

Toy Town Elementary School

Parent/Student Handbook 2016 – 2017



Mrs. Mary Aker, Acting Principal
Mr. Steven Haddad, Superintendent

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MISSION STATEMENT

Toy Town Elementary School strives to create a community where students, teachers and parents communicate and work cooperatively to maximize our students' academic and social success.

SCHOOL HOURS

- Office Hours 7:30 a.m. - 3:30 p.m.
- School Hours (students) 8:35 a.m. - 2:50 p.m.
- Breakfast 8:20 a.m. - 8:40 a.m.

SCHOOL TELEPHONE NUMBERS

- Toy Town Office 978-616-1550
- Central Office 978-616-1450
- Special Education Office 978-616-1470
- Toy Town Counselor 978-616-1557
- Toy Town Nurse 978-616-1558
- Food Services 978-616-1467
- 21st Century After School Program 978-616-1458

TEACHER CONTACT

All teachers can be contacted by phone or email. You may leave a message for any teacher by calling the Toy Town Main Office at 978-616-1550. Also, teachers can be contacted by email using *First initial and last name @ winchendonk12.org*.

NONDISCRIMINATION INFORMATION

The Winchendon Public School District is in compliance with federal regulations Title IX, Section 504 and the Commonwealth of Massachusetts regulations under Chapter 622 and does not discriminate in educational opportunities, admissions, recruitment, hiring or employment practices based on race, color, sex, religion, handicap, national origin, sexual orientation, marital status, gender identity or homelessness.

TOY TOWN ELEMENTARY SCHOOL IMPROVEMENT PLAN OBJECTIVES

Mathematics

- Improvement Objective 1: Teachers will develop and align assessments according to the Common Core Standards in order for students to develop, master or extend math skills and concepts.
- Improvement Objective 2: Students will receive instruction using the math workshop model.
- Improvement Objective 3: Students will receive tiered instruction (also known as RTI).

English Language Arts

- Improvement Objective 1: Students will develop, master or extend ELA skills and concepts according to the Common Core as it is vertically aligned.
- Improvement Objective 2: Students will receive instruction using the Readers/Writers Workshop model.
- Improvement Objective 3: Students will receive tiered instruction (also known as RTI or MTSS)

Family Involvement

- Improvement Objective 1: Families will receive regular information and updates.
- Improvement Objective 2: Families will be offered guidance in Common Core State Standards and standards progression across grade levels.

VOLUNTEER OPPORTUNITIES

PARENT – TEACHER ORGANIZATION

Toy Town has a parent-teacher organization that encourages participation in whatever capacity you can offer. You can contact the school office for the name and contact information of our PTO leadership. Please consider helping out if you are interested in any of their many projects. There are many ways to work with and through the PTO, and becoming an active member in this organization will always benefit our children and our school.

SCHOOL COUNCIL

Under Massachusetts Education Reform legislation, all schools have been required to have School Councils. The Council is comprised of parents, community members, teachers, and administration. The School Council is committed to promoting the goals of our School Improvement Plan. Meetings are held on a monthly basis during the school year. Any person interested in the school council can volunteer and elections will be held on September 13, 2016 at our Open House. Once elections are completed, a list of School Council Members and meeting dates for 2016-2017 will be published at our website and available from the main office.

The Toy Town Elementary School Improvement Council wants to continue to hear from parents as to how we can help. Parents may be asked to complete surveys to help identify how we can make the school better.

SCHOOL PROCEDURES AND POLICIES

SCHOOL ATTENDANCE EXPECTATIONS

Consistent and punctual school attendance is essential for our student's success in school. Toy Town Elementary School recognizes that parents of children attending our schools have the responsibility to ensure that their children attend school regularly in accordance with *Massachusetts State Law, Ch. 76, Sec.1, "Necessary absences by a student may not exceed 7 days or 14 half days in any 6 month period"*.

Therefore, to help address attendance issues before they become a major problem, the following procedures will be implemented:

- After being absent 5 days, a letter will be sent home to notify the parent of the concern.
- After being absent 10 days, a second letter will be sent home and the School adjustment counselor/attendance coordinator will be notified.
- 15 absences, at the discretion of the administration, a meeting with the parent/guardian, administrators, and the district adjustment counselor may be scheduled to create a plan of action.

Extended Vacations are considered Unexcused Absences and will be reflected as such in your child's attendance.

ATTENDANCE PROCEDURE

In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in the family.
3. Dangerous/inclement weather.
4. Observance of major religious holidays.
5. Other **exceptional** reasons with approval of the school administration.

Unexcused absence is any absence without doctor/nurse verification, vacation, tardy after 11:30am or dismissal prior to 11:30am. A student is considered truant if the absence is unexcused.

TARDY PROCEDURE

Punctuality is important to the educational environment and a lifelong habit to develop. Therefore, we expect all students to arrive at school on time. If a student arrives after the opening of school, the following procedure will apply:

1. Student must report to the Main Office.
2. Office personnel will issue a tardy slip, which will be required for entry into class.
3. Chronic tardy issues will be addressed by the following procedure:
 - After being tardy 5 days, a letter will be sent home to notify the parent of the concern.

- After being tardy 10 days, a second letter will be sent home and the School adjustment counselor/attendance coordinator will be notified.
- After being tardy 15 days, at the discretion of the administration, a meeting with the parent/guardian, administrators, and the district adjustment counselor may be scheduled to create a plan of action.

BIKES

There is a bike rack for student use located directly across the street from the school in the fenced area of the Old Murdock School. Bikes, skateboards, scooters, rollerblades and sneakers with wheels are not allowed on school property at any time. Students are not to leave bikes tied to trees in the park. The school is not responsible for any bikes, helmets, or other equipment left off school grounds during the school day.

BUILDING SECURITY/SCHOOL VISITORS

In order to ensure our students have a safe and secure environment in which to learn, all exterior doors to the building are locked while school is in session. ALL visitors and volunteers are welcome to our school, but we need to maintain student safety. We ask all visitors to respect the following procedure:

- All visitors will be asked to identify themselves and state why they are coming into the building.
- Visitors will be “buzzed in” through our main entrance and report directly to the office area.
- Visitors must sign in and obtain a visitor badge.
- *Sign-In Policy for Visitors – Notice of Confidentiality*
“In the event that while visiting the school, a visitor obtains personally identifiable or confidential information, the visitor will not disclose it.”
- Visitors must sign out and badges be returned before leaving the school building.

CANCELLATIONS

No School announcements and delayed openings due to hazardous weather conditions will be made as early as possible.

Parents may access this information on the district website: www.winchendonk12.org or through local television and radio stations: WCVB Channel 5 TV; FOX 25 TV; WBZ Channel 4 TV; WRKO Channel 7 TV

They will also be notified through **One Call**, our automated telephone service.

ELECTRONIC DEVICES and other VALUABLE ITEMS

Students tend to bring items to school that are not appropriate to the school setting. They not only interfere with the academic climate, but cause disruptions to the school day, and may be lost or stolen.

The following is a list of items not allowed at school:

- action figures and other toys
- **electronic devices** such as music players, IPODs, hand held games, tablets, cameras and cell phones
- trading cards
- other objects of value

Devices such as book readers and IPADs may be brought to school **with written permission** from the classroom teacher and the parent.

