 seconds of lathering followed by thorough rinsing until hands are free of soap and dirt. Use of disposable towels are required to turn off faucet and dry hands.

Hand sanitizers may be used in between routine hand washing, however are not considered a replacement for effective hand washing. Caution should be exercised when using hand sanitizers with young children, given that these products are toxic if ingested.

Toileting and Diapering Procedures

Preschool staff shall change the diapers of children regularly and when soiled or wet. Children must be dried with individual washing materials during each diaper change. Disposable gloves shall be worn by the staff for all diapering and toileting.

When using a changing table, staff must keep one hand on the child at all times to prevent falling.

A disposable covering on the changing surface shall be changed after each use.

Older children may be changed standing up, however a disposable covering must be used. Soiled clothing or diapers which are potential health hazards, are stored in a covered waterproof container after removal from the child.

Preschool staff shall encourage and support parents in toilet training children according to each child's physical and emotional abilities.

Bathrooms are located either in the classroom or close to each classroom and may be utilized as needed by toilet trained children.

Preschool staff shall wash their hands after assisting children with toileting and diapering (see above hand washing procedures).

Cleaning:

Tables and food preparation surfaces must be cleaned prior to snack or lunch utilizing an Walpole Public School approved cleaner. In between meals, the Walpole Public Schools recommended cleaner will be used. Children must not be in the area when cleansers are in use. Staff must follow product usage guidelines. Toys and utensils will be sanitized when soiled. It is the responsibility of the school district custodians to follow the cleaning and sanitation frequency table for classroom areas and bathrooms/changing areas.

School district custodians will clean spills of bodily fluids (vomit, blood, feces, utilizing the Walpole Public School Cleaning Guidelines. Preschool staff will remove children from the area and cover the area with paper towel until the custodian arrives.

The use of air fresheners, sprays or deodorizers is discouraged.

Child abuse and neglect

Preschool staff are mandated reporters of suspected child abuse or neglect per MGL, c.119,51A. Please see staff handbook for requirements.

Allergies

The Daniel Feeny Preschool is a latex free preschool. No latex balloons are permitted. Some classrooms may have peanut free areas. You will be notified if this affects your child's classroom. All allergy conditions must be brought to the attention of the school nurse so that she may assist you in managing your child's condition.

Nutrition

The Wellness Policy of the Walpole Public Schools prevents candy or other sweets to be shared in school or during classroom celebrations. Any food event must meet curriculum guidelines and/or learning standards. All foods shared with students from home must be either whole fruits or food in factory sealed packages. Please refer to the Wellness Policy for additional guidance.

Emergency Procedures/Emergency Drills All schools work closely with our community Fire and Police Departments to prepare for emergency situations by conducting drills. These drills prepare students and staff for emergencies in and out of the school building. In the event of a **fire**, the building is evacuated. Specific evacuation plans are posted in each room. Fire drills occur periodically throughout the year. In the event of a **health emergency**, classroom staff will request assistance from the nurse and/or school office. An ambulance will be called at the discretion of the school nurse/director..



Communication:

We acknowledge and appreciate the importance of parent input in the education of their young children. Parents are a child's first teacher and as such hold unique information about their child, their development, interests and needs. We encourage parents to keep us informed as to significant events or issues their child may be experiencing. We look forward to sharing your child's progress and development with you. We keep you informed about current classroom topics so that you may provide carryover activities in the home, through our monthly newsletters, progress reports, parent/teacher conferences or other informal methods. Children may come to school with a notebook to be utilized to inform parents of significant events, however this communication system cannot be assured on a consistent basis. We urge families to call immediately if there are any issues, questions or concerns!

Staff contact: To contact preschool staff, please dial 506-660-7374. A listing of staff names will be made for your choice. You may call the preschool office directly and leave a message with the director or procedural assistant. We will make every effort to return your call within 24 hours.

Communication Notes: You may provide a small notebook for communication between yourself and your child's teachers and/or therapists. This notebook should be used to communicate recent events or happenings in your child's day. We will check your child's notebook on a daily basis, but please do not expect a note from your teachers or therapists on a

daily basis. We are committed to working with students and may not have time allotted for daily written notes. As previously stated, please call if you have questions or concerns

Bulletin Board: There is a community bulletin board conveniently located in the lobby of the preschool. This board is provided to foster parent connections, carpool contacts, child care information, or to share community information as well as to post notices for parents and families. All notices must be approved by the preschool director prior to posting.

