

# TABLE OF CONTENTS

## DISTRICT

Absences and Excuses	Pg. 1
Advertising or Soliciting of Funds	Pg.1
Affidavit for Non-Custodial Parents Requesting Student Records	Pg. 1-2
Non-Custodial Parent Request for Student Records Form	Pg. 3
Bicycles, Skateboards and Roller Blades	Pg. 4
Breakfast/Lunch Program, Cafeteria Policies and Procedures Policy File: EFD	Pg. 4-5
Bullying Policy File: JICFB updated July 2010, Sexual Harassment and Hazing	Pg. 5-12
Care of School Property by Students	Pg. 12
Civil Rights and Safety Policy	Pg. 12-14
Disciplinary Procedures	
• Behavioral Offense Teacher/Office Detentions	Pg. 14-15
• Code of Conduct	Pg. 16
• Discipline Code	Pg. 16
• Discipline Related Information for Students with Special Needs	Pg. 16-17
• Due Process for Suspension	Pg. 17
• Expulsion from School	Pg. 18
• Extracurricular Activities Any Student Involved in Drugs, Alcohol or Tobacco	Pg. 18
• Suspensions	Pg. 18
Dismissal Procedure - Prior to End of School Day	Pg. 18
Electronic Devices and use of <b>Cellular Telephones</b>	Pg. 18-19
Emergency Cards	Pg. 19
Emergency Evaluation Plans	Pg. 20
Entry Procedures for Students – Required	Pg. 20
Family Educational Rights and Privacy Act (FERPA)	Pg. 20-21
Federal Gun-Free Schools Act	Pg. 21
Fire Drills	Pg. 21
Fundraising Activities	Pg. 21
Health	
• Massachusetts Health Laws and Health Records	
• Requirements – MA School Immunization Requirements	Pg. 21-23
• Illness/Injury in School	
• Medications	
• Insurance in School	
Investigations and Searches by Staff	
• Search and Seizure	
• Investigations' Procedures	Pg. 24-26
• Guidelines for Canine of schools	

# TABLE OF CONTENTS

DISTRICT	
Lost and Found	Pg. 26
Non-Discrimination and Grievance Procedures Parent’s and Student’s Rights Under Section 504, Titles II, IV, VI, IX and The Americans with Disabilities Act.	Pg. 26-28
Open House	Pg. 29
Parental Notification Relative to Sex Education Policy	Pg. 29
Parent Concern/Complaint Sheet	Pg. 30-31
Pediculosis Capitis ( <b>Head Lice Policy</b> ) File:	Pg. 31-32
Physical Restraint	Pg. 32-33
Plagiarism	Pg. 33-34
Promotion and Retention of Students	Pg. 35
School Hours: SMK, WMS and WJSHS including No School/Late Start	
<ul style="list-style-type: none"> <li>• Normal School Day:</li> <li>• Early Release Day: (<i>Lunches Served</i>)</li> <li>• Late Start Day:</li> <li>• Half Day: (<i>No Lunches Served</i>)</li> <li>• No School/Late Start</li> </ul>	Pg. 34
School Volunteer Policy File: IJOC	Pg. 34-35
Selling of Merchandise	Pg. 35
Student Dress Code Policy File: JICA	Pg. 35-36
Student/Staff use and/or Abuse of Controlled Substance	Pg. 36-38
Students Making Phone Calls	
<ul style="list-style-type: none"> <li>• Cell Phone Calls</li> <li>• Office Telephone Calls</li> </ul>	Pg. 38
Student Records Policy File: JRA-R (Partial)	Pg. 38
Supplementary Materials Selection and Adoption Policy	Pg. 38
Technology	
<ul style="list-style-type: none"> <li>• Process</li> <li>• Student Acceptable Use of Technology File: JICFB</li> </ul>	Pg. 38-41
Textbooks	Pg. 41
Transportation / Bus	Pg. 41-42
Truancy	Pg. 42
Valuables	Pg. 42
Weapons	Pg. 43-44
Withdrawal Procedure for Students - Required	Pg. 44