Electronic devices brought to school by students are subject to confiscation. In the event that cell phones are deemed necessary by the parent for student use, the student must:

- Drop the device off in the school office prior to the beginning of the school day in a clear baggie labeled with the student's name and room number. Devices not brought to the office are subject to confiscation and will be handled accordingly.
- The school will not be responsible for any items that are lost and/or stolen that are not left at the office. *(Please see appendix: Computer Internet Acceptable Use Policy on Pg. 18).*

EMERGENCY EVACUATION

All schools in the State of Massachusetts are required to have emergency evacuation plans and fire drills. At different times of the year there will be practice drills to help students understand the expectations of the evacuation process. However, the following list explains the procedures:

1. The alarm system in the Toy Town Elementary School is a loud, continuous horn and when activated, sends a direct signal to the Winchendon Fire Department.
2. At the sound of the horn or a broadcast message on the intercom all students are to file quietly and orderly to the nearest outside exit as posted in each room, unless otherwise directed by staff.
3. Students should walk directly away from the school building, to areas that have been previously designated and remain there with their teacher or supervisor.
4. Students may return to the building only after a signal is given either by the administration or a member of the Fire Department.
5. There will be building evacuations and other types of emergency drills held during the school year. This includes annual bus evacuation drills and setting of bus expectations.
6. Emergency and Fire Evacuation instructions for Toy Town Elementary School are posted throughout the building.

7. Emergency evacuation drills may also occur as part of Toy Town Elementary School's enhanced lockdown procedure.
8. School Committee policy and Massachusetts State Law states that anyone who initiates a false fire alarm, or starts a fire shall be punished by a fine or by imprisonment for not more than one year.

FIELD TRIPS

Field trips have an educational value and must complement the curriculum. On any field trip, students represent Toy Town Elementary School and should conduct themselves as if they are in school during any trip or activity. Every student is expected to participate positively and cooperatively. Students are required to have a signed permission form by a custodial parent or legal guardian in order to go on a field trip.

Although we encourage all students to participate in field trips, a student's behavior prior to a trip may be taken into account. It may become necessary to prohibit a student from participating in a field trip for inappropriate behavior and/or consistent infractions of school policy. The building Principal will make the final decision on whether a student shall be allowed to participate in a field trip. Students prohibited from attending field trips are expected to attend school where regular schoolwork will be provided.

Periodic fundraisers take place during the school year which support the cost of field trips. However, there may be an additional fee required from each student to cover the cost of the trip.

If medication must be given to a student during a field trip, written permission from a parent/guardian must be given to the school nurse to allow her to delegate that responsibility to the teacher.

Any person wishing to chaperone a field trip will need to have a CORI check done prior to being selected. CORI checks are done through the Superintendent of Schools.

FOOD IN SCHOOL

Food and beverages are to be consumed only in the cafeteria and in the classrooms during designated snack time. Please send in ONE healthy snack with your child. Bottled water may be allowed at the teacher's discretion. **Soda, coffee, and energy drinks are prohibited during the school day.**

One Call

This is the phone system that the schools use to send verbal messages home to parents/guardians. These messages may be announcements or reminders. It is used when time sensitive information needs to be broadcast to all or a group of parents at once. Please keep your home and cell phone information up to date with the main office in order for the communication system to be the most efficient.

ILLNESS

PARENTS ARE REQUESTED TO KEEP THEIR CHILDREN HOME FOR THE FOLLOWING:

- Temperature above 100° F within the past 24 hours. Students must be fever-free for 24 hours before returning to school
- Vomiting or diarrhea
- Bacterial infections not treated for 24 hours with antibiotics
- “Childhood” Communicable Diseases

Parents are encouraged to call their physician if they suspect their child has a ‘childhood’ communicable disease such as chicken pox or mumps. A child showing signs of ill health or of being infected with a condition dangerous to the public health, shall be sent home immediately, or as soon as safe/proper convenience can be arranged. Some conditions that could require temporary exclusion from school are Chicken Pox, Impetigo, Pediculosis (head lice), Conjunctivitis (pink eye), Staph/Strep Infections, Scabies, Ringworm, and other contagious conditions. Upon returning to school, the child must report to the school nurse before returning to class.

LEGAL CHILD CUSTODY / RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative that the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file and associated personnel will be informed of the change. The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal to ensure proper adherence.

LOCKERS

Students will be assigned a locker at the beginning of the school year. Fifth grade students may request a school lock from their teachers. Because lockers are the property of the school, personal locks may not be used. Students are responsible for the care of the locker and its contents. Any abuse of this privilege may result in the loss of the use of a locker.

LOST AND FOUND

Articles which have been found in the school building, on school grounds, or on school buses, are placed in the Lost and Found area in the cafeteria where their owner may claim them. Articles of clothing not claimed are periodically donated to the local CAC.

Parents are encouraged to label all items that come to school.

PARENT DROP OFF AND PICK UP

Morning Drop off Procedure

Students should be dropped off across the street from the school at the corner of Grove St. and Murdock Ave. (at Old Murdock). No student should arrive earlier than 8:15 a.m., when the crossing guard will arrive. Students will be monitored by the crossing guard and then sent across to school at 8:20 a.m. for students having breakfast and at 8:25 a.m. for the remaining students.

During inclement weather, students will be allowed to enter the main lobby, but no earlier than 8:15 am.

Parents should not enter the main parking lot between 8:20 and 8:35, while busses are arriving.

Afternoon Pick up Procedure

The line for parent pick up is in front of the Old Murdock building across the road from the school. Please stay in line and wait for a signal from the crossing guard to proceed with pick up. Since the children are crossing a public thoroughfare, it is important that every precaution be made to follow the direction of the crossing guard. Once buses have entered the front of the school, the buses have the right of way.

Once in the school driveway, parents are asked to stay in line and move forward as indicated by the teachers. For safety reasons, passing other cars lined up in the driveway is prohibited. Students are instructed NOT to run to a car, but to remain at the far end of the driveway and wait for the cars to move forward.

Walkers

Students should remain at the corner of Grove St. and Murdock Ave. (at Old Murdock) until the crossing guard directs students to go across the street to the school. No student should arrive earlier than 8:15 a.m., when the crossing guard will arrive. Students will be monitored by the crossing guard and then sent across to school at 8:20 a.m. for students having breakfast and at 8:25 a.m. for the remaining students. During inclement weather, students will be allowed to enter the main lobby, but no earlier than 8:15 a.m.

SCHOOL BOOKS

Each child is responsible for his/her textbooks and borrowed school library books. Please be sure to cover books in a timely manner. Lost or damaged books will need to be replaced.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, materials and furniture supplied by the school. Students who damage school property including bathrooms, lockers, equipment or books will be required to pay for the damage done or replace the item and will be subject to disciplinary action.

STUDENT DISMISSAL

Doctor, dentist, and other appointments should be scheduled outside of the school day. Parents who wish to dismiss their child will please adhere to the following procedure:

- Send a note with the student, which must be brought to the main office on the morning of the dismissal request.
- Students are released from the classroom when parents arrive and sign the student out through the main office.
- Parents and students will exit the building through the main entrance door.
- Anyone other than a parent dismissing a student **MUST** be on the student registration form and **MUST** provide a valid ID.

STUDENT DRESS

Students are expected to dress for the learning environment and be neat, clean, and respectful in their appearance. Any student who does not dress appropriately as decided by the Principal or designee, will be sent to the nurse *or* home to change or parents will be called to bring a change of clothes to the school. Outside coats or jackets are not to be worn in class unless building conditions necessitate additional clothing. Appropriate clothing choices are appreciated.

Here are some important guidelines for student dress:

Please do not wear:

- Articles having indecent or inflammatory writing, pictures, slogans, or display alcohol, tobacco or other illegal substances or inappropriate tattoos
- Adornment articles that could cause damage to other students or property like chains, cleats, studded accessories such as belts or wristbands
- Oversized jewelry can be dangerous and is not necessary in an elementary school.
- Short shorts (gym length or less are considered too short), shirts with spaghetti straps, halter tops (including half shirts) or any clothing items that expose the midriff
- Shoes without a strap around the heel. Sandals and “flip-flops” are not appropriate footwear for recess or physical education classes, therefore it is suggested all students have access to sneaker type footwear for ALL activities.
- Clothing or accessories that symbolize membership in a group which could be construed as disruptive to the educational process
- Underclothing worn as outerwear, see-through clothing or clothing in any condition that distracts from the educational process
- Clothing intended to be worn as sleepwear
- Boys must wear t-shirts under any sleeveless shirt
- Students should not be wearing make-up to school

ACADEMIC AND SOCIAL EXPECTATIONS and INFORMATION

AGENDAS

All students will receive an agenda at the beginning of the school year. It is very important to bring the agenda to and from school every night. This is to help organize homework and other important activities, and provide a means of communication between home and school.

