



WPS Elementary School Handbook

Wakefield, Massachusetts 01880
2025-2026

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Translation Services

If you need this document translated, please contact your school principal.

Si necesita este documento traducido, por favor comuníquese con el director de la escuela.

Se você precisa este documento traduzido, entre em contato seu director a escola.

Si vous avez besoin de traduire ce document, s'il vous plaît contacter votre directeur d'école.
如果您需要本文件翻譯，請連絡您所在的學校負責人。
إذا كنت تحتاج/تحتاجين لترجمة هذه الوثيقة، المرجو مراسلة مدير المدرسة

District Staff

Central Office Staff

[Douglas Lyons](#), Superintendent
[Kara Mauro](#), Assistant Superintendent
[Christine Bufagna](#), School Business Administrator
[Rosie Galvin](#), Administrator of Special Education and Student Services
[Shannon Blacker](#), Assistant Director of Special Education
[Tim O'Brien](#), Director of Facilities and Transportation
[Jeffrey Weiner](#), Director of Technology
[Glavia Smith](#), METCO Director
[Estelle Burdick](#), Director of Wakefield Academy
[Dustin O'Brien](#), Food Services Director

School Committee Members

Peter Davis	Thomas Markham	Kevin Fontanella (Chair)
Stephen Ingalls	Kevin Piskadlo (Vice Chair)	Alexander Naumann
Melissa Quinn		

Mission Statement, Core Values, and Instructional Strategy

Mission Statement

The mission of the Wakefield Public Schools is to prepare students for college, career, and community by providing a rich and challenging curriculum, high-quality instruction, and educational experiences that meet their individual needs and interests.

Core Values

Our Clarity of Purpose: Inspire the Love of Learning
Our Culture of Practice: Respectful and Caring

[Instructional Strategy](#)

[School Calendar](#)

[School and District Policies](#)



Student Rights and Responsibilities Handbook



General Information and School Hours

<p>DOLBEARE SCHOOL 340 Lowell Street Wakefield, MA 01880 (781) 246-6480 Website</p> <p>Principal: TJ Liberty Assistant Principal: Michelle Ofilos Administrative Assistant: Susan Berggren/Olivia Palmer</p> <p><u>School Hours:</u> Student arrival – 8:30 AM Instruction Begins – 8:40 AM Instruction Ends – 2:50 PM Early Release - 11:55 AM</p> <p><u>Office Hours:</u> 8:00 A.M. – 3:00 PM</p>	<p>DOYLE SCHOOL 18 Paul Avenue Wakefield, MA 01880 (781) 246-6420 Website</p> <p>Principal: Erin Manzi Administrative Assistant: Stacey McNeill</p> <p><u>School Hours:</u> 8:40 AM - 2:15 PM full day 8:50 AM - 2:25 PM full day 8:50 AM-11:25 AM half day Early Release - 11:15 or 11:25 AM</p> <p><u>Office Hours:</u> 8:00 A.M. – 3:00 PM</p>
<p>GREENWOOD SCHOOL 1030 Main St Wakefield, MA 01880 (781) 246-6460 Website</p> <p>Principal: Tiffany Back Assistant to the Principal: Kathryn DiVasta Administrative Assistant: Marie Paiva</p> <p><u>School Hours:</u> Student arrival – 8:30 AM Instruction Begins – 8:40 AM Instruction Ends – 2:50 PM Early Release - 11:55 AM</p> <p><u>Office Hours:</u> 8:00 AM - 3:00 PM</p>	<p>WALTON SCHOOL 18 Davidson Road Wakefield, MA 01880 (781) 246-6494 Website</p> <p>Principal: Brian Schmitt Assistant to the Principal: Kristin Liberty Administrative Assistant: Meredith Cadman</p> <p><u>School Hours:</u> Student arrival – 8:30 AM Instruction Begins – 8:40 AM Instruction Ends – 2:50 PM Early Release - 11:55 AM</p> <p><u>Office Hours:</u> 8:00 AM – 3:00 PM</p>
<p>WOODVILLE SCHOOL 30 Farm Street Wakefield, MA 01880 781-246-6469 Website</p> <p>Principal: Matthew Carter Assistant Principal: Marguerite Augenbraun Administrative Assistant: Grace Rossino</p> <p><u>School Hours:</u> Student arrival – 8:30 AM Instruction Begins – 8:40 AM Instruction Ends – 2:50 PM Early Release - 11:55 AM</p> <p><u>Office Hours:</u> 8:00 AM – 3:00 PM</p>	