Website: For updates on the school calendar, PAC meetings, school events, or other happenings please review the Walpole Public School's website at www.walpole.k12.ma.us. The Daniel Feeney Preschool webpage can be accessed through this website. Links to the classroom webpage, and other notices are available on our site. In addition, families will receive email updates through the district's student information system. Please ensure that your e-mail address is correct on the student profile sheet shared at the beginning of the school year.

Email: Email is a wonderful tool to increase communication, cooperation and teamwork toward improved learning. It should be considered a complement to, rather than a replacement for, direct conferencing. Any circumstance, however, in which e-mail might erode the cooperative spirit between teacher and parent, must be avoided.

Some staff may make their email addresses available to parents. Others may prefer only direct, by phone, or in-person communication. The Walpole Public Schools honors the educator's decisions regarding their personal preferences for home/school communication.

Reminders: E-mail is not private and can be read by others. An email sent is not always an e-mail received. Don't assume that emails will be opened and responded to in the course of a work day. Not all teachers or therapists have easy access to email.

Parent/Teacher Conferences: Parent teacher conferences are held in early winter and late spring. This is a good time to review your child's progress, discuss strengths and challenges and pose any questions or concerns you may have. Formal progress reports are distributed during these conference times. Families are encouraged to bring any immediate questions or concerns to the attention of the teacher first or director if needed.



What to Bring

Labeling: Please make sure that all personal belongings are labeled with your child's first and last name. This includes jackets, sweaters, shoes, boots, backpacks as well as spare clothing that is kept in the classroom.

Backpacks: Each child is encouraged to bring a backpack or other form of tote for daily transportation of art projects, notices or projects.

Extra Clothing: During preschool, we work with all types of messy materials. Spills and toileting accidents do happen. We would like to be prepared and so ask that you provide an extra set of clothing at the beginning of the school year. Please include a shirt, pants, undershirt,

underpants, socks and diapers (if needed). Please label each item and send them in a clear Ziploc bag. If the spare clothing is needed, please remember to wash and return it as soon as possible. These items will be returned to you at the end of school in June.

Appropriate Clothing: As you know, preschool children are active and busy. To ensure fun as well as safety, we ask that you send your child to school wearing clothes ready for action and messy play. Flip flops, clogs and sandals are often difficult for children to run in so we encourage wearing sneakers.

Snack

The Walpole Public Schools has adopted a wellness program with nutritional guidelines for the use of food in school. Candy is not to be used as a reward for students. Cupcakes and other foods may not be served at birthday celebrations. Any food utilized during classroom activities must be approved by the director/school nurse and related directly to the curriculum. Given this policy, parents are asked to send nutritional snacks/lunches to school for their child. Availability of a microwave oven/refrigerator is limited so we urge families to consider sending in foods that do not require heating or refrigeration or provide a freezer pack in their child's lunch box. Parents with students who have allergies must notify the school nurse to establish appropriate protocols.

Keeping toys at home: Except for small toys that may be needed for transition in the first few days of school, we ask that you leave your child's toys at home or in your car. We cannot be responsible for items that are brought to school. The exception to this will be items to be shared on sharing days. Sharing items should be labeled. Toy guns, war toys, super hero figurines or other toys of destruction are never allowed and will be confiscated immediately. Walpole has a zero tolerance policy towards weapons at school.

Additional Guidelines and Procedures



Absence: If your child is going to be absent, please let us know by leaving a message with your classroom teacher or the preschool office 508-660-7374 ext 5681. Children who receive transportation must call the YCN bus company directly @ 781-769-8489.

Animals: Animals are not allowed in school with the exception of special programs and service animals approved by the director. Please note that animals on the playground will be reported to the Animal Officer, in which case the owner will be subject to a fine. Please remember that there is a leash law.

Anti- Bullying Policy:

The elementary schools each recognize that bullying and intimidation have a negative effect on school climate. Students who are intimidated and anxious cannot feel comfortable in this situation and should not have to feel this way. The Massachusetts Legislature recently passed legislation relative to Bullying in schools.