HOMEWORK

Students are assigned homework as part of their education. The student is expected to record the homework assignments in their student agenda and turn it into the teacher when it is due. Students will make every effort to clearly understand the assigned homework and if necessary, ask for clarification. If incomplete homework becomes a concern, the teacher will notify the parent via the agenda and/or a phone call. *Approximate* expectations of time spent on homework:

Grade 3 = 30 Minutes Grade 4 = 40 Minutes Grade 5 = 50 Minutes

MAKE-UP WORK

If a student is absent for 3 or more days, the parent or guardian should call the school to make arrangements for any missed work that can be completed at home. The assignments can be picked up by 3:15 p.m. if the request for missed work is given before 9:00 a.m. on that day.

Students who are absent from school for any reason are responsible for making arrangements to complete any make-up work. Students will have one day beyond the number of days they were absent to complete make-up work in order to receive credit.

Should a parent choose to keep a student out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the student's return to school. However, it is the student's responsibility for identifying and making up missed work. No advance assignments will be provided to students. The school will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns.

OPEN HOUSE

Open House/Parent's Night is scheduled for September 13, 2016 from 5:30-7:00 p.m. Parents/guardians have the opportunity to meet their child's teacher and discuss the educational philosophy and plans for the school year.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled for November 1 & 2, 2016 and February 1 & 2, 2017.

PROGRESS REPORTS

Progress reports will be distributed during the scheduled November and February Parent Teacher Conferences.

REPORT CARDS

Report cards are issued at the end of a Trimester on Dec. 9, 2016, Mar. 22, 2017 and last day of school. This continued reporting will inform parents of the student's strengths and areas of concern for that Trimester. Parents are required to sign the report card and have it returned to school. Always contact your child's teacher if you have any concerns about their academic or behavioral progress.

BEHAVIOR: STATEMENT OF PHILOSOPHY

The Toy Town Elementary School and Community believes that all students can and will learn the skills needed to function appropriately in the school and community if given instruction, sufficient time and support. Students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. To assist students in getting the greatest benefit from their school experience, while individually developing responsibility and learning to control their own behavior, certain guidelines must exist.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Our staff continues to be trained in the school wide Positive Behavioral Interventions and Supports model (PBIS). Protocols and guidelines are reviewed annually. Students and staff participate in school wide implementation that is reinforced through positive teaching approaches. The following Behavior Expectations will give you an idea of what the students are taught through the PBIS model

All students are expected to be safe, accountable and respectful at all times. Behavior on school property, during the school day and on school buses must be in accordance with school committee policy. Students will follow the posted classroom rules and the school rules.

STUDENT DISCIPLINE

Inappropriate behavior will result in disciplinary action as a consequence of their behavior. Such actions include, but are not limited to teacher detention, office detention, office suspension, out of school suspension and expulsion. Teacher detentions will be scheduled at the request of the teacher. Office detentions will be scheduled by the Assistant Principal/Principal. Lengths and dates of suspensions will be determined by the Assistant Principal/Principal.

-SCHOOL SUSPENSION

In School Suspensions (ISS) may be used for students who are unable or unwilling to respond positively to school rules. Prior to a student serving an ISS, reasonable effort to notify the parent will include at least two attempts to reach the parent by phone. A written notice will be sent to the student's parent/guardian (written notification may include e-mail) consisting of the basis of charges, reason for potential suspension, and an opportunity for a meeting with the Principal/Assistant Principal if requested. Students may be suspended prior to parental notification if the student's presence poses a danger to persons or property. Students who are suspended will be expected to continue to make academic progress during the suspension.

Out of school suspensions (OSS) are sometimes necessary to maintain order in school. They will continue to be used for students who are unable or unwilling to respond positively to school rules. Students are denied participation in extracurricular activities during their period of external suspension. They are not permitted on school grounds until the conclusion of the out of school suspension. Students may not reenter school until a parent conference is held. Students who are suspended will be expected to continue to make academic progress during the suspension.

Prior to a student being suspended from school, written notice will be sent to the student's parent/guardian (written notification may include e-mail) consisting of the basis of charges, reason for potential suspension, an opportunity for a meeting with the principal and the date, time and location of that meeting, and the availability of interpreter services at that meeting. Reasonable effort to notify parents of that hearing will include written notification and at least two attempts to reach the parent by phone. Students may be suspended prior to parental notification if the student's presence poses a danger to persons or property.

Students who are facing a suspension longer than ten consecutive days will have the right to counsel, right to present evidence and witnesses, right to cross-examine witnesses produced by the district, and the right to have the hearing recorded and receive a copy of the recording.

Students suspended for ten or more cumulative or consecutive days will be notified of their right to appeal and the appeals process.

-EXPULSION FROM SCHOOL

Students charged with a serious violation(s) of: a school policy, a danger to others and/or possession of a dangerous weapon, controlled substances/drugs, or assault of a school employee, may be investigated, pending a hearing and possibly recommended for expulsion. The student will be notified in writing of their opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.

Any student who has been expelled shall have the right to appeal to the Superintendent. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

BULLYING

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action. *(Please see appendix for Bullying Policy pg. 24).*

BUS BEHAVIOR

A bus driver's first responsibility is to transport pupils to and from school in a safe and orderly manner. The driver must keep his/her eyes on the road. Parents and students must understand that pupil transportation is a privilege dependent on good behavior on the bus. All students who ride the school buses are expected to comply with the safety rules and behavior expectations of Toy Town Elementary School. Students who refuse to obey the directions of the driver or refuse to obey regulations may lose their privilege of riding on the bus for a specified period of time. *(Please see Appendix: Bus Conduct Policy pg. 21).*

HARASSMENT

Harassment of students by other students will not be tolerated. This is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities. *(Please see appendix for Harassment Policy pg.41)*

SUPPORT SERVICES

FOOD SERVICE

At Toy Town Elementary School, the cost of lunch is \$2.75 and the cost of breakfast is \$1.50. Reduced lunch costs \$.40 and breakfast costs \$.30. Lunches can be prepaid in any amount for any length of time. Checks can be made out to; School Lunch Program. Payments can also be made on-line through the Winchendon Public School website www.winchendonk12.org or through myschoolbucks.com. School lunch transactions can be monitored AND a low balance alert can be sent for any student account, regardless of whether a parent/guardian uses the pre-payment option.

Both breakfast and lunch is served daily and is available to all students. A student who forgets his/her lunch or lunch money at home will be given a school lunch with the need to reimburse the cafeteria on the following school day. Should a student forget his/her lunch or money on a subsequent day, and the amount lent has not been previously paid; the parent may be called so the problem can be resolved. A monthly school menu will be available online at the district website. Applications for free and reduced lunch will be sent home during the early part of the school year and will be available in the main office throughout the school year

SCHOOL COUNSELOR

The role of the School Counselor is an important link between parents, teachers, and students. The School Counselor works to meet student academic needs through individual or small group meetings. The School Counselor also provides social, academic and emotional support to all students.

