

**Wee Watch Program
2016-2017
Parent Student Handbook**



Ashland Clockers

Setting New Standards of Academic Excellence

William Pittaway School
75 Central Street
Ashland, MA 01721
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School Hours: 7:00am – 4:00pm

Patricia White
Principal

James Adams
Superintendent

School Committee
Laurie Tosti- Chair
Marc Terry- Vice-Chair
Kathleen Bates- Secretary
Paul Kendall- Member
Erin Williams-Member

The information in this handbook is current as of August 2016 publication. Ashland Public Schools reviews and revises its policies and curriculum on a regular basis to meet local and state guidelines.

A Message from Mrs. White

Dear Parents and Families,

Welcome to our program!

Choosing a childcare option that you believe to be the best for your child is an important decision to make, and we appreciate the confidence you have placed in us by enrolling your child in our program. We are committed to providing you and your child with a program that prioritizes a safe, loving, and stimulating environment.

Our efforts are focused on providing care and developmental activities that are appropriate and stimulating, enabling your child to grow and develop to her/his full potential.

We also encourage you to take an active part in your child's experience. We want to provide your child with an optimum representation of your own individual personal family care.

We look forward to getting to know each and every one of our "Wee Watch" families.

Sincerely,

Patricia White

Principal, William Pittaway School

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ASHLAND PUBLIC SCHOOLS

Strategic Plan 2011-2016

Vision Statement:

The Ashland Public Schools will be a model district that embraces the academic and social-emotional growth of all students through a supportive, collaborative and challenging experience. Our students will develop into life-long learners who will contribute positively to society.

Mission Statement:

Our mission is to provide a safe, engaging, and inclusive learning environment, empowering every student to acquire and develop the necessary skills and knowledge to become active, caring, and passionate life-long learners and citizens in an evolving and diverse world.

Theory of Action:

If we ensure equity in student growth and close the achievement gap; improve student, faculty and staff well-being; develop collaborative partnerships with families and community; foster an environment of educator growth and development, THEN all students will acquire and develop the necessary skills and knowledge to become active, caring, and passionate life-long learners and citizens in an evolving and diverse world.

Organizational Values:

~ The Ashland Public Schools lives by the following values:

Pride – We will be passionate champions for the Ashland Public Schools.

Integrity – We will be sincere in our adherence to ethical principles and do what is in the best interest of all we serve.

Respect – We will demonstrate an appreciation for the value of all. We will foster an environment that is safe and nurturing for students and staff.

Responsibility – We will take ownership for following through with our mission. We will expect staff, parents, students and community members to be accountable for their contribution to the educational process.

Achievement – We will continually improve.

Communication – We will seek the input of all our stakeholders; sharing information openly and honestly and expect the same of all stakeholders.

ACADEMICS:

Wee Watch Learning Objectives

- Provide a system of care that meets the needs of the child and parent.
- Maintain a safe and sanitary environment for optimum care.
- Provide staff interactions that are respectful and sensitive to the needs of individual children.
- Provide experiences to promote progress in all areas of development.

[Click here for the MA Learning Guidelines for Infants and Toddlers**](#)**

Progress Reports

At least every six months Wee Watch will meet with you to discuss your child's activities and participation in the program. Wee Watch will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three months.

Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

All information on development and learning that is shared with families will be done so privately, as outlined in our procedures on Confidentiality.

Confidentiality Plan

The use or disclosure of any information pertaining to an individual child and his/her family, both in the home and in the school setting, shall be **used only for the purposes directly connected with program planning, and the administration of the Ashland Preschool Program.**

Disclosure of a child's records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require written familial consent (except in the cases of suspected abuse or neglect). The Wee Watch Program's Confidentiality plan is based on mandates from the Ashland Public School System, the MA Learning Guidelines for Infants and Toddlers, and the guidelines for accreditation from the National Association for the Education of Young Children.

A child's individual file, health record, assessment information will be kept in a locked, and secure location.

GENERAL INFORMATION:

Translation of the Parent/Student Handbook

Please call the main office at the school if you would like a copy of this document translated into a language other than English.

Por favor llame a la oficina principal en la escuela si desea una copia de este documento sea traducido a otro idioma que no sea Inglés.