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

Definition of cyber-bullying: Bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of the posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned,

leased or used by a school district or school and (ii) at a location, activity, function or program that is leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of a school.

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

Certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Staff intervention: ALL staff are required to immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal. Upon receipt of such a report the Principal or a designee shall conduct an investigation. If it is determined that bullying or retaliation has occurred, the Principal or a designee shall (i) notify the local law enforcement agency if the Principal believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action (such as loss of recess privileges, parental conference, remaining after school, or in/out of school suspension); (iii) notify the parents or guardians of a perpetrator; and (*iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the actions taken to prevent future acts of bullying.

Students and parents reporting bullying- Students and parents who become aware of an act of bullying should report it to the classroom teacher or principal for further investigation. There is also a reporting form available at each school's website. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences.

Arrival/Departure Procedure:

Due to concerns around traffic and parking at the preschool, we have implemented a drop off procedure that will be in place for both AM and PM preschool sessions. This procedure will allow cars to pull into the parking spots in front of the preschool. A preschool staff person will assist your child in exiting the car and will escort your child to the classroom. You will then be able to vacate the parking space for the next car. We hope that this will eliminate the need to unbuckle and escort siblings and babies into the school, prevent children walking in the parking lot and ease the traffic congestion. **Please do not leave your car unattended in front of the preschool building during drop off and pick up times.** Parents are encouraged to continue to communicate with their classroom teacher via notes, phone calls or classroom visits outside of pick up or drop off times.

Car Safety: Please be aware that as of July 2008 a child passenger restraint is required by law for all children under the age of 8 or until they reach 4'9" in height. Children need to move from a child safety seat to a booster seat when they reach the weight limit on their forward facing child safety seat. Children will not be released to be transported without the required child safety restraint in place.

Code of Conduct

One of the goals of educating young children is to teach them the responsibility of making appropriate choices in their behavior. Rules are developed by staff and students for individual classrooms as well as the entire building. These rules reinforce the necessity of safety, personal respect, and self-discipline. Making appropriate choices is recognized in a variety of ways including verbal praise, notes home, and tangible rewards. Making inappropriate choices results in various consequences. Parents should call their child's teacher when they have a question or concern. The Code of Conduct for all elementary students is available on the Walpole website for you to review with your child. Please keep it for future reference.

Confidentiality: All student records including assessments, screenings, progress reports, IEP's, medical records and personal contact information are maintained in locked cabinets in either the preschool office or nurse's office. Only those individuals who are or will be directly working with your child will have access to this information on an as needed basis. No records will be shared with agencies, programs or professionals from other institutions without your written consent unless the child is transferring to a different school. Please refer to the Family Privacy and Educational Rights Act for more detail regarding this regulation

Early release: Early release days are approved and scheduled throughout the year by the school committee to provide staff time for professional development, parent teacher conferences, etc. In order to maintain equity in sessions, the preschool may implement a equity schedule where morning and afternoon sessions will switch. Information about these schedule changes will be conveyed at the beginning of the school year. **Please note:** lunch will not be served on early release days.

Entrance Age

In an attempt to permit children to enter kindergarten at the time most appropriate for them, the School Committee has established the following policy on entrance age:

Children who will be five years of age before September 1st of the school year during which they wish to enroll will be eligible to enter kindergarten in September. Please refer to the appended letter for current policies regarding kindergarten entrance.

Children who will be six years of age before September 1st of the school year during which they wish to enroll will be eligible to enter first grade in September.

Fire Drills: Regular fire drills are scheduled for students and staff. Children are escorted out of the building via a designated route. These drills are important practice for safe evacuation in the case of an emergency. Should you have any specific concerns about these practices, please share them with your classroom teacher

No Smoking Policy

Legislation has required that all schools are "smoke free" environments. The school has been posted to designate that there will be no smoking in the building or on school grounds. This includes the parking lot and playground.