SCHOOL NURSE

If a student becomes ill or is injured during school hours, the School Nurse provides care. The School Nurse will determine the seriousness of the illness or injury and upon her determination a parent or legal guardian will be contacted. If neither parent nor legal guardian can be contacted, those persons listed on the emergency form will be contacted and, if warranted, the family physician. Reminder to please keep all contact numbers up to date with the main office. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility. *Please see Appendix: Student Health Services/Education Requirements*

SPECIAL EDUCATION

The Winchendon Public School offers a variety of special programs to help all children reach their potential. Special education services include a variety of academic support personnel: teachers, speech and occupational therapists, and school adjustment/behavior counselors. Children are screened for special education services through the SST (Student Support Team.) The team includes administrators, specialists, and both special education and classroom teachers. The SST team meets regularly to help identify and solve learning difficulties within the classroom. Referrals to the child study team can be made by parents or teachers. If the child's difficulties cannot be resolved by the SST Team, a referral for special education testing may be made.

WINCHENDON SEPAC

Winchendon Special Education Parents Advisory Council is a group of parents and educators with a common interest in special education services and programs here in town. The group meets regularly to support special education services, provide trainings for parents and educators and to create a social support network for parents of children with special needs. We are always seeking new members and welcome all to our open meetings and trainings. Please contact us for more information on ways you can be involved. *Sepac@winchendonk12.org*

504 ACCOMMODATIONS PLANS

The Section 504 Plan is part of the Rehabilitation Act of 1973 which prohibits discrimination against people with disabilities. A Section 504 Plan "levels the playing field" for students with medical, physical, and emotional disabilities by eliminating barriers in the academic setting. This is accomplished by creating a plan of accommodations that will benefit the student's academic needs. Disabled students, that also have learning difficulties, are serviced through Special Education.

SAVE \$UM BANK

Toy Town Elementary School has its own bank, which is run by Athol Savings Bank. Tellers are chosen from the students at Toy Town Elementary and are trained by the staff of Athol Savings Bank. Banking takes place one day per week at the school. Students may also do their banking at Athol Savings Bank.

PARENT - STUDENT HANDBOOK APPENDICES

ACCEPTABLE USE POLICY – TECHNOLOGY

Purpose

The Winchendon Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Winchendon Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Winchendon Public Schools.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Winchendon Public Schools as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability

The Winchendon Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Winchendon Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

ACCEPTABLE USE FOR STUDENT COMPUTER AND INTERNET SAFETY PROCEDURE

(In accordance to School Committee Policy IJNDB and CIPA. [PUB. L. No. 106-554 and 47 USC 254(h)].

The Winchendon Public School District provides computer network and Internet Access for student and staff use.

The Internet is a global network that offers vast, diverse, and unique resources to both students and staff. The **purpose** of this network is to enhance the educational experience. The use of the school network and Internet is a **privilege**, not a right. Students and Staff must agree to obey specific standards of online behavior, language, content and security. The privacy of all users is very limited. All online activity is monitored and recorded. It is expected that the user comply with the rules listed below along with school rules outlined in this Student-Parent Handbook. Users must abide by this **Internet Safety Policy**. Sign off to the Agreement form to the Student-Parent Handbook will constitute agreement to this STUDENT COMPUTER AND INTERNET SAFETY PROCEDURES and must be completed before access to school network and the Internet is permitted. If one wishes not to have access to electronic devices, computers, or the internet a request must be submitted in writing to Building Administration.

The school system will not be responsible or liable for the actions of the user. Users will assume full liability, legal, financial, or otherwise for their actions. The Winchendon Public School District will be taking reasonable precautions to filter out controversial materials, but does not warrant the effectiveness of Internet filtering. However, it is impossible to monitor all materials or controversial information. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there may be appropriate modification of the filtering profile to stop continued access. Since the positive access of materials outweighs the objectionable, the end user must submit to strict guidelines and responsibilities. If a Winchendon Public School student or staff member violates any of the provisions mentioned below, future access may be denied and appropriate disciplinary action will result at the discretion of the Administration.

General Information

- Limited Educational Purpose including classroom activities, career development and limited high-quality self-discovery activities
- Not to be used as a public forum. Winchendon Public Schools reserves the right to place reasonable limits on materials posted or accessed through the school system.
- Not to be used for commercial purposes. You may not offer, provide or purchase products or services through the Internet.
- Not to be used for political lobbying, but may be used to communicate with elected officials.
- The use of Internet resources may not be used in violation of any U.S., State or local regulation.
- Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit or threatening material.
- Internet resources may not be used to infringe on copyright, pirate, or to plagiarize materials.
- Devices that may be issued to the students are accessories to learning, a privilege not a right and are Property of the Winchendon Public Schools
- Questions on the acceptable uses of the network or devices should be directed to a member of the administration.

Student Internet Access

- Students will have access to the Internet in all areas of the buildings.
- An account agreement must be renewed on a school-year basis as part of the handbook process. Parent approval can be withdrawn at any time with written notice.
- All student web pages, blogs, cloud accounts must be related to school activities.
- Students will be responsible for their own actions.

- Students will not change settings on the browser or any other applications.
- Students will not alter any material on an electronic device other than their own files.
- No student may attempt to “hack” into any computer, electronic device or server.
- Non-Educational games will not be played, accessed or downloaded.
- Students must immediately disclose to their teacher or another adult any message received that is inappropriate or makes them feel uncomfortable.

Unacceptable Uses, including but not limited to

- Posting of personal contact information about yourself or other students, teachers or people. Personal information includes your address, telephone, school address, work address, photos, etc.
- Students may not agree to meet with someone they have met online.
- Downloading inappropriate materials, unlicensed commercial software, non-educational software, malware, viruses, trojans, etc.
- Receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, weaponry, or explosive devices.
- Attempting to gain unauthorized access any file servers in the Winchendon School System, outside file servers, or go beyond your authorized access on any device.
- Attempting to (or doing so) log in through another person’s account or access another person’s files.
- Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Using the Winchendon Public School devices to engage in any illegal act such as arranging for a drug sale, controlled substances, purchase of/for underage person’s alcohol, participating in a criminal gang activity, threatening persons, harassment or cyberbullying, etc.
- Damage to school computers and tablets, either physical damage or reconfiguration of the computer systems, it will be considered vandalism.
- Using obscene language or profanity.
- Sending or displaying offensive messages or pictures.
- Accessing personal e-mail accounts
- Attaching or using unauthorized devices to the network (including but not limited to wireless access points, 3G or 4G network cards, tethering, etc.)
- Bypassing the school network/internet by using unauthorized personal wireless internet devices
- Bypassing the school network/internet filters

E-mail, Instant Messages, & Use

- Winchendon Public School District will issue a unique computer login and/or e-mail address for students in select grades as deemed appropriate by Administration. Some accounts cannot receive email or messages from outside of the winchendonk12.org domain. Therefore, these students should not use school email for setting up accounts that need to be verified or receive notices via email.
- Winchendon Public School District e-mail (@winchendonk12.org) is for school use and educational use only. The email is not to be used for any other purpose. The same applies for any instant messaging accounts that may be provided by the school.
- Communications on the Winchendon Public School email and devices are not private and can be called upon at any time, including in a court of law. Do not use it for personal use, shopping, or other non-educational means.
- Students should log into e-mail under their own username and password. Never should anyone be sending or receiving e-mail using another person’s login credentials.
- Student and staff names, phone numbers, address, grades or any other personal information is never to be transmitted over electronic form without express written permission from the parent/guardian or staff member.
- Users should never intentionally disrupt network traffic, degrade or disrupt equipment in any way shape or form, steal data or other intellectual property, gain or seek unauthorized access to resources or entities.
- Misuse, non-compliance or withdrawal of enrollment will result in loss of access to the system and email. The level of loss of access will be determined by District Administration.

Privacy

At any time and without prior notice, the Winchendon Public Schools reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials and devices.

