

# Parent/Student Handbook 2023-2024

Mrs. Diaz, Principal

Safe Together

Accountable

Respectable

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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.

### VISION

*At Toy Town Elementary, we believe in creating a safe and positive environment that meets the academic and social-emotional needs of diverse learners while leading students to be accountable for their own learning.*

### SCHOOL HOURS

- Office Hours 8:00 a.m. - 4:00 p.m.
- School Hours (students) 8:15 a.m. - 2:50 p.m.
- Breakfast is in the Classroom

### SCHOOL TELEPHONE NUMBERS

- Toy Town Office 978-297-2005
- Central Office 978-297-0031
- Special Education Office 978-297-1850
- Toy Town Counselor 978-616-1556
- Toy Town Nurse 978-616-1558

- Food Services

978-616-1467

### **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 978-297-2005. 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.

### **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 composed 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, elections will be held on **September 21, 2023** at our Open House. Once elections are completed, a list of School Council Members and meeting dates for 2023-2024, will be published at our website and available from the main office. If you are interested in being on the school council please let Anne Diaz know at [adiaz@winchendonk12.org](mailto:adiaz@winchendonk12.org) by September 15, 2023.

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. Students 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, SCOOTERS, ETC..**

Skateboards, rollerblades and sneakers with wheels are not allowed on school property at any time. Students may ride their bikes or scooters to school and use the bike rack. The school is not responsible for any bikes, scooters, 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](http://www.winchendonk12.org) or through Parent Square.

## 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, hand held games, tablets, 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.

## **Parent Square**

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, cell phone and email address 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. 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. Parents are encouraged to label all items that come to school.

## **PARENT DROP OFF AND PICK UP**

### **Morning Drop off Procedure**

No student should arrive earlier than **8:15a.m.** Please drop off in the loop in front of the school.

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

### **Afternoon Pick up Procedure**

The line for parent pick up will begin around the loop. If the loop is full, just join the line across the street. At 2:45 dismissal begins and a staff member will be there to help students get into the car.

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**

No student should arrive earlier than **8:15 a.m.** During inclement weather, students will be allowed to enter the main lobby, but no earlier than **8:15** a.m.

## **STUDENT EARLY 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.

## **SCHOOL BOOKS**

Each child is responsible for his/her textbooks and borrowed school library books. 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 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
- Clothing or accessories that symbolize membership in a group which could be construed as disruptive to the educational process
- Clothing intended to be worn as sleepwear (unless it is a Spirit Day)

## **ACADEMIC AND SOCIAL EXPECTATIONS and INFORMATION**

### **Parent Teacher Communication Folders**

All students will receive an folder at the beginning of the school year. It is very important to bring the folder 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.

## **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 and Book Fair is scheduled for September 21, 2023. 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 20-21, 2023.

## **REPORT CARDS**

Report cards are issued at the end of a Trimester on December 8, 2023 and the 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.

TTE Consequence Matrix

Minor/Classroom Managed

	<b>Behavior</b>	<b>Description</b>	<b>1st Occurrence</b>	<b>2nd Occurrence</b>	<b>3rd Occurrence</b>
<b>Safe Together</b>	Physical Contact	Minor body contact: pushing, tripping, poking, pinching, play fighting, unintentional contact, invading personal space, playing sports, etc.	verbal redirection; discussion; parent contact; take a break; apology	parent/teacher/student phone conference; behavior reflection;	parent/teacher/student conference; office detention for restorative lesson; behavior contract
	Misuse of School Property	Improper sitting or use of chairs, misuse of school tools, writing on desk or classroom material.	verbal redirection; discussion; parent contact; take a break; apology	parent/teacher/student phone conference; behavior reflection; restitution	parent/teacher/student conference; office detention for work completion or restorative lesson or restitution; behavior contract
	Out of Designated Area	Out of assigned area in the classroom, building	verbal redirection; discussion; parent contact; take/earn a break; apology, work completion at another time	parent/teacher/student phone conference; behavior reflection; work completion during preferred time	parent/teacher/student conference; office detention for work completion or restorative lesson; behavior contract