Principal Letter

Dear Preschool and Elementary School Families,

It is with great excitement that we welcome you to the 2025-2026 school year. As we embark on a new school year, we want to extend a warm welcome and express our excitement for the fresh beginnings and opportunities that lie ahead. We are truly looking forward to partnering with you once again to make this year a success for our students.

As part of our ongoing efforts to ensure families understand our expectations, we encourage you to review our handbook. The primary goal of this resource is to promote student safety and well-being, while fostering a strong sense of belonging among our students. We aim to give them the courage to try new things, explore their world, and feel empowered in their learning journey.

We wish everyone an outstanding year filled with growth and achievement. We can't wait to see all of the successes we will accomplish together!

Sincerely,

Pre-K & Elementary Principals, WPS

Academic Information

Student Progress

Student Cumulative Record Folder

A cumulative record file will be initiated on each student upon entering our school system. The cumulative file folder will contain duplicate copies of report cards, standardized testing results, as well as letters and reports pertaining to that child. Parents have a legal right to see their child's records (with limited exceptions as detailed below). Access will be arranged within ten (10) days of the request. A staff member will be available upon request for interpretation of the records.

Student Records

The Wakefield Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

HOMEWORK

Homework Guidelines Approved by School Committee June 2024:

Learning takes work both in and outside of the classroom. High-quality learning activities at home or homework can be an essential component of our K-12 educational programming when the tasks are worthwhile and are designed to reinforce classroom learning. Teachers will consider the individual learning needs of their students and provide support as necessary to ensure that homework is a constructive and manageable part of each student's learning experience. Care will be taken to ensure that homework is flexible and does not take over a student's life outside of the classroom.

Homework can foster independent study habits and promote the development of critical thinking skills, as well as the habits of self-regulation, attention, and perseverance. These later skills should be developmentally appropriate and should not present in a way that increases points of frustration or disrupts time spent outside of the classroom. For the purposes of this guidance, quality homework is defined as assignments given to students to complete outside of regular class time, that may include opportunities to practice exercises, reading assignments, research projects, or other creative tasks assigned by teachers. The purpose of homework is multifaceted. It serves to reinforce concepts learned in class, provide additional practice opportunities, and encourage students to explore topics independently.

Homework can prepare students for upcoming lessons, and reinforce time management and executive functioning skills. To ensure a balance between work in and outside of

school and other commitments, general time guidelines for homework may vary across grade levels and should be developmentally appropriate. Teachers at each level will coordinate and assign developmentally appropriate tasks to support teaching and learning. If you have questions or need support, do not hesitate to reach out to your child's teacher or to the school administration.

Parents should contact the school regarding homework assignments when their child is out due to illness.

Students are not allowed back into the school after dismissal. They are expected to have all books and materials needed to complete homework when they leave for the day.

Teachers are **not** expected to prepare assignments in advance of a family vacation during school time.

REPORT CARDS

1. Report cards are distributed two times per year in Grades PK-4 in January and June. Conferences are held between reporting periods. The dates for conferences and issuing report cards are included on the district calendar.
2. Attendance, tardiness, and dismissals are reflected on report cards.
3. To support our district goal of being paperless, report cards will be electronically submitted to parents through Powerschool, our student management system. Parents must register to have access to this system. If you have not registered you may do so by selecting this [link](#). Should you not have access to a computer, contact your child's school to request a copy of the report card.
4. Any questions or concerns about the grading should be referred to the classroom teacher.

PARENT-TEACHER CONFERENCES

The Parent-Teacher Conference is a way of exchanging information relative to a child's progress in school. Formal fall and spring conferences are held each school year in November/December and March (between each grading period).

Conferences between parent and teacher may be held at any time throughout the school year. Parents and teachers can initiate these conferences whenever they feel it is necessary.

