

MEMORIAL SCHOOL



Student & Family Handbook 2023-2024

Mrs. Bobbie French
Principal

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Mission

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

Upon entering Memorial School visitors will be welcomed by positive and engaging adults. The culture and climate is one of respect for others, high expectations for students, teachers and staff with a sense of collaboration, teamwork and collegiality. Our schedule reflects the belief that students need instructional time that builds their learning stamina and teachers need time for effective collaborative planning and time to analyze student work to best support their learning needs.

Teachers share a common goal of providing all students with data driven, high quality instruction that requires students to engage in student discourse and inquiry based learning. Lessons foster critical thinking, productive struggles and are based on high quality mastery objectives that are clearly communicated to students and aligned to MA Curriculum standards. The depth of knowledge of student tasks and the extent to which students are doing the heavy cognitive lifting will be visible upon entering classrooms. Students are actively engaged in a variety of high level thinking tasks, hands on activities, and student discourse to foster student learning.

Memorial School focuses on building a positive community and strong parent relationships. School Adjustment Counselors and Nursing staff can provide resources, information and support to families on social, emotional, behavioral and mental health needs. Families and community members are welcome to attend various school events such as open houses, welcome back events, concerts, curriculum showcases and educational nights.

Educator goals are to be aligned with the district vision to ensure consistency and continuity. We build on a system of integrated student support that ensures that a child can feel safe so they can focus on learning!

Confidentiality

The staff of the Winchendon Public Schools would like all parents/guardians to understand that every effort will be made by all staff to guard the confidentiality of all students, regardless of age. Personal, social, medical, academic, or evaluation information about students is not to be discussed in public places or in any place where other individuals may overhear such information. We strive to respect the privacy of our children and their families.

Non-Discrimination Statement

The Winchendon Public Schools 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, disability, national origin, gender identity, marital status, homelessness, or sexual orientation.

Core Values

PAWS

Practice Safety

- *Keep hands and feet to yourself
- *Use quiet voice
- *Use Materials Correctly
- *Walk
- *Include Others

Accept Responsibility

- *Be honest in your work
- *Think before you act in order to make good choices
- *Take ownership of your actions
- *Use kind words
- *Listen to others
- *Share and take turns

Work Together

- *Be honest with yourself and others
- *Active, whole body listening
- *Be kind, caring and courteous
- *Support others

Show Respect

- *Present your most positive self
- *Respect Property
- *Be respectful of differences
- *Demonstrate ability to wait turn
- *Actively listen to others

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Memorial School is a community of learners that take responsibility for learning and behavior for a safe, supportive and positive school for all. Memorial School staff reinforces positive behaviors by offering students praise and positive reinforcement on a daily basis to promote a positive and consistent environment. **PBIS:** Positive Behavioral Interventions and Supports is a researched, evidence-based systems approach designed to enhance the capacity of schools to; effectively educate **all** students, including students with challenging behaviors. It also is a system that adopts and sustains the use of positive instructional practices by **all** staff.

****A Memorial School PBIS handbook is available to all families.**

MEMORIAL STAFF 2023-2024

PRINCIPAL

Bobbie French

SECRETARY

Martha Hubert (MacEwen)

PRESCHOOL SECRETARY

Kathy Brooks

PRESCHOOL

Cindy Gosselin
Andrea Skawinski
Deb Vaughan
Jess Lopez

KINDERGARTEN

Erin Boucher
Leslie Johnson
Brenda Keney
Gina O'Connor
Kayleigh Wante

GRADE 1

Katrina Fleming
Cheryl Jordan
Cheryl LeBlanc
Lisa Barrette
Erin Peczka

GRADE 2

Yolanda Duprey
Lisa Musgrove
Ann Catherine Smith
Kathy Zalenski
Julia Marple

PRESCHOOL PARAPROFESSIONALS

Jane Ingman
Sally Huff
Amy Rathburn
Stephanie Lafrennie
Hannah Lawton
Samantha Brooks

KINDERGARTEN

PARAPROFESSIONALS

Tracy Deline-Barrows
Kathy Johnson
Heather Connor
Mary Ellen Leidl
Tricia Sweeney

SPED PARAPROFESSIONALS

Coretta Haley
Kelly Williams
Annemarie Cantin
Dianne Mitchell
Melissa Daly
Christine LeBlanc
Caitlin Love-RBT
TBD
TBD