	Other Unsafe Behaviors	Running in the hallways, talking during fire drills, violations of dress code, late entering classroom	verbal redirection; discussion; parent contact; take a break; apology	parent/teacher/student phone conference; behavior reflection; written apology	parent/teacher/student conference; office detention for restorative lesson; behavior contract
Account-ability	Defiance/ Non-Compliance	Failure to respond to or follow directions or talks back.	verbal redirection; discussion; parent contact; take/earn a break; apology, work completion at another time	parent/teacher/student phone conference; behavior reflection; work completion during preferred time	parent/teacher/student conference; office detention for work completion; behavior contract
	Unaccountability	Habitually not prepared for class, slow preparing for class, abuse of restroom privileges.	verbal redirection; discussion; parent contact; apology	parent/teacher/student phone conference; behavior reflection;	parent/teacher/student conference; office detention for restorative lesson; behavior contract
	Technology Violation	Inappropriate use (as defined by school) of any school technology.	verbal redirection; discussion; parent contact; take a break; apology;	parent/teacher/student phone conference; behavior reflection; short term loss of technology; restorative lesson	parent/teacher/student conference; office detention for work completion or restorative lesson; behavior contract
Respect	Disrespect, Inappropriate Behavior or Language	Minor forms of disrespect to teacher or another student, eye rolling, sighing, smacking lips, name calling, teasing.	verbal redirection; discussion; parent contact; take a break; apology	parent/teacher/student phone conference; behavior reflection; written apology	parent/teacher/student conference; office detention for restorative lesson; behavior contract
	Minor Classroom Disruption	Disturbing instruction or lesson, making noises (humming, whistling, tapping objects, etc.), throwing/playing with objects, horseplay, roughhousing, etc.	verbal redirection; discussion; parent contact; take a break; apology	parent/teacher/student phone conference; behavior reflection; written apology	parent/teacher/student conference; office detention for restorative lesson; behavior contract

Major/Office Managed

	<b>Behavior</b>	<b>Description</b>	<b>1st Occurrence</b>	<b>2nd Occurrence</b>	<b>3rd Occurrence</b>
<b>Safe Together</b>	Fighting/physical aggression/sexual contact	An incident involving physical violence/contact where injury is intended (hitting, punching, kicking, etc)	mandatory parent contact; administrator/student conference; after school detention with restorative practice towards those harmed	1 day ISS; parent conference; behavior contract; behavior support plan	1-3 days ISS with restorative practice; behavior support plan
	Abusive/threatening/sexual Language	Using profanity, sexual language, or other inappropriate verbal messages or physical gestures that may include threats or intimidation	student/administrator conference; mandatory parent contact; plan for making amends to those they offended; after school detention for restorative practice	mandatory parent conference; 1 day ISS; behavior plan; restorative practice	1-3 day ISS; restorative practice; possible 1-3 day OSS
	Bullying/Harassment	The repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, directed at a victim that causes harm, fear or creates a hostile environment.	complete investigation; mandatory parent contact; behavior contract/plan for improvement/safety plan.	complete investigation; parent conference; 1-3 day OSS.	OSS  Potential police involvement - starting at 1st occurrence if it is determined that bullying has occurred.
	Use/Possession of dangerous materials	Possession of alcohol, tobacco, or drugs (includes prescription drugs), weapons of any kind, lighters or other combustibles.	administrator/student conference; mandatory parent contact; removal of materials; behavior contract; after school detention with restorative practice	1 day ISS; parent conference; behavior contract	1-3 day ISS with restorative practice; mandatory parent conference; behavior contract
	Dishonesty	Cheating, plagiarism, forgery, stealing, etc.	mandatory parent contact; after school detention with restorative practice	1 day ISS; parent conference; restorative practice; behavior plan	1-3 day ISS; parent conference; behavior plan; restorative practice

Account-ability	Property Damage	Vandalism, deliberate damage to school, teacher, or another students' belongings	after school detention with restorative practice; mandatory parent contact; student administrator contact	parent conference; 1 day ISS with restitution	parent conference; restorative practice; 1-3 day ISS with restitution
	Bus Misbehavior	A behavior that results in the distraction of the bus driver, including, insults to students/driver, inappropriate physical conduct, a behavior that results in damage to the bus or others belongings.	administrator/student conference; mandatory parent contact; behavior contract/plan for improvement; restitution	parent conference; 1-3 day bus suspension; restitution	parent conference; 3-5 day bus suspension; behavior support plan
Respect	Defiance/ Insubordination/ Noncompliance	Refusal to follow directions or complete assignments, blatant defiance. Hostile challenge of authority.	student/administrator conference; mandatory parent contact; after-school detention with restorative practice; behavior contract	mandatory parent conference; 1 day ISS; behavior plan; restorative practice	mandatory parent conference; 1-3 day ISS
	Escalated Disruption	Uncontrollable outburst during lesson, sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	student/administrator conference; confer with behavior specialist; after school detention with restorative practice	mandatory parent conference; behavior plan; restorative practice; 1 day ISS	mandatory parent conference; 1-3 day ISS; possible OSS

Forms of unacceptable conduct cited above are only some examples and are not an all-inclusive list.