Consequences of Violating Rules on Computer or Network Use

Violation may result in the loss of internet/computer privileges, detention or including and up to suspension at the discretion of the school Administration. Discipline will be in accordance to applicable rules as stated in the Student Handbooks. Students will be held responsible for any damage they cause and will be subject to school rules regarding damage to property. When applicable, law enforcement agencies may be involved.

The Winchendon Public School District reserves the right to update these guidelines as necessary.

FILE: JICC (ALSO EEAEC)

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

A. GUIDELINES:

File: JICC-R (also EEAEC-R)

Buses are provided for those students whose health or the distance of their homes from school make this service essential. Pupil transportation is a privilege dependent on good behavior on the bus. All students who ride the school buses shall be informed of, and are expected to comply with, at a minimum, the following rules of behavior:

1. Students are to wait for the bus on the sidewalk or side of the roadway until the bus comes to a complete stop.
2. Students are to board and leave the bus in a single file, walking, as directed by the driver.
3. Students are to remain seated until they reach their destination and the bus stops.
4. Students are not to put any part of their body out of the bus window.
5. Students are not to eat or drink on the bus. The bus must be kept clean.
6. Bus windows will be opened by permission of the driver or his/her aide only.
7. No objects are to be thrown on/off or within the bus or extended out of it.
8. Students are not to damage the bus in any way.

9. Smoking is not permitted on the bus at any time.
10. Students are expected to observe the rules of courteous, considerate behavior on the bus at all times.
11. Fighting, vulgarity, loud noise, and other aggressive behavior are not permitted on the bus.
12. Possession and/or use of drugs, alcohol, weapons (or any item used as a weapon), incendiary devices, explosive devices, any threat toward another student or staff member, lewd conduct, assault and/or battery are ABSOLUTELY prohibited on the buses. Discipline action consistent with that outlined in the student handbooks will be implemented and enforced.
13. Students who refuse to obey promptly the directions of the driver or aide, or refuse to obey regulations may forfeit their privilege of riding on the bus for a specified period of time.

B. DISCIPLINARY PROCEDURES FOR BUS MISCONDUCT:

In handling matters of student discipline, relative to conduct and misbehavior on the buses, the following procedures will be strictly adhered to:

1. Drivers will be responsible for:
 - a. Administering fair, consistent and equitable discipline procedures.
 - b. Giving verbal warnings to students as necessary.
 - c. Preparing and submitting “Bus Conduct Reports” to the bus company, Principals/designees when behavior problem warrants disciplinary correction and who is not responding to the driver’s instructions.
2. Upon receipt of a “Bus Conduct Report” Principals or designee will:
 - a. First referral - Review the referral with the student and a representative of the bus company will contact the parents by phone to enlist their assistance. This constitutes a warning.
 - b. Send to school and home a Bus Conduct Report with the Disciplinary Procedures for Bus Misconduct subsequent to the call. These will review the complaint and outline future courses of action if such become necessary.
3. Subsequent to No. 2 above, repeated referrals within the same school year will be dealt with as follows:
 - a. Second referral - 1 day suspension from the bus privilege and the representative of the bus company will contact the parents by phone prior to return of privilege.
 - b. Third referral – 5 days suspension from the bus privilege and the representative of the bus company will contact the parents by phone prior to return of privilege.
 - c. Fourth referral - 10 days suspension from the bus privilege and mandatory parental conference with an administrator and the bus driver/designee prior to return of privilege.
 - d. Fifth referral - termination of the bus privilege for the duration of the school year following a conference with the Principal, bus driver and/or designees. The final decision will rest with the Administration and Bus Company representative.
4. On the occasion of each instance, principals or their designees will:
 - a. Discuss the matter with the student and parent and follow-up with the Bus Conduct Report. Copies of all Bus Conduct Reports shall be maintained in the respective school and bus offices and not destroyed.
 - b. Attempt to modify student behavior by seating changes, traditional discipline, etc.

- c. In all cases, the decision regarding suspension or termination of bus privilege shall be made by the administrator and/or designee of the bus company.
5. Should an extremely serious incident occur which poses a threat to the safety and well-being of the passengers and/or driver of a bus, nothing herein shall prevent a decision from being made to immediately remove a student from a bus permanently or for some other period of time.
6. In this event, parents and student shall be entitled to a hearing with the appropriate Administrator (Principal and/or designee), and shall subsequently be entitled to an appeal before the Superintendent if they should so wish.
7. Should it become necessary to terminate a student's access to bus transportation, the student shall still be required to attend school, subject to laws relative to attendance, and it shall become the responsibility of the parent(s)/guardian(s) to furnish appropriate transportation.
8. Failure of a parent(s) to abide by these procedures/policies shall result in an added day of bus suspension for each infraction.
9. Failure to pick up a child within 15 minutes at the end of the school day or to abide by these procedures/policies will result in school personnel notifying the police and DSS of potential negligence on the part of the parent(s), or loss of the bus privilege entirely.
10. Any student who loses the bus privilege for any period of time will automatically lose the bus privilege for any field trip during that same period.

LEGAL REFS.: M.G.L. [43:33](#), right of Committee to make all "reasonable rules and regulations"

M.G.L. [71:37](#), right of Committee to "make regulations as to attendance" within the schools

FILE: ADB

DRUG AND ALCOHOL PROHIBITION

In accordance with M.G.L. Chapters 71, Section 37H and 272, Section 40A, it is the policy of the Winchendon Public Schools to prohibit drugs and alcohol from school buildings, on school grounds, while being transported on school vehicles or at any school sponsored activities. Violations of this policy will be handled in accordance with Massachusetts General Laws.

DUE PROCESS

In *Goss v. Lopez*, the United States Supreme Court held that before a student receives a disciplinary penalty, the student has the constitutional right to receive:

- (1) oral or written notice of the charges against him/her;
- (2) an explanation of the evidence against him/her;
- (3) the opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).

In the case of a violation requiring suspension from school, notice of the suspension and the hearing must occur before the student may be asked to leave the school, except when a student presents an immediate threat to school officials, other students, or him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time.

File: JICFB

BULLYING PREVENTION AND INTERVENTION PLAN

POLICY PROHIBITING BULLYING

The Winchendon Public Schools is committed to maintaining a school environment where all students are free from bullying and cyber-bullying and the effects thereof. Acts of bullying and cyber-bullying are prohibited:

- (1) On school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (2) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create 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.

Schools and districts should make clear that the plan applies to students and members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

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

A. Definitions

Aggressor is a student or school staff who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 370, is the repeated use by one or more students or member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her Will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c. 71, s 370 is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- (1) the creation of a web page or blog in which the creator assumes the identity of another person;
- (2) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses(1) to (5), inclusive, of the definition of bullying; and
- (3) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (1) to (5), inclusive, of the definition of bullying.

Cyber- bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L. c. 71, s. 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

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

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The Winchendon Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or school staff who engage in bullying or retaliation will be subject to disciplinary action, however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student or school staff for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

At the beginning of each school year, the school or district will provide the school community, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, student, and parents or guardians, with written notice of its policies for reporting acts of bullying an retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, and the superintendent or designee when the principal or the assistant principal is the alleged aggressor, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

Students with disabilities: As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Non-discrimination statement: Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

C. **Reporting Obligations**

Reporting by Staff: A member of 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, are required to immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness of become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: The principal or designee must promptly notify the parent/guardian of the alleged target and the alleged student aggressor of a report of bullying or retaliation and of the school's procedures for investigating the report. If the alleged target and alleged student aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or

designee may notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Winchendon Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Winchendon Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Winchendon Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The principal is responsible for the implementation and oversight of the Plan except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as : what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school’s obligation to investigate and address the matter.

