

MURACO ELEMENTARY SCHOOL

33 Bates Road
Winchester, MA 01890

Office: (781) 721-7030
Fax: (781) 721-0244

Mrs. Laurie Kirby, Principal
Mrs. Lori McKinney, Secretary

School Website: <http://mail.winchester.k12.ma.us/~Muraco/> (or
<http://winchester.k12.ma.us/~Muraco/>)

SCHOOL HOURS

Kindergarten:

Mondays and Friday (all kindergarteners): 8:30 AM to 12:15 PM

Tuesdays-Thursdays: Those students enrolled in the All Day Kindergarten Program attend from 8:30 AM to 2:35 PM. Those students not enrolled in the All Day Kindergarten Program attend from 8:30 AM to 12:15 PM.

Grades 1-5: 8:30 AM-2:35 PM

Early Release Days: 8:30-11:30AM for all grades

Bell rings at 8:25. Students must arrive by then. Classes begin at 8:30.

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Dear Muraco Families,

I extend a warm welcome to you all as the new school year begins. The Muraco staff is committed, dedicated and eager to develop a strong home/school connection. It is this partnership that will ensure the success of our students.

This Handbook/Directory was a collaborative effort! The staff, Muraco School Advisory Council, and Muraco Elementary School Parents Association (MESPA) created this Handbook/Directory to share important general information about Muraco. Please take a few moments to read the contents of this handbook and review pertinent information with your child. The handbook contains many answers to questions you may have about day-to-day procedures and policies and is a useful reference to keep on hand. Once you have reviewed the handbook, please return the signature page (found at the end of the handbook) to your child's teacher.

As partners in your child's education, I look forward to a successful and rewarding 2010-2011 school year. Please keep this Handbook/Directory available for reference. As always, please do not hesitate to call me if you have questions or concerns beyond the scope of this handbook.

Sincerely,

Laurie Kirby
Principal

Mission Statement: At Muraco we are committed to being: curious, active learners, risk takers, individuals who are valued, individuals who value others, creative dreamers and constructive doers, supported and supporting members of the community, makers of healthy decisions, respectful and responsible community members with the highest standards of excellence in all that we do.

District Calendar:

<http://mail.winchester.k12.ma.us/school%20calendar/>

School Calendar: [http://www.google.com/calendar/embed?](http://www.google.com/calendar/embed?src=kkk3ffqf2gc9kr4rm997ldk2s0%40group.calendar.google.com&ctz=America/New_York)

[src=kkk3ffqf2gc9kr4rm997ldk2s0%40group.calendar.google.com&ctz=America/New_York](http://www.google.com/calendar/embed?src=kkk3ffqf2gc9kr4rm997ldk2s0%40group.calendar.google.com&ctz=America/New_York)

Teachers & Staff

School Advisory Council

The Muraco School Advisory Council (SAC) consists of four parents, three teachers, a community member and Principal Laurie Kirby. The parent positions consist of two one-year positions and two two-year positions. The SAC is an exciting way to get involved in the Muraco community. The SAC focuses on the educational needs and goals of the school, reviews the annual school building budget, and formulates a school improvement plan that includes, among others, the following elements: an assessment of the impact of class size and student/teacher ratios on student performance, professional development for the school's staff, school safety and discipline, extra-curricular activities, and a means for meeting the diverse learning needs of as many children as possible, including children with special needs.

The SAC meets approximately every month, in the late afternoon, at Muraco. Elections for the two one-year positions will happen early in the fall.

2010-2011 School Advisory Council

Irene Diamond	Teacher	(781) 721-7030
Jenny Leung	Parent	(781) 570-2113
Laurie Kirby	Principal	(781) 721-7030 X118
Pam Saba	Teacher	(781) 721-7030
Ellen Souris	Teacher	(781) 721-7030
Tom Walsh	Parent	(781) 729-5009

MESPA

MESPA, the Muraco Elementary School Parents Association, is a 501(c)(3) tax-exempt organization run by parent volunteers. MESPA's missions are to fund and coordinate activities that enrich our children's education, to support faculty and staff, and to build a sense of school and community pride. All parents and guardians of children attending Muraco School are members of the association. MESPA sponsors a wide variety of academic and social activities and services during the year.