Student Support Services

School Psychologists/Adjustment Counselors

School	Staff Member
Doyle	Nicole Piela , School Adjustment Counselor
Dolbeare	Diana Greider , School Psychologist Emily Bahnsen , School Adjustment Counselor
Greenwood	Alyssa Kaplan , School Psychologist
Walton	Sara Mestjian , Adjustment Counselor
Woodville	Lianna Levine , School Psychologist Kirsten Sletterink , Adjustment Counselor Kristen Green , Adjustment Counselor (STACK Program)

For more information about student support services in Wakefield, [visit this link](#).

Library Media Center

Library schedules are established and students can use the library by class on a 5-day cycle.

Library books are taken out as needed. Students are encouraged to use the school library and take responsibility for the care and return of library books. Parents are requested to assist by encouraging students to read library books and to return these books when they are due.

Student Health Services

Nurses

Each of the five Pk & elementary schools has one full time registered nurse on duty during the school day. They have direct responsibility for the children regarding injuries, health problems, and health examinations. The Elementary School Nurses, Victoria Morgan RN, Alicia Warner, RN, Nora Martyny RN, Kelly Qualey, RN, and Meghan Hoffman, RN are assigned to specific elementary schools and can be reached at their respective schools.

Physical Exams

Per mandate 105 CMR 200.000 Physical exams are required for any child entering the school system and in grades PK and 4.

The school health program encourages the performance of the physical examination required in 105 CMR 200.100 by the student's own physician, nurse practitioner or physician assistant whenever possible.

The school committee or the board of health shall provide the services of a school physician to carry out physical examinations on such children who, because of hardship, do not have this service performed by the student's physician, nurse practitioner or physician assistant. Every reasonable effort shall be made to link such students with a primary care provider.

Vision and Hearing

In accordance with M.G.L. c. 71, §57, upon entering kindergarten or within 30 days after school entry, the parent/guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening through his/her MD or designee. For students who fail the screening and for students diagnosed with neurodevelopmental delay, evidence of a comprehensive eye examination meeting the requirements of M.G.L. c. 71, §57 shall be provided to the school.

In Wakefield, following DPH protocol, vision screening is done annually in grades PK-4 and hearing screening in grades K-3 under the direction of the school nurse.*

* Parents are contacted if results of these examinations warrant a follow-up.

The State's Growth Screening Mandate

(M.G.L.c.105; C.M.R. 200.500) requires that all schools annually collect height and weight measurements of students in grades 1, 4, 7 and 10. Additionally, the child's Body Mass Index (BMI) is calculated. It is a "weight for height for age" index that can be a useful tool in early identification of possible health risk factors among developing children and youth. Results of this screening will be sent to the parent/guardian if requested. If you wish for your child to opt out of this screening, at the beginning of the school year please provide a written statement to that effect.

STATE IMMUNIZATION LAW

The school nurse maintains all health records pertaining to each child. Under [DPH Regulations 105 CMR 220.000 IMMUNIZATION OF STUDENTS BEFORE ADMISSION TO SCHOOL](#), all children must have on file completed documentation of required immunizations. The [requirements in 105 CMR 220.500 \(A\) and \(B\)](#) shall not apply: (1) upon presentation of written documentation that the student meets the standards for medical or religious exemption set forth in M.G.L. c. 76, § 15. At the present time, in Massachusetts only medical and religious exemptions are acceptable.

When a case of a vaccine-preventable disease emerges, susceptible individuals (including those with medical or religious exemptions) who are not vaccinated will need to be excluded for the appropriate time periods as outlined in *Reportable*



Diseases, Surveillance and Isolation & Quarantine Requirements (105 CMR 300.000).

At the present time documentation of the following immunizations is required. This list is subject to change in accordance with 105 CMR 220 (Immunization of Students Before Admission to School). Number of doses of each vaccine varies by age/grade.

- Diphtheria, Tetanus, Pertussis
- Polio
- Measles, Mumps, Rubella
- Hepatitis B and Varicella
- Chicken Pox

Also children entering Kindergarten must provide evidence of one lead screening and vision and stereopsis screening (as outlined above under vision and hearing)

HOME VISITS BY THE NURSE

When applicable, the nurse may visit the home of any child with physical disabilities who is in need of school based medical care. In other instances, a parent/guardian who would like to discuss the problems of planning for school based medical care should contact the appropriate school nurse.