Parking: Parking is extremely limited. Car-pooling is strongly encouraged. Please be sure to leave access for school buses, special education transportation, and emergency vehicles. Parking spaces directly in front of the playground of the preschool are for pick-up and drop-off only and are to be occupied for no more than 15 minutes. Please follow the designated traffic patterns and speed limit when traveling through the school parking lots. **Absolutely no parking is permitted in the elementary school bus loops.** Thank you for your cooperation!

Physical Restraint Regulations

All Walpole schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Education Regulations (766 Reg. 603 CMR 46.00). If a student's behavior poses a threat of imminent, serious, physical harm, they can be held until calm. We recognize that young children need to be taught prosocial behaviors. They do not automatically control their impulses, notice other's feelings or have the language to express their feelings or needs. Preschool staff teach children to make caring connections through multisensory teaching. Good programming incorporates guiding children's auditory, visual, gross/fine motor, receptive and expressive development. Guiding always involves positive, helpful touch by staff. This is part of teaching. On the rare occasions that staff must protect anyone from imminent harm, these restraint procedures will be utilized. Specific procedures are carried out by qualified, trained staff and parents are notified. For further information, contact your child's school.

Preschool Screening

Preschool screening, scheduled throughout the school year at the Daniel Feeney Center at the Elm Street School, is designed to review a child's development and assist in identification of children who should be referred for an evaluation to determine eligibility for special education services. The multidisciplinary team at the preschool uses the *The Early Screening Inventory(ESI-Revised)*. *The ESI-Revised* is a developmental screening test that provides a quick assessment of visual–motor/ adaptive, language and cognition, and gross-motor skills and abilities. Participation in the screening program for three and four year olds is optional on the part of the parents and not a limitation on referral to special education. The multidisciplinary preschool team screens all students considered as peer models for the integrated classrooms.

Snow/Emergency Closings: Safety is our primary concerns. Your judgment as to the road conditions or emergency situations should always be considered when determining whether children should be transported to school.

School cancellations are announced on WBZTV and WBZTV.com. Go to the WPS website (<http://www.walpole.k12.ma.us>) for a direct link for school closings.

In the event of a delayed start time announced for the Walpole Public Schools, morning preschool sessions will be cancelled. Afternoon sessions will start at designated time. Extended day programs will begin on the announced delayed start time. For example, if school start time is delayed one hour, there will be no AM preschool and the extended day program will begin at 9:45.

School Council

The School Council is an elected group which:

- Acts as an advisory to the building Principal/Director.
- Develops the goals for the Building School Improvement Plan.
- Sets measurable goals and objectives and identifies data collection to inform the
- School.
- Committee and community.
- Provides a communication vehicle which includes Principal, faculty, and parents.
- Reviews the building budget.
- Develops and reviews policies and procedures at the building level.
- All meetings are open to the public.
- There are vacancies for parent representatives and a community representative to be
- elected yearly.

School Resource Police Officer

This Police Officer works with students, parents, teachers, and community agencies to promote and maintain a safe, secure and healthy learning environment. The officer is a resource to teachers, parents and students for conferences, dealing with individual problems, discipline issues, communication with families about difficult situations, dealing with excessive tardiness, absenteeism and truancy, if the need arises. The

officer will promote principles of good citizenship and community responsibility and encourage students to feel comfortable about speaking to authoritative figures.

Visitors: For the safety of our children, all doors to the preschool will be locked during the school day. Access to the building can be gained through the Elm Street School entrance. Visitors are asked to sign in and will be issued a visitor's pass.

We encourage parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals. Please refer to the appendix for the school committee policy on visitors in schools.

Volunteers:

Volunteers: Volunteers are invaluable! Volunteering is a very important aspect of your child's education. Additionally, it provides you with an opportunity to contribute to the activities necessary to operate an effective school.

We encourage parents to volunteer in a variety of ways - either directly in the school during school hours or helping with other tasks outside of the school day. No matter how you can help, all assistance is very much needed and appreciated by the school. Notices will be sent home during the year offering opportunities for parents to volunteer. We encourage you to consider some time during the year you can help either in the school or at home.

Before you begin your volunteer experience, we will provide you with a volunteer handbook. In addition, please review the guidelines below for visiting the classrooms.

All volunteers who have contact with children must have a completed **CORI (criminal records check)** on file in the school before they can be cleared for volunteering. Please ask your child's teacher for the appropriate form.