Please visit the MESPA website for more information about MESPA and ways to get involved:
<http://mespa.winchester.ma.us/>

MESPA Board Members 2010-11:

Laura Colella & Maura Sullivan, Co-Chairs
Jenny Nordan, Vice Chair
Jennifer Wilson, Treasurer
Cindy Quealy, Assistant Treasurer
Stephanie Torto, Secretary

Policies and Procedures

Absences

State law requires that students attend school regularly. An absence due to any of the following circumstances is considered an excused absence:

- Personal Illness
- Death in Family
- Religious Holidays
- Emergency Medical or Dental Treatment

Vacations taken at times other than designated school vacations are considered unexcused absences. **Parents are strongly advised not to take vacations during school days and/or conferences, as children miss important instruction, discussion and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced.** Teachers will not prepare work in advance. Work that has been missed will be given to the student upon his/her return. If such an absence is unavoidable, students are encouraged to keep a journal of their activities that may be shared with their classmates when they return to school.

A parent or guardian must call the school at (781) 721-7030 to indicate that his/her child will be absent. Parents must call the school before 9:00AM on the day of the absence. There is an answering machine to receive your message before 8:00AM. If no call has been received, the school will call the home to check on the child.

Tardiness

A child who arrives after 8:30 AM should check in at the Office. A parent or guardian must call the school at (781) 721-7030 to indicate that his/her child will be late. Students should be assured that it is better to arrive late than not at all.

Early Dismissals

The public school day must be left free for school purposes. It is not possible to dismiss children for dancing lessons, shopping trips and the like. Children will be dismissed only for medical and dental appointments, which are unable to be scheduled after school, and for emergency situations. All written requests for dismissal are referred to the Principal for approval and action.

Whenever a child is to be dismissed during the school day, due to parent request or illness, the child must be picked up at the office by a parent, guardian, or an adult designated by the parent. Children will not be allowed to walk home alone for any reason during school hours nor will children be allowed to wait outside for their rides.

“No School” Announcements

The Superintendent of Schools determines when school will be cancelled. Every effort will be made to call in “No School” announcements to the following television channels before 6:00 AM:

WBZ – Channel 4
WCVB – Channel 5
WHDH – Channel 7
WFXT – FOX 25
WinCam – Channel 9/37
www.winchester.k12.ma.us

Normally, the decision is not made until the early morning hours of the day in question.

The Superintendent may notify parents of a “No School” Announcement via an automated call placed through our School Messenger system. It is imperative that the Office has updated contact information for all students at all times.

**Information regarding school cancellations or delays may also be found at:
<http://mail.winchester.k12.ma.us/~aschrimpf/snowcancellation>**

Delayed Opening

Due to weather conditions, the school district may call a Delayed Opening. Like the “No School Announcement,” a “Delayed Opening” Announcement may be reported on the television stations listed above, made to parents via an automated call made through School Messenger and/or reflected on the District’s website at

<http://mail.winchester.k12.ma.us/~aschrimpf/snowcancellation>

Please do not drop your child/children off more than 15 minutes prior to the stated delayed opening time. There is no adult supervision before this time, just as on typical days there is no adult supervision prior to 8:15 AM. This is an important safety factor.

Early Release Days

An early release day schedule for the year is distributed by the school and published in the local paper each fall. These afternoons are used for professional development and conferences with parents. Dismissal for all students on early release days is 11:30 AM. Lunch is not served on these days.

Arrivals and Dismissals

On most days, students wait outside for the bell to ring. On very cold days or days with inclement weather, students are permitted to wait inside for the first bell. The entrance bell rings at 8:25 AM.

- Adult supervision begins at **8:15 AM**. Students should not arrive before 8:15 AM.