SPECIAL EDUCATION

Jamie Hobbs
Jane Delanski
Jennifer Storke
Kristen Batchelder

INTERVENTIONISTS

Kimberly Gaidanowicz
Daniella David - Title One Tutor
Patricia Bogosian - Title 1 Tutor
Amber Demarest - Title 1 Tutor
TBD - Title 1 Tutor

UNIFIED ARTS

Christine Daigle - Technology
Linsey Laserte - Art
Beth Sibik - Physical Education
Kelsey Aggrey - Music
Patty Dillon - Library

SUPPORT STAFF/RELATED SERVICE PROVIDERS

Tabitha DeHays - ELL
Nicole Lamoureux - SAC
Hayzel Perez-Rosario - School Adjustment Counselor
Paula Lashua-Brisbois - Occupational Therapist
Sherry Divoll - Certified OT Assistance
Lisa Santimore - Psychologist
Mona Sergi - Nurse
Jordan Leblanc - Speech & Lang. Pathologist Assistant
Katie Pulnik - Speech & Lang. Pathologist
Alicia Graves - Speech & Lang. Pathologist Assistant
Michelle Lashua - Speech & Lang. Pathologist
Allyson Briody - Physical Therapist

CUSTODIAL STAFF

Andy Vaillette
Darlene Nelson

CFCE

Kristin Moran

Parent Plus

Kimberly Beasley

MOC

Nancy Mahoney
Alicia Stenerson
Ashley Gabrenas

MEMORIAL ELEMENTARY GENERAL INFORMATION

SCHOOL HOURS

Office Hours	8:00 a.m. - 4:00 p.m.
School Hours	8:30 a.m. - 3:05 p.m. (late bell 8:45)
Breakfast (in the classrooms)	8:30 a.m. – 8:50 a.m.



HOW CAN WE HELP YOU?

Parents are required to call the school if their child is going to be absent or tardy for that day. Please call **978-297-1305**:

- Press 1- Main Office
- Press 2- To Report Absences
- Press 3 - Nurse Mona Sergi
- Press 5 - Cafe
- Press 9 - Dial by name directory

Please do not leave absent calls on the teacher's voice mail.

COMMUNICATION

Communication between home and school is a high priority at Memorial School. We want to encourage and foster open lines of communication between home and school. Teachers' primary responsibilities is to support students during the school day so being able to take phone calls and have parent conferences during the school hours is limiting. (8:30 a.m. - 3:05 p.m.) because of their teaching responsibilities. If you would like to talk with the teacher about your child, we will connect you to their voicemail, and you will receive a call back from the teacher when they are available. You can communicate with them via email or Parent Square Messenger.

If, at any time, you have a concern regarding your child's education or school procedures, your communications should begin with your child's teacher. If, after talking to the teacher, you still feel concerned, please contact the Principal via phone, email or an appointment. Your concerns are important to us! Please share them. We will work together to support and resolve concerns. Do not hesitate to call the school 978-297-1305. We will gladly assist you in any way we can.

Email

All staff members or School Committee members can be reached by email. **MOST** employee email addresses follow this pattern: **first initial** of their **first name** and their **last name** followed by **@winchendonk12.org** (example: Mickey Mouse: MMouse@winchendonk12.org)

Parent Square District Communication System

PARENT SQUARE system is used district-wide for both routine messages and for emergency communication. This system is utilized and available to you when you provide us with updated phone numbers and emails. This communication system also has an application you can download on your phone. At Memorial School you can expect to get regular messages regarding:

- *Emergency situations
- *School Closures
- *Upcoming Events (PTO meetings, School Picture Dates, Concerts, Day off reminders, etc.)
- *Changes or cancellations in previously scheduled events.

CHILD CUSTODY/RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative 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, i.e. the School Counselor, School Nurse and the classroom teacher.

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.

SCHOOL REGISTRATION AND WITHDRAWAL REQUIREMENTS

Any student entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data.

Parents are asked to notify the school as soon as possible if they will be withdrawing their child from school. Records will be mailed to the receiving school.

The Winchendon School Committee has established school entrance age requirements which reflect an understanding of child development and its relationship to school readiness. Therefore, in order to enter Kindergarten, a child must be five (5) years old on or before August 31st of the entering school year.

MESSAGES TO STUDENTS

Please communicate all personal and family arrangements with your child at home prior to them coming to school and communicate those changes with your child's teacher in writing so there is no confusion. Given the number of students and staff, it is impossible to handle large volumes of personal phone messages to students regarding personal appointments and messages.

VISITORS

Everyone coming into the Memorial School must check in at the Main Office.