INJURIES OR EMERGENCIES

1. In case of injury or illness the nurse is contacted and appropriate action is taken.
2. The police and fire departments will transport any child to the hospital if necessary. Parents/guardians will be notified immediately if emergency transportation is considered.
3. Parents/guardians are notified of serious injury or illness. It is the responsibility of the parent/guardian to promptly take his/her child home when dismissal due to illness/injury is indicated. Transportation must be provided by the parent/guardian or parent/guardian designee when a student is to be dismissed.
4. Emergency information is to be completed by parent/guardian for each child. Alternative contact person must be local. This information needs to be updated when any changes occur.

DISMISSAL/EXCLUSION GUIDELINES

(in conjunction with DPH School health attendance guidelines)

1. Children are sometimes ill when they arrive at school. If your child has been sick the night before or complains of feeling ill before school, please evaluate and keep him/her at home if warranted, consulting with your child's MD as necessary.

If your child's class is scheduled for a field trip, please err on the side of caution as it is often very difficult to make arrangements for dismissal from a field trip and there is not adequate supervision/provision for care of a sick child.



There may be times when the school, in working with the Board of Health in response to a specific health concern (i.e. Flu of 2009, COVID-19 pandemic), may need to modify or change specific protocols. In the event that occurs, parents/guardians will be notified.

2. Fever

For school guidelines, a fever is an elevated temperature of 100.5 or higher. Upon arrival at school or during school hours, children with a fever will be dismissed. Children must remain home until fever-free for 24 hours without the use of fever reducing medication such as Acetaminophen (Tylenol) or Ibuprofen (Motrin)

3. Vomiting/diarrhea

If your child vomits or has one episode of diarrhea, does not have an elevated temperature, and does not appear unwell, it may be caused by something other than an intestinal illness. If your child vomits more than once, has a fever, has more than one episode of diarrhea and /or will not be able to participate in all school activities, he/she must remain out of school for at least 24 hours after the last episode of vomiting or diarrhea.

4. Cold Symptoms

Children with moderate to severe cold symptoms (including green nasal discharge, chronic cough, or flu-like symptoms) should remain at home. This is especially true in the case of younger children who are unable to properly blow their noses, dispose of used tissues, and cover their mouths consistently when they cough/sneeze. All situations will be considered on a case by case basis.

5. Rash

Children with an unidentified rash that is spreading and/or worsening should not come to school until it has been diagnosed by a physician or designated assistant. Children with a rash (such as poison ivy) may come to school but the rash should be covered if possible.

6. Strep

People with streptococcal pharyngitis should not return to school until at least 24 hours after beginning appropriate antibiotic treatment and resolution of their fever. Mildly ill students and staff (without a fever) can continue to attend school while awaiting the results of a strep culture. Antibiotics should be taken for the full course of prescribed treatment, primarily to prevent rheumatic fever or other complications.

Other medical conditions (including but not limited to) Staph, Impetigo, ringworm, Pertussis, conjunctivitis, scabies, head lice, Fifth disease, coxsackievirus, will be handled per DPH school health guidelines.

COMMUNICABLE DISEASES

Per Massachusetts DPH, under certain circumstances students/faculty may be excluded from school for certain illnesses. The list and circumstances may vary



from time to time. We will monitor and follow DPH guidelines regarding exclusion and readmission pertaining to communicable diseases.

MEDICATIONS

PRESCRIPTION MEDICATIONS

Medications, whether prescription or non-prescription, shall be administered to students by the school nurse, and/or those delegated by her in accordance with 105 CMR 210. Any prescription medications to be given at school must be delivered in a **pharmacy/manufacture labeled container with a prescription label attached**. No more than a 30 day supply of the medication may be delivered to the school at one time.

The prescription labeled container is adequate physician documentation for 10 days administration of a medication. Any longer administration requires written documentation from a physician or designated assistant. In either case, written permission from the parent/guardian must be provided for administration. The state policy is explicit that children MAY NOT self-medicate, except in certain conditions such as inhalers (speak directly to your child's school nurse for other possible exceptions.) If your child is to have an inhaler in school, please request and complete the form allowing him/her to self-medicate and make sure a prescription label is attached to the inhaler.