*****For returning students and parents, please note the following change in procedures:*****

- All students will line up by class on the hard top in the back of the school.
- A green flag placed at the front of the school will be the students' signal to line up on the hard top behind the school.
- A red flag placed at the front of the school will be the signal for students to line up indoors.
 - Students in grades K-2 will line up by class in the front lobby and students in grades 3-5 will line up by class in the gym.
- To ensure the students' safety parents will not be allowed inside during arrival and dismissal times.
- After arrivals and dismissals, all doors are locked with the exception of the front door.
- For your child's safety and peace of mind, please make arrangements before arriving to school and for him/her to be picked up promptly at dismissal.

After School Pick-Up

Parents or guardians who pick up students after school should be at school at 2:35 PM to meet their children. There is no after school monitor or supervision provided. If you cannot make it to pick your student up on time, please make arrangements with a neighbor or friend so your child is not left unsupervised. Pick up on Early Release Days is 11:30 AM.

In the rare instances when dismissal plans change, the office **MUST** be notified no later than 2 PM to ensure we have enough time to notify the student of the change.

Parking and Safety

The safety of all of our children is paramount. It is essential that all adults follow the procedures listed below.

- Use only the front parking lot for pick up and drop off. Moving traffic into and out of the side staff parking lot is extremely dangerous during these times due to the number of students walking.
- Do not park in restricted areas.
- Do not park around the rotary in the front of the school as it impedes all traffic flow.
- All parent car pick-ups must have a clearly marked name card for the visor of your car. The name card should have the last name of the child or children who you are picking up.
- Parents who are dropping off or picking up students will form a single line at the front of the school.
- Drivers **MUST** remain in their vehicles. Vehicles should be put in park before allowing children to exit vehicles.

- **Students should enter and exit between the cones in the parking lot and only exit on the sidewalk side of the car.**
- Teach your child/children to wait for you on the sidewalk. No child is allowed to cross the parking lot to reach a car.
- Turn off your car engine if you arrive early at dismissal time and are waiting in line. This will reduce the presence of harmful fumes.
- Between the hours of 8:00 AM-9:00 AM and 2:00 PM-3:00 PM all drivers must turn right from Bates Rd. onto Washington St. after leaving the parking lot to alleviate traffic jams.

BUS - FOR ALL STUDENTS

School Bus schedules and routes are published in the Winchester Star newspaper approximately one week before the start of school. Bus schedules and routes may also be obtained by contacting the Winchester School Department Business Office. If the published route or schedule does not meet your needs, please contact the School Department Business Office at (781) 721-7001 to discuss possible modifications or alternatives. There is a fee for bus service. Students must have a bus pass in order to board the bus.

BUS - FOR KINDERGARTEN STUDENTS

All Kindergarten students are eligible to take the bus home from school regardless of how far they live from the school. Kindergarten students will be dropped off at their homes except if the bus cannot get to the home and except on early release days when all students are dropped off at the scheduled Muraco bus stops. An adult must be at home to meet Kindergarten students. There is a fee for kindergarten bus students. Contact the Winchester School Department Business Office at (781) 721-7001 for further information.

STUDENT CONDUCT ON SCHOOL BUSES

Procedures for Drivers and Parents: In case of any misconduct on a bus, the incident will be reported on the proper form to the school principal.

In case of a repetition by the same student, the principal will suspend the student's transportation privileges with written notice to the parent. Bus privileges may be denied permanently if a third incident occurs, following a conference with the superintendent or designee. The responsibility for transportation will rest with the parent if the privilege is denied.

Loading and Unloading at Bus Stop: Riders must be on time. Bus drivers will not wait. Riders will enter or leave the bus at regular stops only. Orderly behavior and respect for private property will be required. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus and while in transit.

Required Conduct Aboard the Bus: Riders must remain in seats when the bus is in motion. Whistling and shouting are not permitted. Profanity and obscene language are forbidden. Smoking/drugs/alcohol are prohibited. The following disturbances are prohibited:

- 1 Harassment of others
- 2 Pushing or wrestling
- 3 Annoying other passengers or disturbing their possessions
- 4 Talking to the driver
- 5 Throwing objects within the bus or out of windows
- 6 Climbing over seats
- 7 Opening or closing windows
- 8 Leaning out of windows
- 9 Littering

Parents will be held responsible for any defacing or damaging of the bus.