All visitors will be given a visitor's pass to wear and will be asked to sign in the visitor's log book upon entering the school. Before leaving the school visitors are asked to stop at the main office and sign out.

If you wish to speak with your child's teacher, please make an appointment with the teacher. We would like to be considerate of our teachers, please allow 24-hour notice.

ATTENDANCE

Students are expected to attend school 8:45 -3:05. Any deviation from these hours is a serious disruption to the student's educational program.

The State of Massachusetts has compulsory school attendance laws (Chapter 76, Section 1 and 2 and Chapter 119, Section 21). The Winchendon Public Schools are required to monitor student attendance and intervene if a student is exhibiting an attendance problem, which include tardiness and dismissals. The only acceptable excuses for absence are personal illness, serious illness in the family, death of a close relative, or an observance of a religious holiday. Prolonged absences have a negative impact on your child's learning and may hinder his/her educational progress. If no excuse is provided for the absence, it is considered an unexcused absence. If your child is absent during the day, he/she **may not attend afternoon or evening activities. If your child is absent for three or more days, the school may require a doctor's note.**

If your child is going to be absent or tardy, a parent or legal guardian is required to call the school as early as possible, **prior to 8:45 am**, on the day of the absence. The school has voicemail to receive your calls during non-school hours.

It is the responsibility of the parent/guardian to provide the school with a home, a work, a cell and other emergency telephone number(s) where he/she can be contacted during the school day.

Frequent absences will be addressed according to the outlined procedure:

- Parents/Guardians of students who are absent for **5 cumulative days** will receive a written letter of concern.
- Parents/Guardians of students who are absent for **10 cumulative days** will receive a written letter of concern. Administration may require a meeting or phone call with parents/guardians to address student attendance issues.
- Parents/Guardians of students who are absent for **15 cumulative days** will receive a written letter requesting a meeting with administration and the district attendance coordinator. Outside agencies may be notified and may also attend the meeting. At this meeting, a plan of action will be outlined to help improve the student attendance. Legal action may be considered depending on the circumstances and at the administration's discretion.

A student is considered truant if the absence is unexcused in instances of chronic or irregular absences reportedly due to an illness. The school administration may request a physician's statement certifying such absences to be justifiable. Massachusetts State Law, CH.76, S1 reads "*Necessary absences by a student may not exceed 7 days or 14 half days in any 6-month period.*"

Exceptions to these expectations/policies noted above will be reviewed on an individual basis by the school principal and/or Superintendent.

EXTENDED VACATIONS

The Winchendon Public Schools believes strongly in the importance of regular attendance by all students. **Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods. Parents of students who plan to take vacations during school time should write a letter to the building Principal at least one week in advance explaining the length of time for the vacation and the reason. Extended vacations are considered unexcused and will be reflected as such in your child's attendance.**


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. Advance assignments will be provided to students at the teacher's discretion. The school will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns.

MAKE-UP WORK

If a child is going to be absent **for more than one day**, please call the school to make arrangements for any missed work that can be done at home. These assignments can usually be picked up at the end of the school day with the request being made prior to 9:00 a.m. Teachers will make every effort to assist students who need extra help in making up work due to illness.

ARRIVAL/DISMISSAL

ARRIVAL TO SCHOOL

 Parent pick up and drop off information 22-23

Doors open for students at 8:30 a.m.

Parents should not leave students at school before that time. Staff will be on duty at 8:30 a.m. and no earlier. Should a student arrive excessively early, a phone call will be made to the parent to remind them of the school's policy and our concern for your child's safety.

Students should arrive no later than 8:45. Any student arriving after 8:45 must enter via the main entrance of the building and be accompanied by an adult to sign them in.

TARDY PROCEDURE

Promptness to school is important. Students are to be ready to begin the day, in their classroom, promptly at 8:45a.m. when attendance is taken by the classroom teacher. Students that enter the classroom tardy miss pertinent information that is essential to their daily success. If a student arrives after 8:45a.m., he/she must report to the main office. The school secretary will issue a tardy slip, which will be required for entry into the classroom.

Chronic tardy issues will be addressed by the following procedure.

1. After being tardy 5 times, a letter will be sent home to notify the parent of the concern.
2. After being tardy 10 times, a second letter will be sent home and the School Adjustment Counselor/Attendance Coordinator may be notified to determine if a plan is necessary.
3. After being tardy 15 times, at the discretion of the administration, a meeting with the parent/guardian, administration, and the District Adjustment Counselor may be scheduled to create a plan of action.