Per Massachusetts State Policy, except as noted, A PARENT/GUARDIAN OR PARENT DESIGNATED ADULT (over 18) MUST TRANSPORT ANY MEDICATION TO AND/OR FROM SCHOOL. Please ask your pharmacy to provide separate bottles for school and home as any bottle containing medication (i.e. liquid antibiotics) would need to be brought in and picked up daily by an adult. Please note that the state recommendation is that any antibiotic ordered for three times a day is given before school, after school and at bedtime.

Unless otherwise instructed, any leftover medication will be disposed of a week after the last school dose is given. If you wish to pick up any unused medication contact your school nurse and make arrangements before the week is up.

NON PRESCRIPTION MEDICATIONS

ALL non-prescription medications require written documentation by a physician or designated assistant and written parent permission. This would include such medications as Tylenol, Benadryl, or cough medications. (The exception begins in grade 5 when under Dr. Kidd, Wakefield's school physician, Tylenol or Advil may be given in school with written parent permission.) **As with prescription medication, any non-prescription medication sent into school must be brought in and picked up by an adult.** Again as with prescription medication, CHILDREN MAY NOT SELF MEDICATE.

It shall be a violation of school rules to possess prescription or non-prescription medication at school. All such medications should be registered and maintained by the school nurse, unless the school nurse has provided written authorization for administration of the medication by another individual.

If at any time during the school year, you have any questions or concerns please feel free to contact a school nurse through your child's school.

ALLERGIES IN SCHOOL SETTING PROCESS

The prevalence of reported food allergies has continued to increase significantly over the last several years. Those children diagnosed with a food allergy are at significant risk of anaphylaxis, a life-threatening reaction. In October 2002, the Massachusetts Department of Education in collaboration with the American Academy of Allergy, Asthma and Immunology recommended that all schools have in place a system to identify children with life-threatening allergies. Education of all staff in life-threatening allergy awareness is the cornerstone of this initiative.

School-wide Expectations

At all times, Wakefield Public Schools seeks to remain sensitive to all life-threatening allergies and will take reasonable measures to ensure a peanut, nut, and latex-sensitive environment. **We ask all parents to refrain from sending peanut, nut and latex products to school with their children.**

Food allergies may be addressed through the Section 504 process as appropriate.

Selected portions of the Wakefield Public Schools Allergies in School Setting Policy are included below. For the complete text of the policy, [see here](#).

- All schools will require that any parties and celebrations during the school day be food-free.
- The use of food for curriculum instruction or special luncheons during the school day will be restricted to the Culinary Arts, Life Skills programs and the WHS Alternative Program. Food may be permitted for curriculum and/or instructional purposes only when (1) an alternative instructional method cannot provide equal educational value and (2) all measures are taken to ensure the safety and well-being of students and staff.
- The use of food as a reward in any classroom shall be excluded.
- The principal of each school, especially at the elementary level, shall implement a No Food or Utensil Sharing practice.
- School nurses will provide allergy awareness education and EpiPen and epinephrine auto injector training for all Wakefield School Department employees, based on the Department of Education and Department of Public Health recommendations.
- The parent/guardian or primary care physician of any student with a life-threatening allergy shall provide documentation to the school system that contains the following information:
 - Identification of the allergy
 - Description of typical symptoms

- o Dosing instructions for medication
- o This information shall be updated at least annually or as needed due to changes in the student's health needs. All past documentation of a student's health report, along with any new or updated information received, shall be reviewed and utilized by school nurses.

Animals in School

Parents and children are reminded that school policy states that pets are not allowed on school property. This is both a safety issue and a health concern. Please do not walk dogs or other animals on the school grounds. This also applies when parents are dropping off or picking up their children.

The Wakefield Public Schools does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

The Wakefield Public Schools acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its buildings, in classrooms, and at school functions, as required by Title II of the Americans with Disabilities Act and its implementing regulations found at 28 CFR Part 35.

For purposes of Wakefield Public Schools policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability." The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability."