Parents and students will be informed of these regulations at the beginning of each school year. The same standards of conduct and any written rules that apply during the school day will apply on the buses.

Emergency Contact Information

It is imperative to keep the emergency contact information in our database current. At the start of the school year you will receive a print out of the information we have in our database. Please be sure to review the contact information and return it to the School Office. **During the year be sure to call the office if there are any changes to the information as it is essential that we have up-to-date information on every student.**

Custody and School Responsibility

Both parents are assumed to have co-equal custody rights unless there is court documentation to indicate otherwise. School personnel must permit contact with both parents unless there is current court documentation *on file at the school* stating otherwise. If a parent is in doubt as to his/her legal status, or how the school department views the legal status, (s)he should request clarification from the principal.

School Safety (IMT)

This section is to provide you with information concerning various aspects of our emergency procedures and general safety at Muraco School. You should know that the district has worked diligently to develop comprehensive safety plans in conjunction with the Fire and Police Department.

Fire Drills, Evacuation and Relocation

In the event that we should need to be evacuated from the building, students would immediately leave the building accompanied by the staff and report to assigned locations. They would remain outside the building until the building is deemed safe by the proper authorities.

If a situation should arise where students must be evacuated and relocated, the school staff would escort them to a safe, predetermined location and the automated School Messenger system would be activated to notify you as to how you can pick up your children.

Lockdown/ Shelter-in-Place

In the event that a circumstance outside is cause for our school to be secured (for example, a potentially dangerous individual in the area, or some kind of chemical polluting the air, etc.), we would go into Lockdown or Shelter-in-Place. A Lockdown means that each classroom would be secured by locking the doors, The students would be moved to an area of the room away from doorways and windows and wait quietly until the Incident Commander or the authorities informs the staff that the Lockdown is over and they may resume normal activities. No one will be allowed in or out of the building at that time. Shelter-in-Place would require locking all outside doors and closing windows and possibly turning off the ventilation system. Students and staff would be free to move about within the interior of the building only.

PLEASE NOTE DURING ALL DRILLS, ANYONE IN THE BUILDING IS EXPECTED TO FOLLOW THE PROCEDURES IN PLACE.

Early Dismissal

If we need to dismiss students due to a rare circumstance (such as impending severe storm, etc.) we will contact you via the School Messenger System. Please be sure we have your most updated contact information and list of adults who have your permission to take your

child/children home should you be unavailable. Also, as per usual dismissal procedure (such as when a child misses a bus), please note that we will not dismiss children with other parents, neighborhood families, etc. unless we have noted that this is permissible on your student information forms. These students will remain with school personnel until you or a designee arrives to pick them up.

General Safety in the School

All doors are locked at all times during the day except for the front door to the school. Please sign in at the office and remember to wear a **visitor's badge** when you come in to visit or volunteer, so that we all know that you are a safe adult in our school.

Please cooperate with drop-off and pick-up procedures.

Emphasize appropriate school and bus behavior with your children. In the Winchester District, teasing and bullying will not be tolerated.

Incident Management Team

Each school throughout the district has an Incident Management Team (IMT). The IMTs' job is to respond to any incident/emergency and work together using the procedures in place to ensure everyone's safety. The IMT meets once a month to review all procedures and identify any problems within each individual school. The IMT also is responsible for seeing that the various drills are executed correctly, and they are there to help with all incidents.

Following any incident the IMT meets to review the procedures and look for better ways to implement the drill in the future. The members of the IMT at Muraco School are: Stephanie Andella, Betty Beauchamp, Laurie Kirby, Maryanne Magee, Andrea Phelan, Pam Saba (IMT District Rep), Ellen Souris, Melissa Testa, Perrin Tellock and Erin Trites.

Playground Safety

Playground safety requires that students respect each other and property, think about safety and act responsibly. With that in mind, there are many rules in effect on Muraco's playground that are enforced during the school day. The following are more specific rules that you should review with your child/children.