EARLY DISMISSAL

For the safety of all students, no student will be dismissed early without a parent or legal guardian coming to the Main Office to sign the student out. If deemed necessary, it may also be appropriate to provide identification to school authorities. Please have identification ready if needed.

Should there be a need for someone other than a parent or legal guardian to pick up a student early, the student must bring a note verifying such to the classroom teacher in the morning. **A note accompanied by someone other than the parent or legal guardian is not acceptable.** The note **must** come from home with the child or in extreme emergency called in by the parent. The school office will communicate with home to verify.

No child will be dismissed to a parent through a building teacher or other staff member. **ALL DISMISSALS MUST GO THROUGH THE MAIN OFFICE.** Parents are asked to wait at the office for their child once dismissal arrangements have been made. Only the names appearing on the student's emergency form will be allowed access to the student. **If your contact information changes, you need to alert the office immediately. It is extremely important that information is always kept current for the safety of our students. This is extremely important when there is legal involvement with families that may require**

court documentation of custody and/or guardianship.

The school asks that you keep early dismissals to a minimum. Please arrange appointments on half days, or prior to or after school hours to the greatest degree possible so that time on learning is not lost.

Any and all early dismissals, or tardies, **will** affect the student's school attendance records.

Parent drop-off is from 8:30-8:45

Parent pick-up from 3:00-3:10

PARENT DROP OFF

At the beginning of the day, school personnel will be available to supervisor students as they exit vehicles to enter the building. **Because of the number of students being transported by personal vehicles, as well as safety concerns, parents are required to wait in the parent pick up line while students exit vehicles.**

Parents are asked to remain in their vehicle.

- Staff will be notified when students may exit vehicles. Children are not allowed to be dropped off prior to 8:30AM as there is no supervision for them at that time.
- Children should be dropped-off at the Child Drop Off Area only. This area is located at the back of the school that leads into the building.
- Children should exit the vehicle on the side facing the school sidewalk.
- Do not leave your car unattended in the line of traffic to walk your child to the building.
- Please do not pass another car in line.
- If you need to escort your child to the building, please must park your vehicle in a visitor parking space. Do not park in the fire lane alongside the building. Children should never be allowed to walk through the parking lot without an adult escort.

PARENT PICK UPS

At the end of the day, school personnel will accompany students being transported by car to the parent pick-up line located at the back of the school. Please follow the signs for parent pick up. **Because of the number of students being transported by personal vehicles, as well as safety concerns, parents are required to wait in the parent pick up line.** Parents must remain in line in their vehicle.

Please observe the following parking lot rules when driving your children to and from school:

- Please visibly display a parent pick-up car visor sign with your child's name in the pick-up line. These visor signs will be given to you during the first few weeks of school once the office is made aware of whom the parent picking up students will be.
- Staff will be notified when students can go to their vehicle based on their vehicle tag.
- Children should enter the vehicle on the side facing the school sidewalk.
- Allow your child to enter and buckle themselves.

STUDENT WALKERS

Students walking home from school will leave together accompanied by school personnel **after buses leave.** Students will be escorted down to the end of the school driveway, across Elmwood Road and then dismissed. For your child's safety and for the safety of all the children, parents will not be allowed to remove children from the walker line until they have crossed Elmwood Road.

Students who do not walk home on a regular basis must have a note from their parent or guardian giving permission for them to walk at the end of the school day. Notes are to be given to the classroom teacher notifying the school of the transportation change.

KINDERGARTEN TRANSPORTATION

A parent or responsible designee must meet kindergarten students at the designated bus stops at the end of each session. A bus driver may let a kindergarten student off the bus if the parent or responsible designee(s) is clearly visible and identifiable by the student and/or the bus driver, but cannot come out to the bus due to supervisory responsibilities or disability. If the parent or responsible designee(s) is not at the bus stop, nor clearly visible and identifiable by the student and/or the bus driver, the child will be returned to school at the end of the route, for the safety of the child. The bus company will notify the school if a child is being returned.

1. When the parent or designee fails to meet a Kindergarten child at the bus stop, the following procedures will result.
 - a. **First Occasion:** The child will be returned to school and the parents notified by telephone that future failure to meet their child will result in the loss of bus privilege from school after the third time.
 - b. **Second Occasion:** The child will be returned to school and the parents receive a verbal and a written warning of the loss of bus privilege leaving school after the third occasion.
 - c. **Third Occasion:** The child will be returned to school and the parents will be informed of the loss of the bus privilege for the trip leaving from school and that they must pick the child up at school at the dismissal time for the future. Failure to do so will result in school personnel notifying the police and DCF of potential negligence on the part of the parent(s).