For additional requirements and information on service animals on school grounds, please see School Committee policy 1107 – Animals in Schools, available at the [Wakefield Public Schools Policy Book](#).

Attendance

Children are encouraged to attend school daily. The education of children is of the utmost importance to school personnel. Continuity in every grade can only be accomplished with a consistent attendance record. Illness and unforeseen personal reasons do arise within every family, which results in a child's absence but it is vitally important for each child to be present in school whenever possible

All elementary schools have a School Absence/Child Safety Line. It is necessary for parents to call the special phone number at their child's school and state the date of absence, student's name, teacher, reason for absence, and anticipated length of absence. The absence lines are open 24 hours per day, seven days a week. Parents



need to call their child in no later than 8:30A.M on the day of absence. If it is known that the student is to be absent for a longer period, the school should be made aware of this. Children's names found on the daily absentee list are compared to the incoming calls recorded on the School Absence/Child Safety Line. Parents are notified as soon as possible of any child who has not arrived at school.

Parents may request homework assignments be sent to the office after two (2) consecutive days of regular absence. Homework assignments may be picked up by appointment only in the school office.

ATTENDANCE POLICY

We believe attendance to be essential to the academic, civic, and social success of students at the WPS Elementary Schools.

Student Absences

- Parents or guardians are required to call the school's absent line no later than **8:30 A.M** on the date of absence to confirm a student's absence from school. During this call the student's name and reason for absence must be given. If no call is received, the school office will call home to confirm the absence.
- Students are expected to arrive at school by 8:40am, as instruction begins promptly at that time.
- A student who is not in school is marked absent. For an absence to be considered excused, please read Section B. Excused Absences.
- Vacation while school is in session is strongly discouraged. Teachers are not required to provide work prior to family vacations. It is the student's responsibility to make arrangements with the teacher to make up any missed work due to the vacation. Students who have taken a vacation during the school year will have the opportunity to make up any missed work. Parents should notify teachers and the office in writing if a student will miss school due to a vacation.

EXCUSED ABSENCES

- A student who is absent for a medical reason will have the absence excused upon receipt of a physician's note from the doctor or the doctor's office. This note should be turned into the main office within 48 hours of the absence.
- A physician's note from the doctor or the doctor's office validating the illness and noting the dates absent from school as a result of the illness may be required for extended absences.
- A student who is sent home by the school nurse and remains out of school due to symptoms for 24-48 hours.
- A student who is absent for chronic illness may have those absences excused if a doctor's statement is on file with the school.
- Students shall have an absence excused and shall be excused from any school activity if the absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.



- Legal matters, which require personal appearance in court, shall be excused.
- Emergencies which involve individuals or immediate family members may be excused at the discretion of the administration.

TARDINESS

- All students in grades 1-4 are expected to be in school by 8:40 a.m./12:35 p.m. Once on school grounds, students are not allowed to leave, unless properly dismissed through the Main Office. Tardiness to school is not acceptable. Families should plan their morning (breakfast, traffic, and parking) so that students arrive at school on time.
- A student who is late to school is marked tardy.
- Tardiness is approved for the same reasons as an absence would be approved, subject to proper documentation. Documentation for an excused tardy or absence must be a note or appointment card from the office of the doctor, dentist, or legal appointment.
- Administration may excuse tardiness due to extreme weather or traffic conditions at their discretion.

DISMISSALS FROM SCHOOL

- Routine dismissals from school are discouraged.
- When dismissals are necessary, a custodial parent or guardian must sign the student out from the Main Office.
- Students who are dismissed and return to school the same day must sign out and sign back in at the Main Office.
- Students who leave school early due to illness must be dismissed through the school nurse. Dismissals through the school nurse are excused. Leaving early due to illness does not excuse a student from making up missed assignments. In certain situations, the school may require a meeting and a medical professional's approval for a student to return to school. The school nurse will coordinate such re-entry.
- Dismissals for medical, legal, and dental appointments will be excused under the attendance policy if a documented note of the appointment from the office of the dentist, doctor, or legal appointment is sent to school with the returning student indicating the time/date of said appointment. In every instance of leaving early, students are responsible for completing any missed class work, homework, and/or test.