Por favor, ligue para o escritório principal da escola, se você quiser uma cópia deste documento traduzido em uma língua diferente do Inglês.

يرجى الاتصال على المكتب الرئيسي في المدرسة إذا كنت تريد نسخة من هذه الوثيقة مترجمة إلى لغة غير اللغة الإنجليزية.

Gelieve telefonisch contact op het hoofdkantoor op de school als u graag een kopie van dit document vertaald in een andere taal dan het Engels.

만일 당신이 그 문서의 사본을 영어가 아닌 다른 언어로 번역하려는 학교에 메인 사무실로 전화 주시기 바랍니다.

No-school Announcements

No-school announcements are posted to the following live media outlets:

RADIO STATIONS WBZ, WRKO, WCVB

TELEVISION CHANNELS 4, 5, and 7. Ashland Cable Channel 10.

In the event of extreme weather conditions, no-school and/or early dismissal announcements will be broadcast over the same stations. Please do not call the police or fire departments.

Connect Ed-The district employs an emergency phone system which allows the district to communicate with families in an effective and efficient manner. This system is used when school is cancelled, delayed or dismissed early. It is also used if an emergency situation arises.

Calendar of Events

Please check the Ashland Public Schools website for school and district information and updates:

[Click here for district wide school events](#)

[Click here for the 2015-16 Ashland Public Schools Calendar](#)

[Click here for the 2015-16 Ashland Preschool Calendar](#)

Handbook Scope and Limitations

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may require actions that are not covered in this handbook. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of safety and welfare of our students.

These rules and policies apply to any student who is on school property, who is in attendance at school, or any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

*All students are responsible for adhering to the current rules
and regulations set forth by the state of Massachusetts.*

Statement of Non-Discrimination:

Massachusetts state law prohibits discrimination against students in public schools, including protection against discrimination based on sexual orientation. It states:

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 of such public school on account of race, color, sex, religion, national origin or sexual orientation.

The Ashland Public Schools offer all courses of study, extra-curricular activities and school services without regard of race, color, sex, religion, national origin or sexual orientation. In addition, the School Department adheres to the Federal requirements provided under Title VI, Title IX and Section 504.

The Ashland Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or handicap in admission to, access to, treatment in or employment in its programs and activities.

The administrators identified at the link below have been designated to handle inquiries regarding the nondiscrimination policies:

[Civil Rights Laws/District Coordinator Information](#)

DISTRICT POLICIES:

The School Committee “shall have the power to establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Board of Education (M.G.L. c71, §37).” The Ashland Public Schools School Committee maintains policies to ensure the school district operates in an effective and efficient manner. Review of School Committee Policy is on-going throughout each school-year. It is the responsibility of each individual to monitor the Ashland Public School’s website for the most current policies. Policies printed within this handbook were current at the time of printing.

Please click the link below to access the Ashland Public School’s Policy Manual:

[Click here for School Policy Manual](#)

If you have any questions regarding current School Committee policies, please contact the Office of the Superintendent of Schools at 508-881-0150.

CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE PLAN:

Wee Watch uses routines to promote behavior guidance to ensure the developmentally appropriate progression of self-regulation at the different stages. The routines below come directly from the Massachusetts Early Learning Guidelines for Infants and Toddlers.

[** Click here for the MA Learning Guidelines for Infants and Toddlers**](#)

EEC Regulation 7.05 (5, 7-8)

Educators must provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

- (5) (a) encouraging self-control and using positive guidance techniques, such as recognizing and reinforcing children’s appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;
 - (b) helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
 - (c) using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
 - (d) intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
 - (e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
 - (f) discussing behavior management techniques among staff to promote consistency.
- (7) Educators must direct child guidance to the goal of maximizing the growth and development of children and protecting the group and the individuals within.
- (8) The following practices are strictly prohibited:
- (a) spanking or other corporal punishment of children;
 - (b) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
 - (c) including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks; depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
 - (d) disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;

(e) confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
(f) excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within the educator's view.

Bullying Prevention Plan:

Please see the entire [Ashland Public Schools Bullying Prevention and Intervention Plan](#) .