- In order to play on the structure we require students wear enclosed shoes to alleviate any injuries that might incur due to the wood carpet.
- Since there is no touching other students allowed at school, lifting and pushing students while on parts of the structure are not allowed.
- Slides are one way down and students must remain sitting while sliding down.
- One person at a time on any piece of equipment.
- Ladders are one way up (again one person at a time)
- Students must remain on the flat parts of the field and never go behind trees or bushes. The statement, "if you cannot see the supervisor, the supervisor cannot see you, which means you are unsafe," applies everywhere on the field.
- When swinging all students must be sitting and holding on with both hands.
- No jumping off the swings.
- If the structure is wet at all it is not in use.
- No running or tag games are allowed in the structure area
- In the cold months, students are required to wear appropriate clothing: hats, gloves, boots, snow pants and winter jackets.
- Students must wear boots and snow pants in order to play in the snow.
- When recess ends the students will line up quickly and quietly to return to the building.

The intent of these rules is to make the playground a fun, safe place for all students.

Recess

All students are given a recess period during the day. If a child is well enough to attend school, s/he is expected to go outside for recess. A doctor's note is required for a child to be kept inside during recess. During inclement weather or on very cold days when the temperature is below 20 degrees, recess is held inside.

Lunch

Children may bring lunch from home or may purchase lunch through the school lunch program. Elementary school lunch cost is \$3.00, milk \$0.60, water \$0.85, and a la carte \$1.25.

Muraco is currently piloting a cashless "debit" point of sale (POS) computer system that eliminates the use of lunch tickets each day at the school. See www.payforit.net. The system allows parents to check the status of their children's accounts 24 hours a day, 7 days a week.

All students will be required to have a prepaid account with www.payforit.net if they wish to participate in the school lunch.

Each student will be given a four digit PIN to use when buying school lunch. If a child does not remember his or her PIN, the cashier will look it up. If a family is eligible for the National School Lunch Free and Reduced Program, the student will need to use a four digit ID when coming through the serving line.

To register your child for school lunch, visit www.payforit.net, click on "Sign Up For Account" and follow the instructions. You will need:

- 1) A valid email address;
- 2) A valid credit card;
- 3) Your child's **student identification number** (which is different from your child's PIN).

You can deposit money into your child's lunch account with a **check**, made payable to Winchester School Lunch, or **cash**, delivered to the school on Monday mornings between 8:00 am to 9:00 am. You can also pay anytime online at www.payforit.net. **NOTE: There is currently a 5.75% transaction fee for depositing money into accounts online.**

We encourage you to consider paying one week or more at a time.

Cafeteria

Our cafeteria should be a place where all children can enjoy eating their lunch. Good table manners and consideration of others are encouraged with the following procedures.

- Students are assigned tables.
- Trash is thrown away when students are dismissed for recess.
- Food is not shared.
- Students enjoy quiet conversations.

Student Conduct

Fighting and violent behavior are prohibited. Threats are not tolerated. Suspension is a potential consequence for these behaviors.

Dress Code

The basic premise for the governing of student appearance should be based upon the rules of common sense. The rules relate to the common good of all students, which is best served through personal and group safety.

- Health and Personal Hygiene: Students should observe the basic rules of good personal hygiene and health. Appearance of body and clothes should be neat and clean.
- Decency: Student should be dressed so as to not to be offensive or abridge the rules of good taste. Clothing that is considered not in good taste or that displays statements or pictures deemed inappropriate will not be allowed.
- No excessively loose clothing, long cords, or dangling chains should be worn.
- Footwear that can be dangerous should not be worn to school.
- No hats should be worn in school without permission of the principal.

Homework

Homework gives children additional independent practice on the work covered in class and helps build a sense of responsibility. It helps students to develop effective study habits, such as keeping track of assignments and planning time, while giving parents direct contact with the work expected of their child. Students at all grade levels are encouraged to read or be read to for at least 20 minutes each night. Research has shown that regular reading strongly correlates with success in school. Homework policy is being reviewed presently.