# TABLE OF CONTENTS

## STANLEY M. KOZIOL ELEMENTARY SCHOOL

Absentee Procedure Policy	Pg. 45
Absences	Pg. 45
After School Pick-Up	Pg. 45-46
Clubs and Activities	Pg. 46
Counseling Program	Pg. 46
Discipline Matrix Chart	Pg. 46-48
Homework	Pg. 48
Mission Statement	Pg. 45
Parent Procedures on School Grounds	Pg. 48
P.T.O.	Pg. 49
School Hours	Pg. 49
Testing	Pg. 49
Traffic Safety	Pg. 49
Volunteers	Pg. 49

District policies are continuously being reviewed and updated. For the most updated copy of a policy please visit the Ware Public Schools website page <http://www.warepublicschools.com/schoolcommittee.asp> , copies are also available by calling the individual schools.



# TABLE OF CONTENTS

## WARE MIDDLE SCHOOL

Absentee Procedure Policy	Pg. 50
After School in the Buildings	Pg. 50
After School Extra Help	Pg. 50
Cafeteria Rules	Pg. 50
Dance Regulations and Dances Sponsored by the PTO	Pg. 50-51
Detention Policy	Pg. 52
Discipline Matrix Chart and Definitions	Pg. 52-55
Disciplinary/Social Probation	Pg. 55
Discrimination	Pg. 55
Dismissal	Pg. 55
Entering and Leaving School	Pg. 56
Fundamental Guiding Principles	Pg. 56
Homework Policy	Pg. 56
Honor Roll	Pg. 56
Lockers	Pg. 56
Make Up Work	Pg. 57
Mission Statement	Pg. 50
No Gum/Candy Policy	Pg. 57
Open Beverages	Pg. 57
Passes	Pg. 57
P.T.O.	Pg. 57
Tardiness School Class	Pg. 57-58
Telephone Calls Made from the Office	Pg. 58
Testing	Pg. 58
Vandalism School Property Property of Others	Pg. 58
Visitors to School	Pg. 58

## WARE JUNIOR/SENIOR HIGH SCHOOL

Absentee Procedure Policy	Pg. 59
After School in the Buildings	Pg. 59
Athletic Requirements	Pg. 59
Cafeteria and Lunch Rules	Pg. 59-60
Cutting Class	Pg. 60
Dance Rules and Regulations	Pg. 60
Detentions	Pg. 60

# TABLE OF CONTENTS

<b>WARE JUNIOR/SENIOR HIGH SCHOOL</b>	
Discipline Matrix Chart and Definitions	Pg. 61-64
Disciplinary/Social Probation	Pg. 64
Discrimination	Pg. 64
Dismissal	Pg. 64
External Suspension	Pg. 64
Extra Help	Pg. 65
Homeschool	Pg. 65
Homework Policy	Pg. 65
Lockers	Pg. 65
Lost and Found	Pg. 65
Make-Up Work	Pg. 65
Mission Statement	Pg. 61
Open Beverages	Pg. 65
Jr. Parent Teacher Student Spirit Association (Jr. P.T.S.S.A.)	Pg. 66
Parent Teacher Student Spirit Association (P.T.S.S.A.)	Pg. 66
Passes	Pg. 66
Signing In and Out of Class/School	Pg. 66
Tardiness Class School	Pg. 66
Telephone Calls Made in the Office	Pg. 67
Vandalism School Property Property of Others	Pg. 67
Vehicles on School Property	Pg. 67
Visitors to School	Pg. 67
Work Permits	Pg. 67
<b>GUIDANCE INFORMATION</b>	
Add/Drop Courses	Pg. 68
Dual Enrollment	Pg. 68
Entry and Withdrawal Procedure	Pg. 68
Grading Policies	Pg. 69
Graduation Requirements	Pg. 69-71
Honor Roll	Pg. 71
Loss of Credit	Pg. 71
National Junior Honor Society and National Honor Society	Pg. 72
Progress Reports	Pg. 72
Report Cards	Pg. 72
Summer School	Pg. 72
Testing Grades 9-12	Pg. 72