Bullying, pursuant to M.G.L. c. 71, §37O, means the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Bullying shall include cyberbullying. Cyberbullying means bullying through the use of technology or any electronic communication, which shall include, but not 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 messaging or facsimile communications.

It is important for all members of the community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back and forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict; are not necessarily instances of bullying. **Bullying is characterized by intention, repetition, and power imbalance.** Not every conflict meets these criteria.

In Ashland students are expected to behave in a friendly and respectful manner. Our goal is to maintain a positive environment, which promotes learning and contributes to each child's social, emotional, academic and physical development.

It is the responsibility of the building Principal or his/her designee to make clear to students and staff that bullying, cyberbullying, retaliation or harassment in the school building, on school grounds, on our school busses or school sanctioned transportation, or at school sponsored function will not be tolerated. The Principal or his/her designee shall be responsible for the implementation of bullying prevention and intervention procedures, including investigating all charges of bullying, cyberbullying, and retaliation. Please refer to Appendix A which includes a draft district wide process, draft forms, and procedures to support the reporting, response and investigation.

Reporting bullying or retaliation: The Ashland Public School Staff members are required to immediately report to the Principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witness or has reliable information about bullying.

Reports of bullying or retaliation may be made by staff, students, parents, or guardians, or others. This can be in oral or written form, face to face, via telephone or by email when he/she witnesses or becomes aware of conduct that may be bullying or retaliation.

SCHOOL ATTENDANCE:

If your child will be absent from school, we ask that you notify the school by calling (508) 881-0160. An answering machine is available to receive late evening or early morning phone calls. Please leave your name, child's name, and reason for absence.

TRANSPORTATION POLICY AND PROCEDURES:

Drop off and pick up procedures.

The classroom will be open from 6:30am to 3:30pm Monday thru Friday. The daily fee is for up to an 8 hour day. Please plan your schedule accordingly. For Ashland Public School staff, special arrangements can be made if needed, to cover required staff/faculty meetings.

Parents must sign their child in on the sign in sheet inside the classroom upon arrival and sign their child out upon departure. Only those individuals listed on the authorized pick up list will be allowed to pick up your child.

Once a child is signed in, Wee Watch is responsible for the child, until the child is signed out by the parent or authorized pick up individual.

PARENT INFORMATION:

Communication and Organization

The first level of communication regarding your child is to contact the office. These are for matters regarding attendance, billing, student forms, event information, and other such matters. Should the matter require additional attention, or if there is a concern, please follow the sequence of contact below.

- Second Level: child's teacher
- Third: Principal
- Fourth: Superintendent
- Fifth: Ashland School Committee

Organizational Chart

School Committee

Laurie Tosti, Chair
Kathleen Bates, Vice-Chair
Gina Donovan, Secretary
Marc Terry, Member
Erin Williams, Member

Superintendent of Schools

James Adams

Director of Student Services

Kathy Silva

Early Childhood Coordinator and Team Chair

Sara Davidson

Principal

Patricia White

Building Security and Access

All school buildings in the Ashland School District follow strict security guidelines. The William Pittaway

School has a visual security monitor and door lock system. The main doors to all schools remain locked at all times when school is in session. When you approach the school entrance you will note a buzzer. Please press the buzzer to alert us of your arrival. You will be asked to identify yourself and the nature of your visit. It would be helpful to let us know in advance if you or a family member intend to visit or pick up at a particular time. Although this system may seem somewhat impersonal, it is intended to keep your children as safe as possible.

Warren/Pittaway Site Council

The Massachusetts Education Reform Act of 1993 mandated the formation of a School Improvement Council at each school in the Commonwealth. The council is comprised of teachers, parents, the building administrators, and a member of the local community. Councils are responsible for assisting the building administrators in adopting educational goals for the schools, identifying the educational needs of students attending either of the two schools, reviewing the schools' annual budgets, and formulating School Improvement Plans. The School Council's Improvement Plans are submitted to the School Committee for review and approval each year. The Site Council provides a unique opportunity for parents to become involved in identifying and implementing educational goals that benefit both the children and the respective school community as a whole.

HEALTH SERVICES:

The role of the professional school nurse is to strengthen the educational process by assisting students in maintaining optimal health. This is accomplished in a variety of ways: evaluation of health concerns, first aid and emergency care, medication administration, monitoring of chronic illnesses, maintaining individual health records in accordance with DPH requirements, and performing State mandated health screenings.