Consequence	Description
Redirection	A correction of behavior verbally or through practice
Restitution	Logical consequence i.e. a student writes on a desk and is required to clean it

Restorative lesson/ practice	A lesson or action in which the student learns and practices expected behaviors to replace the unexpected behaviors exhibited. For example, a student may research the consequences of plagiarism in high school or college.
Behavior Reflection	Use of age appropriate behavior journal done by student and signed by the parent
Behavior Contract	Written agreement devised by teacher and student to improve behavior for a specific duration signed by student and parent. i.e. poor bathroom behavior, student uses the nurse's bathroom for a week
ISS	In School Suspension
OSS	Out of School Suspension

## 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.

### **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 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](mailto: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: EEAEC-R)

File: JICC-R (also

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

## **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

File: JICFB

## **BULLYING PREVENTION**

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;

- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall 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 shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include 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 in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber- bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles 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;
- Bullying and cyber-bullying are prohibited 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 act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

### **Prevention and Intervention Plan**

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### **Reporting**

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### **Investigation Procedures**

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses. Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

### **Retaliation**

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

## **Target Assistance**

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

## **Training and Assessment**

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

## **Publication and Notice**

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission Title IX of the Education  
Amendments of 1972  
603 CMR 26:00  
M.G.L. 71:370; 265:43, 43A; 268:13B; 269:14A

REFERENCES:



CROSS REFS.: AC, Nondiscrimination, ACAB, Sexual Harassment, JIC, Student Discipline, JICFA, Prohibition of Hazing

SOURCE: MASC August 2013

1<sup>st</sup> Reading: 7/19/18

Approved: 7/19/18

### **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: Suzanne Michel, 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.

Suzanne Michel, 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:***

***Charlotte King, 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 15<sup>th</sup> 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  
8<sup>th</sup> 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  
8<sup>th</sup> 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**

**8<sup>th</sup> 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

FILE: KEB

## **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

## **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**

## **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](#)

## **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-

### **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.

**FILE: JICI**

### **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).

**FILE: JICI-R**

#### **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.

## **NON-DISCRIMINATION AND GRIEVANCE PROCEDURE**

Title VI, Title IX, Section 504, ADA, Age Discrimination Act, 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 discriminated 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, disability, age, sex, religion, national origin, or sexual orientation. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the designated Title IX Coordinator/Civil Rights and Grievance Officer or to the U.S. Department of Education, Office for Civil Rights.

The Winchendon Public Schools shall act to investigate all complaints (formal or informal, verbal, written, or electronic) alleging discrimination or harassment (including sexual harassment, sexual assault, and sexual violence) carried out by employees, students, or third parties, 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 that is severe, persistent, or pervasive and creates a hostile environment, 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: (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 (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 (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 (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. No person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege under this policy, or because he or she has made a complaint, testified, assisted, or participated in any manner in an investigation under this policy. 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 School District Civil Rights and Grievance Officer & Title IX Coordinator. Individuals who become aware of the harassment or discrimination may also file a complaint directly with the School District Civil Rights and Grievance Officer & Title IX Coordinator:

Suzanne Michel, who can be contacted at:

978-297-1850, [smichel@winchendonk12.org](mailto:smichel@winchendonk12.org)

Winchendon Public Schools,

175 Grove Street,

Winchendon, MA 01475.

The Civil Rights and Grievance Officer & Title IX Coordinator has the responsibility to identify and 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 and Grievance Officer & Title IX Coordinator shall: (1) give notice of the procedures, including where complaints can be filed, to students, parents and employees; (2) ensure an adequate, reliable, and impartial investigation of complaints 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 and Grievance Officer & Title IX Coordinator. In such an event the complaint shall be filed with the Superintendent or the Chair of the School Committee and the investigation shall be conducted by the School Committee.

The school 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 and Grievance Officer & Title IX Coordinator.