E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the “reasonable person” standard is generally “that of a reasonable person of like age, intelligence, and experience under the circumstances.” See *Ellison v. Brady*, 924F. 2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

Holding parent conferences;

Transferring student’s classroom or school;

Limiting or denying student access to a part, or area, of a school;

Enhancing adult supervision on school premises;

Excluding from participation in school-sponsored or school –related functions, after-school programs, and/or extracurricular activities;

Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.

Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them (such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target’s concerns and since the conduct often involves and imbalance of power.)

Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.

F. Closing the Complaint and Possible Follow-Up

School staff will promptly provide notice to the parent/guardian of a target and a student aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians unless it involves a "stay away" or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school brief statement of the nature of the complaint, the outcome of the investigation and the action taken.

G. District's Anti Bullying Training Plan

Annual staff training plan: Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

Ongoing professional development. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- (i) developmentally (or age-) appropriate strategies to prevent bullying;
- (ii) developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
- (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- (v) information on the incidence and nature of cyber bullying; and
- (vi) Internet safety issues as they relate to cyber bullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be

considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the school or district for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in school or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students; and,
- Engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors.

Written notice to staff. The school or district will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties and bullying of students by school staff, in the school or district employee handbook and the code of conduct.

H. Districts Anti Bullying Curriculum

Each school in the district will provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the school's curricula. Curricula must be evidence-based. Effective instruction will include classroom approaches, whole school initiatives, and focused strategies for bullying prevention and social skills development. The formal curricular for use in each school will be selected an outline by June 2011. Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan on an annual basis during the first month of school.

I. Parent Training Plan

Parent education and resources: The district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district. The programs will be offered in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations at the school level. Information sessions will be conducted throughout the school year annually

Notification requirements: Each year the district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used at their child's school. This notice will include information about the dynamics of bullying, including cyber bullying and online safety. The district via the individual schools will send parents written notice each year about the student-related sections of the Plan

and the district's Internet safety policy. The district will post the Bullying Plan and related information on its website.

J. Relationship to Other Laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school or any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, religion, ancestry, national origin, sex, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Nothing the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, M.G.L. c. 71, §§41, and 42, M.G.L.c. 76 § 5, or other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

First Reading: December 2, 2010
Second Reading: December 16, 2010
Voted and Approved: December 16, 2010

Amended Plan FY 14
First Reading: February 27, 2014
Second Reading: March 6, 2014
Voted and Approved: March 6, 2014

Non-Discrimination and Grievance Procedure

Title VI, Title IX, Section 504, ADA, Age Discrimination Act □□§5, M.G.L.c. 151C, 603 C.M.R. §26.08

The Winchendon Public Schools is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity that makes up the community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and decrease self-esteem.

The Winchendon Public Schools does not discriminate against students, parents, employees or the general public. No person shall be excluded from or discriminated against in admission to the Winchendon Public Schools, or excluded from participation, denied benefits or otherwise discriminate against the Winchendon Public Schools on account of race, color, disability, age, sex, religion, national origin, or sexual orientation. Additionally, the Winchendon Public Schools does not tolerate discrimination or harassment based upon race, color sex, religion, national origin or sexual orientation. Inquiries concerning the application of Title IX and its implementing regulations maybe referred to the designated Title IX Coordinators/Civil Right Officer or to Office for Civil Rights.

The Winchendon Public Schools shall act to investigate all complaints alleging discrimination or harassment (including sexual harassment, sexual assault, and sexual violence) including (formal or informal, verbal, written, or electronic), or all possible discrimination of which it becomes

aware, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy, and provide appropriate interim steps and remedies to the victim (s).

Definitions

Discrimination: Treating an employee or student adversely in the terms or conditions of his/her employment or education on the basis of that person's race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status or any other legally protected status constitutes discrimination.

Harassment: Harassment is defined as unwelcome conduct, whether verbal or physical, that is based on: race, color, national origin, sex, sexual orientation, religion, disability, or age. Harassment is prohibited by the Winchendon Public Schools and violates the law.

Sexual Harassment: Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature when: one (1) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, or success as a student or two (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or three (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance by creating an intimidating, hostile, or offensive working or educational environment or four (4) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement.

Retaliation: Retaliation is prohibited against any individual who files a complaint under this policy or participates in a complaint investigation in any way.

Reporting Procedures

Any individual who believes, in good faith, that he or she has been subjected to any form of discrimination, such as harassment, described above, has a right to file a complaint with the Winchendon Public Schools.

In each school building, the building principal or his/her designee are the people responsible for receiving oral or written reports of harassment or discrimination.

Therefore, any school personnel who become aware of harassment or discrimination must immediately relay that complaint to the principal or his/her designee. Upon becoming aware of harassment or discrimination the principal or his/her designee must immediately notify the District's Civil Rights Officer. Individuals who become aware of the harassment or discrimination may also file a complaint directly with the District's Civil Rights Officer: Kristina Mecelicate, who can be contacted at: 978-616-1470, Winchendon Public Schools, 175 Grove Street, Winchendon, MA 01475.

The Civil Rights Officer has the responsibility to identify, discuss the interim steps to address, prevent and remedy discrimination and harassment. Appropriate steps to end harassment may include separating the victim and harasser, providing counseling for the victim and/or harasser, and/or taking disciplinary action against the harasser. These steps should not penalize the victim.

The Civil Rights Officer shall: (1) give notice of the procedures, including where complaints can be filed, to students and employees; (2) ensure an impartial investigation of the complainant and give the parties involved in the complaint the opportunity to present witnesses and other evidence; (3) set time frames for the major stages of the complaint process; (4) give notice to the parties of the outcome of the complaint; and (5) give an assurance that the recipient will take steps to prevent the recurrence of any harassment and correct its discriminatory effects on the complainant and others, where appropriate. Except when the complaint involves an allegation against the Civil Rights Officer. In such an event the complaint shall be filed with and the investigation shall be overseen by the Superintendent or Chair of the School Committee.

The District encourages the complainant or person reporting the discrimination or harassment to file the complaint in writing. However, oral reports of discrimination or harassment will be considered as well. If an oral complaint is received, the principal or his or her designee can request a written complaint but cannot insist upon a written complaint. Additionally, if only an oral complaint is received, the principal or his/her designee must reduce the complaint to written form within forty-eight (48) hours and forward the complaint to the Civil Rights Officer.

Kristina Mecelicate, Director of Pupil Services shall be the school district Civil Rights Officer with responsibility to identify, prevent and remedy discrimination and harassment. The Civil Rights Officer shall:

- a. Communicate to students, parents, and staff the District's responsibilities under this procedure;
- b. Respond to any and all complaints/reports or incidents of discrimination following the approved grievance procedure;
- c. Track complaints/reports for trends and repeat perpetrators;
- d. Assess the school's climate on these issues by soliciting input from parents and students on any problems of discrimination existing in District's schools and efforts to address these concerns; and
- e. Develop and provide age appropriate training for all students.

Winchendon Public Schools Civil Rights Officer Contact Information:

Kristina Mecelicate, Director of Pupil Services

175 Grove Street

Winchendon, MA 01475

978 297-1850

The school district shall make this procedure available in each facility that the district maintains, in a place accessible to student, faculty, administrators, employees, parents and members of the public. In addition this procedure shall be posted on the district website.

The Superintendent will discuss this policy with students and employees annually. Training, including debriefing, on the requirements of non-discrimination and the appropriate responses to civil rights violations as herein defined will be provided to all school personnel on an annual basis but no later than October 15th of each school year, and at such other times as the Superintendent in consultation with the District Civil Rights Officer determines it is necessary or appropriate. This policy shall be reviewed at least annually for compliance with state and federal law.

The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. Follow up and a monitoring plan will be established, if applicable, to ensure a discrimination free learning environment.