TRANSPORTATION CHANGES

Due to student safety concerns, it is essential that parents clearly communicate in writing transportation expectations and changes. Memorial School personnel cannot be held responsible for phone messages requesting changes in a child's mode of transportation going home. If there is an active court/custody legal document involved with your child, the school's responsibility is to follow the written language in that document.

Arrangements must be made **in advance**, with the normal mode of transportation only being altered under the following two conditions:

- The child comes to school with a **signed and dated note** from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
- The parent personally comes into the school office and makes the request. The office will verify with the child so the message can be relayed to him/her. The parent will be asked to put the request in writing and I.D. must be shown.

IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO THEIR USUAL MODE OF TRANSPORTATION.

Winchendon Public School

Transportation Confirmation Form 23-24

Child's Name:
Parent/Guardians' Name:
Home Address:
Contact Numbers: Home: Cell: Work:
Child's Grade Level:
<input type="checkbox"/> My Child will always be a Parent Pick Up: (By checking this box, your child will be taken off the bus registration list. If your child should need to take the bus in the future, you will need to contact the school to get a bus assignment.)
<input type="checkbox"/> My child will ride the assigned school bus based on our address.

My Child will be provided childcare services by the following provider:

Name:
Address:
Telephone:

If possible, because of childcare, could my child be picked up and/or dropped off as follows:
(Clark or Childcare specific stop)

Day of Week	AM Pick up Address	PM Drop off Address
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Date: _____

Parent/Guardian Name (please print) Parent/Guardian Signature _____

PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL

CANCELLATIONS AND DELAYS

SCHOOL CANCELLATION-ALL SCHOOLS

It shall be the responsibility of the Superintendent of Schools to keep school in session whenever possible. However, in the event of storm and hazardous road conditions, or other emergencies requiring school to be called off for the day, **a broadcast phone message will be sent to all homes. Please provide the school with the current phone number(s).**

DELAYED SCHOOL OPENINGS

On days which may have “temporary” early morning hazardous road conditions, and when a little later in the morning these conditions will have subsided and school could begin and run as usual, we shall delay the opening of school for two (2) hours. A **PARENT SQUARE** broadcast message will be sent to all staff and students from the Superintendent’s office.

When we experience a delayed opening, this will not affect the normal times when schools let out. They will be dismissed at their regular hours. The only difference is the students will begin school two (2) hours later than usual. This also means that bus students will go to their usual stops two hours later than they normally would.

Local radio and television stations will broadcast that Winchendon Public Schools is canceling school, or delaying the opening of schools for two hours. When the schools are closed because of hazardous road conditions during the day, all activities for that day/evening will also be canceled.

HEALTH/SAFETY

SCHOOL NURSE

The purpose of the school nurse is to enhance the education process by the modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness. The following requirements need to be met in order for your child to receive any medications:

1. A signed permission slip from a parent must be on file.
2. A signed medication order sheet from the child’s doctor. This includes all prescriptions and over the counter medications.

Any medication that your child is to take, including Tylenol and cough drops, will not be supplied by the school. All medications must be supplied by the parents in the original containers with the child’s name properly labeled on the container.

All students will be screened yearly in the following areas: vision, hearing, height, weight, and head lice (pediculosis). Parents will be notified if the results are abnormal. Should you have any questions regarding your child’s health, please do not hesitate to contact the nurse.

Please notify the school nurse if your child has specific allergies (peanuts, milk, eggs etc.)

IN CASE OF ILLNESS OR ACCIDENT

If a student becomes ill or is injured during school hours, the School Nurse is contacted. 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 or legal guardian can be contacted, those persons listed on the emergency form will be contacted and, if warranted, the family physician. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility.

EMERGENCY FORM

An "Emergency Form" for each student, completed by parents, will be on file in the Nurse's Office and the Main Office. It needs to be filled out at the beginning of each school year and **returned to school within the first week of school.** This form must be kept up to date. It should include the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address and **phone numbers**
3. Home phone and parent(s) work phone, and cell phone
4. Emergency phone numbers of friends or relatives
5. Physician's name and phone
6. Medical alert information

Please inform the office of any changes that occur during the year relative to the information on the emergency form as soon as possible for the safety of the students.

It is very important that emergency forms be filled out completely and updated as needed by the parent or guardian.