Forgotten Items

Any forgotten items should be left with the main office to be delivered to the students by office personnel. Please do not deliver these items to the classroom yourself. Please label any such items with the student's name and classroom to facilitate their delivery.

Conferences

Parent-teacher conferences to discuss a student's progress and needs are scheduled in November and March. Parents or teachers may request additional conferences at any time during the school year as needed. Parents are encouraged to prepare questions before the conference.

Please note, if you have any concerns throughout the year regarding your child, make an appointment to speak with your child's teacher either in person or over the phone.

Progress Reports

Progress reports are issued three times per year. The progress report describes the child's developmental progress.

Class Placement

Because the makeup of a class is important, we take the task very seriously. It is a team effort. It is our goal to create classes that reflect a balance in class size, gender, strengths and special needs and behavior. We must also balance the needs of the individual with those of the group. Each spring, parents are invited to participate in this process by writing a letter to the principal. Your insight on your child as a learner is a valued perspective. Your communication should focus on your child and should not request a particular teacher. The principal makes final decisions for placement after consultation with classroom teachers and specialists.

Kindergarten Screening

Screening is held in the spring during the Kindergarten's school day and is performed by the kindergarten teachers and specialists. You will receive a notice with details before the screening is done. If there are areas in need of support, you will be notified.

A student may be eligible to receive special education or related services under the guidelines of Chapter 766. Following a series of pre-referral activities such as; District Curriculum Accommodation Plan, Teacher Strategy Team, a child may be referred for a Special Needs Diagnostic Evaluation. After a comprehensive battery of tests, the child's parents and the diagnostic team members meet to discuss the test results and identify if an Individual Education Plan (IEP) is necessary. Services are delivered in the regular classroom as well as the resource room.

Special Education

A student may be eligible to receive special education or related services under the guidelines of Chapter 766. Following a series of pre-referral activities such as: District Curriculum Accommodation Plan, Teacher Strategy Team, a child may be referred for a Special Needs Diagnostic Evaluation. After a comprehensive battery of tests, the child's parents and the diagnostic team members meet to discuss the test results and identify if an Individual Education Plan (IEP) is necessary. Services are delivered in the regular classroom as well as the resource room.

Special Education services available at Muraco School include resource room, speech and language, and occupational therapy. These providers deliver specialized or remedial services to children to help them develop strategies and skills, which allow them to continue to experience success in the classroom. Children may be seen due to a specific learning disability, language processing, fluency, and voice disorders or a developmental delay.

Section 504 of the Rehabilitation Act of 1973:

This is a federal act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. A person with a handicap is anyone who: has a mental or physical impairment which **substantially limits one or more life activities** such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Library

Students visit the library once a week for a library lesson and a chance to check out books. Parent volunteers help with checking out and shelving books, which allows the librarian to teach a full instructional program. If interested in volunteering please contact the MESPA Library Coordinator or the MESPA Co-Chairs. Kindergarten students can check out one book, while students in grades 1-5 are allowed to check out two books. Books are checked out for a two-week loan period, at which time they can be renewed or returned. If a book is lost or damaged we ask for the cost of a replacement.

Music (instrumental)

Instrumental music instruction is offered to students beginning in 3rd grade at a cost of \$350 (if students register before July 31st) or \$400 (if students register between August 1st, and mid-October.) Third graders may choose from the following four stringed instruments (violin, viola, cello or bass). Lessons in woodwind, brass or strings are available to students in grades 4 and 5. Percussion instruction begins in grade 5. Group lessons are given once a week, most during regular school hours. Instrument rental and purchase plans are available. Registration forms are distributed at the beginning of the school year and are also available on the District's website at: <http://www.winchesterk12.ma.us/businessoffice/elemllessons.pdf>.

Student Council

Representatives from each class meet monthly to plan spirit days, community meetings, community service projects and to discuss relevant issues pertaining to improving the Muraco community.

Field Trips

In all classes, periodic field trips complement the curriculum. Teachers will send home a permission slip with each student before the trip. The teacher and/or the room parent will coordinate parent chaperones.