Investigation, Finding, and Appeal of Finding

Upon notice of a possible civil rights violation, the Civil Rights Officer shall immediately undertake or authorize an investigation to gather all relevant evidence. The Civil Rights Officer may seek additional investigative resources.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged civil rights violation. The investigation may also consist of the evaluation of any other information or documents that are relevant to the particular allegations including any evidence or witnesses presented by both parties. A preponderance of the evidence standard (meaning there is more likely than not a violation) will be used for investigation of all allegations of discrimination.

The investigation shall be completed (no later than twenty (20) school working days from the receipt of the report) by the School District Civil Rights Officer who will make a written report with recommendations to the involved parties upon completion of the investigation. If the complaint involves the Superintendent, the report shall be filed with the Chair of the School Committee. If the complaint involves the Civil Rights Officer, the report shall be filed with the Superintendent or the Chair of the School Committee. The report shall include a determination of whether the allegations have been substantiated and whether they appear to be violations of this policy. The School District Civil Rights Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been conducted. The Civil Rights Officer shall maintain complete and confidential files. If the complainant is not satisfied with the Civil Rights Officer's decision, he/she can appeal that decision to the Superintendent within five (5) school days. The Superintendent will review the information considered by the Civil Rights Officer, collect any additional information he/she believes is necessary to make an informed decision and shall issue a written decision to the complainant and the person against whom the complaint was made. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. However, the Superintendent will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within ten (10) working days.

All alleged perpetrators will be insured of full due process rights and all other protections guaranteed them through state and federal statutes.

School District Actions

Upon receipt of the Civil Rights Officer's report that a violation has or may have occurred, the School District will take prompt, appropriate action. Appropriate actions may include but are not limited to:

- a. *Referrals to support services, counseling, awareness training, parent teacher conferences, and/or*
- b. *Recommendation or actual issuance of a warning, suspension, exclusion, expulsion, transfer, termination or discharge.*

In the event that the evidence suggests that the misconduct is also a crime in violation of any state or federal statutes, the School District Civil Rights Officer shall report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the District's investigation or each complaint filed under these procedures will be reported in writing to the complainant and the person against whom the complaint was made.

Any student, parent, employee or members of the public, who chooses not to use the district's internal grievance procedures or who is not satisfied with the district's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

1. **For complaints related to discrimination/harassment of students:**

**The Office for Civil Rights US Department of Education
8th Floor, 5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111 Fax: 617-289-0150 TDD: 877-521-2172**

OR

**The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Telephone: 617-994-6000 TDD: 617-994-6196**

2. For complaints related to discrimination/harassment of parents:

**The Office for Civil Rights US Department of Education
8th Floor, 5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111 Fax: 617-289-0150 TDD: 877-521-2172**

3. For complaints related to discrimination/harassment of employees:

**The Office for Civil Rights US Department of Education
8th Floor, 5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: 617-289-0111 Fax: 617-289-0150 TDD: 877-521-2172**

OR

**The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Telephone: 617-994-6000 TDD: 617-994-6196**

OR

The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Telephone: 1-800-669-4000

No reprisals or retaliation shall be invoked against any person for processing, in good faith, a complaint, either on an informal basis or formal basis, or for participating in any way in these complaint procedures. Therefore, any individual that believes that she or he has been subjected to retaliation may file a complaint using these procedures.

(This procedural guide is under review by the Office for Civil Rights, future edits or updates will be included in the next year's handbook printing.)

FILE: JICFA

PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. [269:17](#), 18, 19

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his/her complaint in writing. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the School Committee as a whole or to a Committee member as an individual, the complainant will be referred to the appropriate school administrator and/or the Superintendent for study and possible solution.

The Superintendent will develop, for approval by the Committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

LEGAL REFS.: M.G.L. [76:5](#) CROSS REF.: [BEC](#), Executive Sessions

FILE: JRA

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. [66:10 71:34A, B, D, E, H](#)
Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.
603 CMR: Dept. Of Education [23.00](#) through [23:12](#) also
Mass Dept. Of Education publication Student Records; Questions, Answers and

Guidelines, Sept. 1995

CROSS REF: [KDB](#), Public's Right to Know

FILE: ACAB

SEXUAL HARASSMENT

All persons associated with the Winchendon Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Winchendon School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officer: [Interim Superintendent, Steve Haddad]

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, **and may interview any witnesses.**
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. **At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint.** All matters involving sexual harassment complaints will remain confidential to the extent possible. **If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.**
4. **The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.**

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR [26:00](#)

1st Reading: Thursday, April 12, 2012
2nd Reading: Thursday, May 3, 2012
Voted and Approved: Thursday, May 3, 2012

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Winchendon Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The superintendent will develop administrative guidelines and procedures for the implementation of this policy.

REFS.: “*Words that Hurt*,” American School Board Journal, September 1999

National Education Policy Network, NSBA

LEGAL REFS.: M.G.L. [151B:3A](#)
Title VII, Section 7, *Civil Rights Act of 1964 as amended*
Board of Education 603 CMR [26:00](#)

FILE: ADC

SMOKING ON SCHOOL PREMISES

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF: M.G.L. [71:37](#)

File: JLCD

ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

LEGAL REF.: M.G.L. [71:54B](#) Dept. of Public Health Regulations: 105 CMR 210.00

STUDENT HEALTH SERVICES/EDUCATION REQUIREMENTS

(POLICY JLC)

The Committee recognizes HEALTH EDUCATION, HEALTH SERVICES and HEALTH ENVIRONMENT as interrelated and important components of the public school program. As such, the Committee supports careful planning and implementation of services, instruction, guidance, and procedures that recognize and comply with regulations of the State Department of Public Health.

The Committee supports and promotes the development and implementation of instructional programs that focus on the prevention of poor health and the maintenance of good physical and mental health habits and attitudes, with full compliance with Chapter 71, Section 1.

The Committee further supports the establishment and maintenance of health services and practices that comply with existing and up-dated laws and regulations that deal with health and safety in the school environment. The school's responsibilities for health services to students.

The Committee further supports the exercise of care and caution in the promotion and maintenance of high standards of cleanliness

Activities for the above areas include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

References: Chapter 71, Sections:

1 – Maintenance, Curriculum

53 – School Physician & Nurses

54 – Physical Examinations

54A – Medical Personnel Assigned to Football Games

54B – Administration of Psychotropic Drug Regulated

55 – Contagious Diseases; School Attendance Regulated

55A – Procedure for Handling School Children, Liability

55B – Tuberculosis Examinations

55C – Eye Protection Devices

56 – Sick Children; Notification to Parents

57 – Physical Examination of

Procedures for Health and Emergency Care at School

(JLCD-R-1)

1. School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.
2. Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a responsible person to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.
3. The District shall maintain an Emergency Response Protocol, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:
Provision for care beyond First Aid, which would enable care by the family or its physician or the Emergency Medical Personnel Unit of the Fire Department. In instances when the Emergency Medical Personnel Unit is required, every effort shall be made to provide the unit with the student's Emergency Card, which lists any allergies or diseases the student might have;
Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

1. In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.
2. Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.
3. Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC-

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57-

CROSS REF.: EBB, First Aid

Procedures for Pediculosis (Head Lice)_(JLCD-R-2)

1. Students are to be periodically checked for head lice in school and when referred by school faculty or a parent.
2. If a student is found to have lice and/or nits, the child is removed from the classroom.
3. The parent/guardian is contacted to dismiss the child. The child is not allowed to ride the bus to or from school until all lice and nits are removed.
4. At the time of dismissal the nurse will review the treatment protocol with the parent/guardian and inform them of the "nit free" policy. The parent/guardian will also be informed that they or a designated adult must bring the child to the school nurse for re-screening once the child has been treated and all nits removed.

5. If no lice or nits are found, the child may re-enter class. If lice or nits are seen, the child is sent home for further care.
6. The child should be re-screened two weeks (or sooner, at the discretion of the school nurse) after treatment is completed.