ATTENDANCE POLICY GUIDELINES

- Student absence notices to parents and student absence meetings with parents will be conducted in accordance with the requirements of M.G.L. c. 76, 1B. Each Principal or designee will notify a student's parent/guardian within three (3) days of the student's absence in the event the parent/guardian has not informed the school of the absence.



- Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Code of Conduct and Behavioral Expectations

INTRODUCTION

- Every teacher and staff member strives for a well-disciplined and safe environment at school. This should also be a goal of all the students.
- Students are expected to show respect for fellow students, teachers, aides, and volunteers. All students have a right to an education, and teachers have a responsibility to provide that education. No one student may prevent that from taking place.
- All of our schools have access to and use resources from multiple social-emotional learning curricula to support social skills and promote better peer relations at school. Students receive a consistent, reinforced message about bullying over an extended period of time and in a variety of settings. Adjustment counselors screen students for depression and anxiety, and support students who show elevated risk and could be likely to bully or be bullied.
- Children with minor behavior problems, as well as high-risk children, learn what appropriate behavior looks like, practice these positive behaviors, and are reinforced for making proactive choices. Misbehavior is handled as a problem with solutions. Intervention is deemed a learning situation for the child. Children are taught through modeling, practice, and reinforcement. Although appropriate consequences follow misbehavior, learning new behavior is the goal. Depending on the age of the student and the nature and context of the incident, consequences may include: completing a reflection sheet with an adult, drawing a picture or writing a note of apology, Consequences for bullying may include working with the school adjustment counselor or school psychologist, completing a reflection sheet with a trusted adult, drawing a picture or writing a note of apology, or other restorative activities. In more serious cases, disciplinary actions may include short-term suspension, long-term suspension, or expulsion, in accordance with M.G.L. c. 71 §§ 37H, 37H1/2, and 37H3/4. The Wakefield Public Schools endeavors to utilize a progressive discipline model to the maximum extent appropriate to the unique circumstances of the infraction(s).
- M.G.L. c. 71, 37O prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying

incidents.

- For additional information regarding discipline and district policies including the WPS District Bullying Prevention and Intervention Program please see the [district policy](#).
- The Wakefield Public Schools shall not permanently exclude a student from its schools for alleged misconduct without first giving the student and his/her guardian an opportunity to be heard. Disciplinary Due Process will be provided in accordance with the provisions below.
- Students are expected to adhere to the bus safety and transportation policy. Failure to do so may result in progressive disciplinary measures.

SUSPENSIONS

Guidelines: Suspensions and expulsions of students shall be imposed in compliance with constitutional, statutory, and regulatory requirements, including M.G.L. c. 76, §17; M.G.L. c. 76, §21; M.G.L. c. 71, §37H; M.G.L. c. 71, §37H 1/2; and M.G.L. c. 71, §37H 3/4.

- The most serious consequence of inappropriate behavior is suspension/expulsion.
- Depending on the incident, a student may have to be suspended. The determination for suspension will be made by the Principal.
- Suspension may take place when a student does not follow certain school rules which affect his/her life, the lives of others and proper care of school property. Suspension can also occur if a student does not follow school rules. A student that brings a dangerous weapon of any kind as determined by the Principal may be subject to immediate suspension and possible expulsion.
- Suspension can either be out of school (the student remains at home for a specified period) or in school (the student remains in school, away from class, in a designated area for a specified period).
- Because every act of misbehavior cannot be anticipated through school rules, the Principal may be required to make a judgment in handling certain acts of misconduct not covered in this handbook. Any reference contained in this handbook regarding potential disciplinary sanctions are only guidelines and the Principal or designee may impose more or less severe consequences as appropriate.
- Loss of bus privileges due to behavior will be handled by the Principal, and are not subject to appeal.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

“Personal electronic communication devices” are understood to mean any device that can send, receive, or play messages, audio, photos, videos, and/or record audio/video. This includes cell phones and smart watches, as well as earbuds and headphones not provided by WPS or requested as part of student supply lists.

- Students bring devices to school at their own risk.
- Personal electronic communication devices are not permitted to be used during school hours.
- Once students enter the building for the school day, devices must be turned off and kept in backpacks.
- School staff will confiscate any device if a student is using it during the school day.