Child Development/Career and Education Students:

Students from Walpole High School or area colleges may occasionally work or observe in our classrooms in order to gain experience and/or credit towards a career in working with young children. These students are supervised as either observers or volunteers and may be involved in all activities that take place during their scheduled time.

Volunteer Guidelines:

Entering and Leaving the Building: Enter the building by the main lobby door only and report to the office. At the office, please sign in and take a volunteer label. This identifies you as a worker in the building. At the end of your time, please sign out.

Absences: Please be sure to call the office if you will be absent on any day. The staff depends on the volunteers once they are assigned, and it is helpful for their planning if they know you are unable to come.

Responsibilities of Your Volunteer Task: Most volunteer duties have a staff member or PAC Chairperson who can answer specific questions as they come up during the year. If you are unsure, please call your Volunteer Coordinator or the Principal.

Confidentiality: When you are working in the building, information you may hear about students is considered confidential and should not be repeated or discussed.

Concerns/Questions: If any situation arises in the building that you have concerns about, please contact the teacher or Principal . It is important to us that we maintain communication within the building between staff and volunteers to insure that the program is working well.

Changes: If during the year you cannot continue the volunteer position for any reason, please let the Chairperson or the office know immediately so we can find a replacement.

Visiting Classrooms: Please remember that during your time in the building, classes are in session and should not be interrupted by parents. Although you may want to just stop by for a minute to give your child something or to chat, it likely will not be a very appropriate time for the class to be interrupted. You may leave items in the office for delivery.

Discipline: Most areas of the building, including classrooms, will have rules displayed. If you see inappropriate behavior while you are working, please report it to the nearest staff member or to the office. Please intercede immediately if safety is a concern.

Walpole Public Schools Discrimination Grievance Procedure

It is the role of the Walpole Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. Because of the importance of this issue, this document provides explicit definitions clarifying the scope and intent of the policies and procedures for its implementation.

It shall be a violation for any student, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or to violate the civil rights of any pupil, teacher, administrator, or other school personnel. A failure of such personnel to address conduct, which violates this policy, also constitutes a violation of civil rights. Conduct amounting to a hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

Each school will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and will take appropriate action against any pupil, teacher, administrator, or other school personnel who is found in violation.

The Walpole Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities. In addition, the building principal is charged with ensuring that educational programs comply with all aspects of law pertaining to the educational rights of students with qualifying disabilities.

Inquiries or complaints should be directed to the building principal. Issues or complaints that cannot be resolved at the building level can be brought to the attention of the district Coordinator for Nondiscrimination Compliance (Assistant Superintendent) or to the Massachusetts Department of Education or to the U.S. Department of Education, Office for Civil Rights. The grievance procedures set forth can be used to resolve any discrimination complaints alleging non-compliance with any of the above statutes and related regulations.

Grievance Procedure

Any student or employee of the Walpole Public Schools who believes that he/she has been excluded from participation, denied benefits, or subjected to discrimination in regard to any program or activity of the Walpole Public Schools, shall bring any complaint to the attention of the school principal when such complaint arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal’s designated civil rights administrator will investigate the complaint and respond, in writing, within seven calendar days.

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Walpole Public Schools Coordinator for Nondiscrimination Compliance (Assistant Superintendent). The written complaint must state the circumstances that gave rise to the alleged grievance and must be filed within seven calendar days of the receipt of a response from the school principal or designee.

The district’s Coordinator for Nondiscrimination Compliance (Assistant Superintendent) will conduct a hearing and respond in writing within fourteen calendar days.

If a parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools, or to the Walpole School Committee. Such appeal must be received by the Superintendent or the School Committee chairperson within seven calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Complaints not originating from school-based programs, policies or practices should be brought to the attention of the administrator in charge of the work or policy unit. This administrator will act as the principal does in school-based complaints and will adhere to the same timelines. The procedure followed is the same as with a school-based complaint.