Medication Policy_(JLCD-R)

Massachusetts General Law 94C – May 1993 Public and Private Schools

The following procedure will be adhered to for the dispersing of prescription and non-prescription medication during school hours.

All medications must be kept in the Nurse's office, properly stored and secured.

Written permission from parent/guardian and physician must accompany any medication to be given in school. No medication of any kind will be given without written permission.

Medication must be in its original container, labeled by the doctor or pharmacist, with student's name, date, medication, dosage, and time it is to be given

No child in grades Pre-K through 12 should be allowed to transport medication to and from school.

We strongly urge parents, or an adult, to deliver medication to the schools for students in Grades Pre-K thru 12. In extenuating circumstances as determined by the School Nurse, the medication may be delivered by other persons; provided, however, that the Nurse is notified in advance by the parent/guardian of the arrangement and the quantity of medication being delivered to school.

All medication must be taken in the presence of the School Nurse or other designated personnel. No student will be allowed to carry any medication of any kind, prescription or non-prescription, while in school, with the exception of students in Grades 9-12 who are asthmatic and have a doctor's permission to carry an inhaler. Exceptions for students in Grades Pre-K through 8 to carry inhalers shall be subject to administrative discretion on an individual basis. Medication will be administered only by a licensed nurse or physician unless parental permission for delegation (during field trips) is obtained for further staff within the building.

DISCIPLINE OF STUDENTS ON IEPS OR 504 PLANS

If a special education student or a student on a 504 plan has violated the school's disciplinary code, the school may suspend or remove the student from his/her current educational placement for a period of ten (10) cumulative days in a school year. When it is suspected that the suspension of a special education/504 plan student will accumulate to ten (10) days in a school year, a Team shall be convened to review the IEP/504 plan and the student's progress under that IEP/504 plan. The review Team will determine whether the student's misconduct is related to the student's identified need for special education or accommodations on 504 plan, or results from in appropriate program/placement, or an IEP/504 plan that was not fully implemented.

If the Team concludes that the student's conduct is related to a student's disability, then the student may not be removed from the current educational placement (except in case of weapon or drug possession or use). The Team must develop a new IEP/505 plan and immediately implement the new IEP/504 plan, following parent/guardian approval.

If the Team concludes that the student's misconduct is not related to the student's disability, the current IEP is appropriate and the IEP is fully implemented, then the Team must amend the student's IEP to provide for the delivery of special education services to the student during the period of suspension, and the parent/guardian must consent to that amendment.

WEAPONS

Dangerous weapons, instruments, firecrackers, or replicas of weapons may not be brought to school. Students should be advised that a knife of any kind or size, or any blade or object with a blade, would be considered a weapon. Any such articles will be confiscated immediately and the incident reported to the parents/guardians and police. Students will be subject to disciplinary action up to and including expulsion.

- a. Any student, of any age, who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, or replica including, but not limited to, a gun or a knife, or a controlled substance including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b. Massachusetts State Law requires school personnel to report incidents involving a student's possession of a dangerous weapon on school premises. Reports are to be transmitted to the local police and Department of Social Services, and students involved may be referred to counseling.
- c. Any student who assaults the principal, assistant principal, a teacher, aide, other school personnel, or a student on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- d. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified, in writing, of an opportunity for a hearing. The student may have representation present and has the right to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- e. Any student who has been expelled from the Winchendon Public School District pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of expulsion to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of appeal may not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- f. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent may notify the superintendent of the receiving school of the reasons for the student's expulsion.

Suspension for Felony Indictment

The principal, according to the DiRenzo V. Gerhard case, has the jurisdiction to suspend a student who has been charged with an off-campus felony (or felony delinquency) or to expel a student who has been convicted of an off-campus felony (or felony delinquency).

PROCEDURES FOR WEAPONS VIOLATIONS

Weapons, or anything which can be construed or used as a weapon, may not be brought to school or at school-related events, by students of any age.

For students in grades 7-12, any violation of this policy *may* result in criminal action in accordance with Massachusetts General Laws, Section 10, Chapter 269. Additionally, violation of this policy *may* provide grounds for expulsion by the building Principal as provided by Section 36 of Chapter 71 of the Acts of 1993.

For students in grades 6 and under, the above, or other appropriate actions as described below, may be implemented.

Any weapon found as a result of a search, whether of a student locker or other student property such as a book bag or backpack or car on premises, may be considered to be the property of the student in question for purposes of criminal action and school discipline under this policy.

A. Definition

For purposes of this policy/procedure, a “weapon” *may* include, but is not limited to, the following: a gun, ammunition, knife of any length or size, blackjack, metallic knuckles, fused rings, martial arts weapons, clubs, slingshots, pea-shooters, blowguns, chains, wires, studded bands, screwdrivers, homemade devices, incendiary or explosive devices, replicas of weapons, toys resembling weapons, pins and needles, mace or pepper spray, or any other device, object or apparel which can be used, or has the potential to be used, to inflict bodily harm on another person.

Students of any age are prohibited from bringing to school or school-related events, any “toys” that resemble weapons, regardless of the material of which they are constructed.

B. Procedures

In handling “weapons-related” incidents, the Principal or designee may investigate such incidents or reports of incidents in the following manner:

1. gather information from all possible parties
2. interview suspected individuals
3. make determination of responsibility
4. notify police and parents
5. initiate appropriate consequences

6. initiate due process (temporary suspension until exclusion hearing, manifestation determination if appropriate and availability of the appeal process with representation, within 10 school days of the exclusion).

C. Consequences

Middle/High School — Grades 7-12

Students in grades 7-12 are considered young adults, and therefore will be expected to understand the seriousness of the use/possession of weapons, the potential threat to others, the implications of their own actions, and the resulting consequences.

Therefore, students in grades 7-12 who are in violation of the weapons policy *may* be subject to exclusion, expulsion, the filing of criminal charges, referral to the Department of Social Services, and referral for psychological evaluation, as deemed appropriate by the Administrator.

Elementary — Grades 4-6

Students in grades 4-6 are expected to understand the general seriousness of the use/possession of weapons, the potential threat to others, the implications of their own actions, and the resulting consequences.

Therefore, students in grades 4-6 who are in violation of the weapons policy *may* be subject to exclusion, expulsion, the filing of criminal charges, referral to the Department of Social Services and referral for psychological evaluation, as deemed appropriate by the Administrator.

Elementary — Grades 3 and under

Students in grades 3 and under may, or may not, understand the seriousness of the use/possession of weapons, the threat to others, and the implications and consequences of their own actions.

The Administrator has the discretion to apply any and all of the consequences to older students, or to reduce the consequences as necessary for a child this age.

Generally, a student with a weapon who expresses an intent or desire to harm someone will receive more severe consequences than a student who brought in a weapon without full understanding of the issues. The Administrator’s decision will be regarded as final, and may be appealed as this policy allows.

Any consequences may include consideration of the age and capability of the student, the type of “weapon”, and any potential to harm others. The Administrator may determine periods of exclusion for such instances, not to exceed the consequences used for students in grades 4-6 above.

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CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

- (1) Advantages and privileges of public schools include all extra-curricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted at such school that restrict student

participation on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation, homelessness, or disability. 603 CMR 26.06 (1) does not prohibit school committees from allowing use of school premises by independent groups with restrictive membership.

- (2) No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, gender identity, religion, national origin or sexual orientation, homelessness, or disability of the student except as provided in 603 CMR 26.06(7).
- (3) Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the school body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
- (4) In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
- (5) In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that it is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
- (6) A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
- (7) Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of students of the opposite sex.
- (8) Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex or any racial, religious, or ethnic group represented in the school from participation in specific athletic or extracurricular activities cannot be permitted.

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