The Following Should Not Be Brought To School

- **Bats or hard balls or any other such toys**
- **Electronic devices: iPods, Hand-held Video Games, etc.**
- **Cell phones**
- **Bicycles, Scooters, Skateboards**
- **Weapons or any Dangerous Objects**
- **Toys, which resemble weapons**
- **Pets**

Dogs

To ensure the safety of all members of the Muraco community, dogs are prohibited on school grounds during the school day.

Lost and Found

The lost and found box is located in the front hall. It is requested that outside clothing (including sweaters and fleeces) be marked with your child's name. Unclaimed articles will be displayed and if unclaimed, given to charity.

Parties

Invitations to home parties must be mailed, not distributed at school. Child-to-child delivery is not always reliable and more importantly, children not included feel hurt.

Telephone Use

Students may use the school telephone if they need to call home. They may not call home to make social arrangements. Such arrangements must be worked out between families before the school day.

Health Services and Policies

Mary Anne Magee R.N., M.Ed.

The Massachusetts Department of Public Health and Hospitals, School Health Program determines health policy. This program requires complete health records for every student.

Before a child is enrolled in a school a recent physical exam with a complete immunization record must be presented.

Routine Nursing Services

Muraco School has a nurse assigned all day. When she is not in the building another nurse will be on call to answer questions and cover emergencies. If a child becomes ill at school, parents will be notified and expected to provide transportation for their sick child. Children will not be allowed to leave school alone and should be picked up in the office.

Serious Emergencies: The school nurse will take primary responsibility. Parents, the Superintendent of Schools, and the family physician will be notified immediately. If the nurse is not in the building, the principal or teacher in charge will assume primary responsibility. First aid will be administered and, if necessary the student will be transferred by ambulance to the Winchester Hospital. Every effort will be made to contact the parents. The parent may be requested to call the emergency room to give permission for treatment.

Automated External Defibrillator (AED): The AED is located in the lobby near the entrance to the Health Room across from the Gymnasium/lunch room. Several staff members have been trained. Straightforward audio instructions guide the user through the process.

Medication: The school nurse is the only personnel authorized to administer medication. Other designated personnel may be authorized to give medication to a student while away from school on a field trip or in an emergency, life-threatening situation.

Whenever possible, the medication schedule should be adjusted to fall outside school hours. If it is not possible, a written, signed, dated request must be made by the physician and the parent authorizing the dispensing of medication in school. Written authorization from the parent/guardian only is needed for over-the-counter medications.

An authorized adult should deliver the medication to the school nurse or secretary. No student should carry medications on the school bus or in the school building. If a parent prefers, he/she may come to school and administer the medication.

Screening: The following health screenings are administered to all students:

- VISION** screening performed annually in grades K-5
- HEARING** screening performed annually in grades K-3
- POSTURAL** screening performed annually in grade 5
- HEIGHT & WEIGHT** measured in grade K-5

Winchester School Health Update: A health update request for each student is sent home by the school nurse at the beginning of each school year. Parents are required to complete this form annually and return it to school. This form is necessary to keep student health records current.

PARENTS ARE ENCOURAGED NOT TO SEND THEIR CHILD TO SCHOOL IF THEY APPEAR ILL

Illness

A child should remain at home for his or her own welfare and for the protection of other students if he or she has any of the following:

- a severe cold
- persistent cough
- sore throat or swollen glands accompanied by a fever
- an undiagnosed rash or skin eruptions
- earache
- red eyes or drainage from the eyes
- vomiting or diarrhea within the past 24 hours
- a fever during the past 24 hours

If a child becomes ill at school, parents will be notified and will be expected to provide transportation for their sick child. Children will not be allowed to leave school alone and should be picked up from the school health office.

Communicable Diseases

Chicken pox: Isolation from school for (1) week following appearance of rash. All eruptions must be dry and scabbed over. Most children are now immunized.

Strep Throat (including Scarlet Fever): Children may return to school after being on adequate antibiotic medication for 24 hours and after being without fever for 24 hours.