Suzanne Michel, Director of Pupil Services, shall be the School District Civil Rights and Grievance Officer & Title IX Coordinator with responsibility to identify, prevent and remedy discrimination and harassment. The Civil Rights and Grievance Officer & Title IX Coordinator shall:

- f. Communicate to students, parents, and staff the District's responsibilities under this procedure;
- g. Respond to any and all complaints/reports or incidents of discrimination following the approved grievance procedure;
- h. Track complaints/reports for trends and repeat perpetrators;
- i. 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
- j. Develop and provide age-appropriate training for all students.

***Winchendon Public Schools Civil Rights and Grievance Officer & Title IX Coordinator Contact Information:***

***Suzanne Michel  
175 Grove Street  
Winchendon, MA 01475  
978 297-1850  
smichel@winchendonk12.org***

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 15<sup>th</sup> of each school year, and at such other times as the Superintendent in consultation with the School District Civil Rights and Grievance Officer & Title IX Coordinator 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 and Grievance Officer & Title IX Coordinator shall immediately undertake or authorize an investigation to gather all relevant evidence. The Civil Rights and Grievance Officer & Title IX Coordinator 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. Both parties shall be afforded the opportunity to present witnesses and other evidence. 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 and Grievance Officer & Title IX Coordinator who will make a written report with recommendations to the involved parties upon completion of the investigation. The report will be filed with the Superintendent. If the complaint involves the Superintendent, the report shall be filed with the Chair of the School Committee and the investigation shall be conducted by the School Committee. If the complaint involves the Civil Rights and Grievance Officer & Title IX Coordinator, the report shall be filed with the Superintendent or the Chair of the School Committee and the investigation shall be conducted by 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 and Grievance Officer & Title IX Coordinator'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 and Grievance Officer & Title IX Coordinator shall maintain complete and confidential files. If the complainant or responding party is not satisfied with the Civil Rights and Grievance Officer & Title IX Coordinator's decision, he/she can appeal that decision to the Superintendent within five (5) school days. If the complaint involves the Civil Rights and Grievance Officer & Title IX Coordinator or Superintendent, and the complainant or responding party is not satisfied with the decision, he/she can appeal that decision to the School Committee within five (5) school days. The Superintendent or School Committee will review the information considered by the investigating party, collect any additional information he/she believes is necessary to make an informed decision, and issue a written decision to the complainant and the responding party. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. However, the Superintendent or School Committee will make sure that the appeal 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 law. The disclosure of information will only be provided to the extent necessary to properly investigate the allegations.

#### School District Actions

Upon receipt of the Civil Rights and Grievance Officer & Title IX Coordinator'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:

- c. *Referrals to support services, counseling, awareness training, parent teacher conferences, and/or*
- d. *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 law, the School District Civil Rights and Grievance Officer & Title IX Coordinator shall report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the school 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 school 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.

4. For complaints related to discrimination/harassment of students:

The U.S. Department of Education, Office for Civil Rights  
5 Post Office Square, Suite 900 (8<sup>th</sup> Floor)  
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

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

The U.S. Department of Education, Office for Civil Rights  
5 Post Office Square, Suite 900 (8<sup>th</sup> Floor)  
Boston, MA 02109-3921  
Telephone: 617-289-0111; Fax: 617-289-0150;  
TDD: 877-521-2172

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

The U.S. Department of Education, Office for Civil Rights  
5 Post Office Square, Suite 900 (8<sup>th</sup> Floor)  
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.

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File: ACAB

### **SEXUAL HARASSMENT**

All persons associated with the Winchendon Public Schools including, but not necessarily limited to, the School 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 carried out by employees, students, or third parties, 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. The Winchendon School Committee ensures that there will be adequate, reliable, and impartial investigation of complaints of sexual harassment.

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**

**Charlotte King**

**Civil Rights and Grievance Officer & Title IX Coordinator can be contacted at:**

**cking @ winchendonk12.org,**

**(978) 297 1850,**

**Winchendon Public Schools**

**175 Grove Street**

**Winchendon, MA 01475**

**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.**

**COMPLAINT PROCEDURE:**

**ALL COMPLAINTS WILL BE PROCESSED THROUGH THE NON-DISCRIMINATION AND GRIEVANCE PROCEDURE [LOCATED AT P. X/SECTION X OF THE 2018-2019 MURDOCK HIGH SCHOOL STUDENT-PARENT HANDBOOK].**

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

**The grievance officer, upon request, will provide the charging party with a list of 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](#)

1<sup>st</sup> Reading: Thursday, April 12, 2012

2<sup>nd</sup> Reading: Thursday, May 3, 2012

Voted and Approved: Thursday, May 3, 2012

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**



Complaints about school personnel will be investigated fully and fairly. 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