Walpole Public Schools Contacts:

Civil Rights Coordinator:	Assistant Superintendent	508-660-7200 x5275
Title I Coordinator:	Assistant Superintendent	508-660-7200 x5275
Title II Coordinator:	Assistant Superintendent	508-660-7200 x5275
Title VI Coordinator:	Assistant Superintendent	508-660-7200 x5275
Title IX Coordinator:	Director of Student Services	508-660-7200 x5267
Section 504 Coordinator	Director of Student Services	508-660-7200 x5267
Homeless Liaison	Director of Student Services	508-660-7200 x5267
Nondiscrimination Compliance	Assistant Superintendent	508-660-7200 x5275

Contact information for state and federal agencies:

**MA Department of Elementary and Secondary Education
Bureau of Special Education Appeals
350 Main Street
Malden, MA 02148**

**U.S. Department of Education Office for Civil Rights
Edward McCormack Bldg, Room 701
Post Office Square
Boston, MA 02109**

Massachusetts Commission Against Discrimination
One Ashburton Place
6th Floor, Room 601
Boston, MA 02108

United States Equal Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203

Massachusetts Department of Elementary and Secondary Education
Office for the Education of Homeless Children and Youth
Peter D. Cirioni, Coordinator Sarah Slutterback, Staff Specialist
781-338-6294 781-338-6330

Walpole Public Schools



Public Notice

The Walpole Public Schools does not discriminate based on race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status protected by law. Grievance procedures for the district can be found on the Walpole Public Schools website: <http://www.walpole.k12.ma.us> and in each of the school handbooks.

The district also complies with the following Federal Civil Rights Laws:

Americans with Disabilities Act

Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Walpole Public Schools' programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in large print formats (large print, audio tape, Braille, computer disk, etc.). Our grievance procedure, self-evaluation, as well as ADA policies and practices are also available. Inquiries, requests, and complaints should be directed to Dr. Bridget Gough, Assistant Superintendent of Schools, 135 School Street, Walpole, MA 02081, 508-660-7200 x5275, 508-668-1167 (fax).

Section 504 of the Rehabilitation Act of 1973

The Walpole Public Schools complies with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations, and procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to Dr. John Queally, Director of Student Services, 135 School Street, Walpole, MA 02081, 508-660-7200 x5267, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC, 20201.

The Walpole Public Schools also complies with the following State and Federal Statutes and School Committee Policy:

Chapter 622 of Massachusetts General Laws and Title IX of the Federal Education Amendments of 1972

Regulations governing the application of Chapter 622 of the Massachusetts General Laws, Acts of 1971, were issued in June 1975. Chapter 622 specifies that “No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation.” These regulations focus on services, programs, and opportunities offered to students.

The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extra curricular and athletic activities.

Title IX of the Educational Amendments of 1972 became effective in July of 1975 and is concerned with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states that, “No person in the United States shall, on the basis of sex, be excluded from participation in , be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.” Title IX rules and regulations require educational institutions receiving federal assistance to adopt a notification policy concerning Title IX.

A copy of this policy and/or any regulations or inquiries regarding Title IX may be obtained by contacting Dr. John Queally, Director of Student Services, 135 School Street, Walpole, MA, 02081, 508-660-7200 x5267.

Sexual Harassment and Unlawful Discrimination Policy

It is the policy of the School Committee to maintain a work and education environment in the Walpole Public Schools that is free of sexual harassment and of discriminatory actions based on the race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran’s status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated. Any concern related to the implementation of this policy (or a request for a copy of the full policy) may be addressed directly to the school principal or to the Superintendent of Schools (508-660-7200 x5261). The Boston Office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.

Definitions/Summary

Title VI of the Civil Rights Act of 1964

Title VI prohibits discrimination based on race, color, and national origin.

Title VII of the Civil Rights Act of 1964

Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin.

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in , be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.

Chapter 622

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

The American with Disabilities Act of 1990

The ADA prohibits discrimination by any public entity against persons with disabilities.

<http://www.jan.wvu.edu/links/adalinks/htm>

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability.

<http://www.ed.gov/offices/OCR/regs/34cfr104.html>

The Age Discrimination Act of 1975

The Age Act prohibits discrimination on the basis of age.

<http://www.ed.gov/offices/OCR/age.html>

McKinney-Vento Homeless Education Assistance Act

McKinney-Vento ensures that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths.