Illness

Families are strongly encouraged to communicate any student health concerns to the school nurse. If your child has allergies, asthma, diabetes, seizures, attention deficit disorder or any other medical or mental health issues please communicate with your school nurse regarding treatment plans and medications prior to school entry or upon diagnosis.

The nurse is available throughout the school day for students and staff who are injured or become ill in school.

Those who wish to see the nurse during school time must secure a pass from the teacher and present it to the nurse. If the nurse is not in her office, the student must report to the main office so that the nurse may be located and notified. If a student misuses the nurse's office, administration and parents/guardians will be notified. Students who remain in the nurse's office for an entire class period must provide a pass to the teacher that same day or the following day attesting to the amount of time spent in the nurse's office. Time spent in the nurse's office is for illness not for common fatigue.

Optimal learning requires good health. In an effort to promote parent-school cooperation for the benefit of our students, the following guidelines concerning health issues are enforced.

Fever: Students should not be sent to school with a fever (temperature of 100 degrees or higher). A student must be fever-free for 24 hours without fever-reducing medication before returning to school.

Strep Throat: If strep throat is suspected, students must remain out of school until the culture results are known. If the culture is positive, the student must be on antibiotics for 24 hours before returning to school.

For any illness requiring antibiotic treatment, the student must be on antibiotics for 24 hours before returning to school.

Students returning to school after recovering from a communicable disease must be readmitted through the school nurse's office.

Head Lice: If the parent of a child finds lice or nits in their child's head, the school nurse must be notified. If lice or nits are found by the school nurse, the child will be sent home for treatment. After treatment the student must return with a parent so that the student may be checked by the school nurse. In order to return to school, hair must be free of all nits and lice.

It is the responsibility of the parents/guardians to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval. In an emergency situation the school nurse will call 911 and the student will be transported to the nearest hospital.

Medication

The School Nurse is responsible for the administration of all medications taken by the students during the school day, unless otherwise specified. The school nurse, with the permission of the Department of Public Health, will delegate authority to administer medication on a field trip to another adult.

The following form must be completed and on file in the Health Office before any medication is administered:

- Doctor's Order (Renewed yearly)
- Parent/Guardian Consent

Under protocols written by Ashland's School Physician, nurses may administer Acetaminophen, Ibuprofen, Tums, and lozenges as needed. Parent permission for these is required and is included on the Health-Emergency form completed at the beginning of each school year.

Medication Policy and all forms can be found on APS website under Health Services link.

Health Record (Physical Exams and Immunizations)

Each student has an individual health file. Please submit any new physical exams or immunization information to the school nurse. All students new to Ashland Public Schools are required to have a current physical examination and up to date immunizations. Immunization requirements change when new State regulations are passed.

State Mandated Requirements (Physical Exams and Screenings)

State mandated health requirements include the following: Physical exams are required in grades PK, K, 4, 7, and 10. Vision screening occurs annually in grades PK, K-5, 7 and 10. Hearing screening occurs annually in grades PK, K-3, 7 and 10. Postural screening occurs annually in grades 5 through 9. Body Mass Index (BMI) screening occurs annually in grades 1, 4, 7 and 10. Parents who choose to waive BMI screening must submit a written request to school nurse.

Management of Life-Threatening Allergies

Ashland Public Schools recognizes that students with life-threatening allergies (LTA) require reasonable accommodations necessary to ensure access to available education and education-related benefits.

Ashland Public Schools cannot guarantee to provide an allergen-free environment for all students with LTA. The goal is to minimize the risk to students with LTA. The guidelines established include building-based plans, the implementation of Individual Care Plans, and training programs for personnel. Specific responsibilities for the student, parent, and school personnel are listed in the policy.

Chronic Illness Policy

It is the policy of Ashland schools to work together with parents, students, health care providers, and the community to provide a safe and supportive educational environment for students with chronic illnesses and to ensure that students with chronic illnesses have the same educational opportunities as other students.

Please click here for more health related information on APS website under Health Services link

[Click here for a complete version of our Health Care Procedures and Routines**](#)**