Rashes: Undiagnosed rashes are considered contagious and children should remain at home until a diagnosis has been made.

Pediculosis (Head Lice) Guidelines

- Provide effective management of head lice in school.
- Minimize student absences due to head lice infestation.
- Educate community about head lice: prevention, identification, and management.

Pediculosis Procedure: If a child is found to be infested with lice, he/she will be referred to the parent or guardian for appropriate treatment. The child may return to school after adequate treatment in consultation with the school nurse. The nurse may exclude a student until the treatment is deemed satisfactory for re-entry. If there are two or more identified cases in one classroom parents will be notified. When a parent/guardian discovers head lice on their child, please notify the school nurse so appropriate precautions can be taken to prevent their spread to classmates. We cannot eliminate lice, but with Winchester's policy and everyone's cooperation we hope to control it.

- www.headliceinfo.com (includes a video tutorial)
- www.hsph.harvard.edu/headlice.html
- www.mass.gov/dph/cdc/factsheets/pedicu.htm

Life Threatening Allergy Policy Statement

It is the policy of the Winchester School Committee to ensure full access to a free and appropriate education for all students within the Town of Winchester, including students with life-threatening allergies (LTAs), by establishing age-appropriate procedures and guidelines that minimize the risk for students with LTAs. The procedures and guidelines on LTAs exist at both the district and school building levels.

Winchester Public Schools cannot guarantee an allergen-free environment for all students with LTAs, but WPS is committed to working towards minimizing the risk of exposure to food allergens that pose a threat to those students, educating the community and maintaining and regularly updating a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all parties within the system, beginning with parents notifying school personnel regarding their child's medical condition, including any known allergies.

The goal of the Winchester Public Schools is to engage in a system-wide effort to:

- Prevent any occurrence of LTA reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies

In accordance with the following procedures and protocols, an Emergency Allergy Action Plan (EAAP) and an Individual Health Care Plan (IHCP) will be developed for each student after receipt of written notification from the student's parent of a physician-diagnosed LTA. Parents of children with LTAs, asthma or medical issues should meet with the school nurse to develop Individual Health Care Plans.

Aids/HIV Infection Policy

The Winchester School Department is in compliance with the guidelines recommended by the Massachusetts Department of Public Health for students with AIDS or HIV. These guidelines are available in each school's health handbook.

Tobacco Policy

The Winchester School Department has adopted a policy prohibiting the use of tobacco products within school buildings, school grounds, and school buses by any individual including school personnel.

Human Rights Statement

Adopted by Board of Selectmen on September 24, 2009

Winchester is a community that is grounded in respect for every individual, and therefore protects all residents, employees, business owners, students and visitors in the enjoyment and exercise of human and civil rights. It is Town policy to ensure equal treatment and opportunity to all individuals regardless of race, gender, ethnicity, religion, ideology, socio-economic status, health, sexual orientation, age, military status, or disability.

Please detach this page and return it to your child's teacher by September 2010.

I have read and am familiar with the contents of the Muraco Elementary Student Handbook/Directory. In addition, I have reviewed the contents with my child. I feel that I understand it and will carry out my responsibilities accordingly.

Student Signature

Date

Parent/Guardian Signature

Date

All student work and photographs may be used, displayed, or published in the classroom/school setting unless you notify the school in writing to withhold permission. The following levels of publishing expand the basic level of classrooms/school publishing. We need written permission for publishing beyond the classroom level. Please check one of the following levels if you want to agree to expand the level of publishing beyond classroom/school for your child.

____ Community Publishing - I give my permission for the student work and/or photograph for the student listed above to be used in community publications (e.g. *Times, Tribune*). I understand that the student work may be credited with the student's first name and first initial of the last name. This level of publishing includes Classroom Publishing.

____ World Publishing – I give my permission for the student work and/or photograph of the student listed above to be displayed on the school district website. The student work or photograph may be credited with the student's first name and first initial of the last name. This level of publishing includes Classroom and Community Publishing.

Parent/Guardian Signature

Date