<http://www.doe.mass.edu/hssss/program/homeless.html>

**Walpole Public Schools
135 School Street
Walpole, MA 02081**

Dear Parents/Guardians of Preschool Students:

We are very pleased that your child is enrolled as an age level peer in the Daniel Feeney Preschool. As you know, the primary reason that the Walpole Public Schools includes a preschool program is to meet the needs of young children with disabilities. The integrated preschool program includes typically developing same age peers and fosters an educational environment in which children can learn from one another.

We are writing to clarify that the Daniel Feeney Preschool cannot extend the enrollment for an additional year of same age peers in the district's preschool program if they have met the School Committee policy regarding kindergarten entrance age which requires that a student should be five years of age before September 1st of the school year. This will assure that the typically developing students who attend our public preschool program are, in fact, age appropriate peers of the students with disabilities.

All families of typically developing students continue to have the option of enrolling their children in private preschools rather than have them enter kindergarten, should they so choose. We hope that the above information is helpful to you as you plan for your child's education. If you have any questions, please feel free to contact Jennifer Bernard, Preschool Director.

Thank you for your continued support!

Dr. John Queally,
Director of Student Services

Walpole Public Schools

Acceptable Use Policy

K-12 Student Use of Electronic Resources

To All Parents/Guardians of Students in Grades K-12: Please read this agreement with your child and then sign in the appropriate locations. Students in Grades 4 through 12 must also sign this Agreement.

Introduction

The Walpole Public Schools is pleased to offer our students access to the district computer network, electronic resources, electronic mail, and the Internet. This Acceptable Use Policy outlines the appropriate uses for technology in the district, and activities not permitted. All parents/guardians must sign this Agreement, insure their child(ren) in Grades 4-12 also sign this Agreement, and return it to their school. Any questions or concerns about this agreement, or any aspect of the computer network or electronic resources should be referred to your school's Principal.

General Network and Technology Use

The network and technology in the Walpole Public Schools is provided to students for educational purposes, and will be used to support the learning process. All students will be provided a network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by the Walpole Public Schools. Any violation of the conditions and rules may result in disciplinary and/or legal action.

Internet/Electronic Resources

Access to the Internet and electronic resources will enable students to use thousands of libraries and databases to facilitate learning and information exchange. Students should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the risks or disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students should have no expectation of privacy in their use of electronic resources provided by, or accessed in, the district. All data storage areas including, but not limited to workstations, external drives, network storage, Internet browsing history and computer sessions etc, may be accessed and reviewed by network administrators and administration to maintain system integrity and insure that the system is used responsibly.

Student Users' Privileges and Responsibilities – Conditions and Rules

A. Student Users of Walpole Public Schools equipment may:

- Use authorized hardware and software, under teacher direction, for educational purposes only;
- Access information from outside resources, under teacher direction, for educational purposes only;
- Access district networks and the Internet to retrieve information, under teacher direction, for educational purposes only
- Use computer and network storage for files and teacher approved downloads, for educational purposes only;

- Use only those electronic communication tools - including social networking resources, blogs, wikis, podcasts, email - that have the explicit prior approval of the school Principal and classroom teacher, for educational purposes only.

B. Student Users of Walpole Public Schools equipment are responsible for:

- Utilizing technology in the school only under teacher direction and supervision, for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Walpole Public Schools;
- Maintaining the privacy of passwords and they are prohibited from publishing or discussing passwords, including passwords used for network access, X2 Aspen, and web-based subscriptions;
- Maintaining the privacy of personal information for all students;
- Keeping all inappropriate materials, inappropriate text or image files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means;
- Abiding by the rules of Network etiquette (Netiquette):
 - Be polite and respectful in all forms of communication;
 - Use appropriate language and graphics;
 - No swearing, vulgarities, suggestive, obscene, belligerent, offensive or threatening language;
- Adhering to all copyright guidelines and avoiding plagiarism;
- Not engaging in harassment or bullying;
- Preventing damage to computers, printers, etc. from food or drink or from acts of negligence or vandalism;
- Obtaining permission from the teacher, Technical Support Specialist, and/or Principal before using any personal electronic devices, including removable USB/Firewire drives.
-

C. The activities listed below are not permitted:

- Using a code, accessing a file, or retrieving any stored communication unless given the appropriate authorization to do so;
- Using or attaching any personal electronic devices (including cell phones, iPods, any Internet or network enabled devices) without the explicit consent of the school Principal;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others including acts of cyberbullying;
- Accessing or using non-educational websites, or transferring, copying, or downloading any non-educational material, that do not support a specific assignment or teacher-authorized work;
- Participating in any communications that facilitate any illegal activities or violate any other laws;
- Damaging or modifying computers, computer systems or computer networks;
- Removing hardware and/or software from school premises without prior written consent from the school Principal or his/her designee;
- Violating copyright laws or committing plagiarism;
- Using others' passwords;
- Impersonating another user;
- Sharing or publishing any personal information of oneself or any student or staff member on the Internet or through other electronic means:
 - No personal addresses, phone numbers, email, screen names or login information;
 - No identifiable photographs unless appropriate written consent has been provided by the parent/guardian;
 - Only the first name and last initial may be used to identify students when approved for publishing or posting;
- Trespassing in others' folders, work or files;
- Intentionally wasting shared resources (including network, printers);
- Using the network for commercial purposes, personal or financial gain, or fraud;
- Intentional use of software, other websites or proxies to bypass the Internet filtering technology;

- Downloading, installing or storing files for personal use (including image and music files).

Consequences: Failure to adhere to these guidelines, conditions and rules of this Acceptable Use Policy will result in disciplinary and/or legal action, according to the Code of Conduct. The ultimate consequences are at the discretion of the Superintendent of Schools.

Disclaimer The Walpole Public Schools make no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

Teacher Responsibilities

- Provide developmentally appropriate instruction and guidance to students as they make use of the network, Internet, and electronic information resources in support of educational goals
- Inform students of their responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group
- Verify parent consent prior to posting student pictures or student work on websites; identify students by first name, last initial only
- Respond to student infractions/violations of the Acceptable Use Policy according to the Code of Conduct

Principal Responsibilities

- Include Acceptable Use Policy in Student Handbook, insure distribution and receipt of parent/student signatures
- Notify teachers of students who do not have written consent to have pictures or information posted on websites
- Respond to student infractions/violations of the Acceptable Use Policy according to the Code of Conduct

District Responsibilities

- Ensure that filtering software is in use to meet the guidelines of the Child Internet Protection Act (CIPA)
- Maintain an archive of staff electronic mail
- Periodically review and update Acceptable Use Policies

Student Responsibilities

Immediately notify the teacher if:

- You access an Internet site that displays inappropriate material
- You receive a pop-up message that warns you of a computer or virus problem
- You receive any message that makes you uncomfortable or feel threatened
- Avoid plagiarism or violations of academic integrity;
- Treat others with respect online, just as you would in any other school setting.

Parent/Guardian Responsibilities

- Discuss these rules with your son or daughter to ensure he or she understands them
- Immediately notify the school Principal if your child expresses concern or shares information about inappropriate content or uncomfortable/threatening messages
- Support the school in enforcing these guidelines

- Provide a similar framework for your child's use of computers outside of school, and communicate with your child regarding Internet safety on an ongoing basis

Changes in the Acceptable Use Policy: The Walpole Public Schools reserve the right to change this policy at any time.

STUDENT USER AGREEMENT FORM

This user agreement must be renewed each academic year.

Student User's Name *(please print)* _____

School _____

Grade _____

PARENT/GUARDIAN SPONSOR

I have read the Walpole Public Schools Acceptable Use Policy for K-12 Student Use of Electronic Resources and appropriately reviewed this document with my child. In consideration for the privilege of using the district's system/network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the district's policy and administrative procedures.

_____ I give permission for my child's name (first name, last initial only) to appear on a district or classroom sponsored website should one be developed.

_____ I give permission for my child's photo to appear on a district or classroom sponsored website should one be developed.

Signature of parent/guardian: _____

Date

Students in Grades 4-12 must read this statement and sign below:

I have read the Walpole Public Schools Acceptable Use Policy and agree to abide by its conditions, rules and guidelines. I understand that violation of these provisions may result in disciplinary action, according to the Code of Conduct, including but not limited to suspension or revocation of privileges, suspension or expulsion from school, and/or legal action.

Signature: _____

Date