In accordance with M.G.L. Chapter 76, Section 1A, parents/guardians are required to furnish the school with a home, work or other emergency number where they can be contacted during the school day. This information is to be provided upon registration. If an operative telephone is not provided, a certified letter requesting this information will be sent to the home. Parents/guardians will have three school days to comply with the request. Failure to do so will result in notification of the proper authorities and a 51A filed with the Department of Children and Family Services.

**WINCHENDON PUBLIC SCHOOLS
PRESCRIPTION MEDICATION ORDER**

To be completed by a LICENSED PRESCRIBER. Please note, whenever possible, medication should be scheduled to be administered at a time other than school hours.

Name of Student: _____ Date of Birth: _____

Diagnosis: _____ Date of order: _____ Discontinue: _____

MEDICATION: _____ Allergies: _____

Dosage: _____ Route of Administration: _____ Frequency: _____

Time(s) of administration: _____ Side effects: _____

Consent for Self Administration (provided the school nurse determines it is safe and appropriate).

_____ YES _____ NO

Signature of Licensed Prescriber

Date

Phone: _____

PARENT/GUARDIAN CONSENT

Name of Parent/Guardian: _____
Please Print

Home Phone: _____ Work: _____ Cell: _____

Please list all medications the child is receiving. Include those given during the school day. (To be completed if not in violation of confidentiality.)

1) _____ 2) _____ 3) _____

I give permission to the school nurse, or school personnel designated by the school nurse, to administer the above medication(s) as prescribed. _____ YES _____ NO

I give permission for my son/daughter to self-administer medication if the school nurse determines it is safe and appropriate. _____ YES _____ NO

I give permission to the school nurse to share information with appropriate school personnel relative to this prescribed medication as she determines necessary for my son's/daughter's safety. _____ YES _____ NO

Signature of Parent/Guardian

Relationship to Student

Date

CONTAGIOUS DISEASE OR HEALTH CONDITION

Students with any contagious health ailments cannot be sent to school until the condition is properly treated and is no longer contagious. Students who are vomiting or have a fever greater than 100 degrees Fahrenheit will not be allowed in school until symptoms have subsided for a period of 24 hours. The School Nurse is responsible for the determination of the student's re-entry into school. Students with a fever of 100 or more must remain home until fever free for 24 hrs with no medication.

STUDENT HYGIENE

Students are expected to come to school neat and clean, and to maintain an orderly appearance. Good hygiene is essential for appropriate social interaction, emotional well-being and for full concentration on the learning process.

If a student needs assistance with his/her appearance or hygiene, the school nurse will be notified and will connect with the parent/guardian as necessary.

STUDENT DRESS

Student appearance is the responsibility of the student and his/her parents. We expect students to maintain an appearance, which is not distracting to teachers or other students, or in any way disruptive to the instructional process at the school. Parent attention is also requested to insure clothing be safe and not hazardous to the health and safety of the student. Clothing which is not appropriate for school wear includes, but is not limited to, halter tops, shirts with offensive language or language which promotes drug or alcohol use, clogs, thong shoes, flip flops, sneakers with wheels or shorts that are shorter than three inches above the knee. Chains, unsafe jewelry or any other kind of accessory that poses a safety hazard to the student or others will not be allowed. When a student's appearance is felt to be detrimental to the educational process or a safety concern to the student or others, a call will be made for new clothes to be brought to school.

Students are asked to remove caps, hats and headwear upon entering the school building. No outside jackets, coats, vests or any other outerwear are to be worn in class, unless approved by the classroom teacher and/or administration. Backpacks, daypacks, pocketbooks and the like are not to be worn in class and should be stored in a place designated by the teacher.

RECESS

Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will be held inside.

Fresh air and exercise is a healthy, brain-oxygenating opportunity, which helps set your child up for an afternoon of new learning opportunities. However, there may be times when we receive a request from a parent to allow their child to remain inside at recess time, even when the weather is good. This type of parental request usually follows a period of home confinement due to illness. We will be happy to honor such a request for a period of one day. Continued or prolonged requests to stay inside must be accompanied by a doctor's certificate indicating the length of time and the reason for inside privileges.

Children should be appropriately attired for outside recess, and the responsibility for warm clothing, mittens, or boots lies with the parent.

APPROPRIATE DRESS FOR WEATHER

Parents are requested to be sure their child is dressed warmly in winter weather as recess is held outdoors unless it is severely cold or wet. The temperature and wind chill during the cold months is monitored daily for safety. Children will stay inside any time the temperature is severely cold. Boots should also be worn as the playground often has wet and muddy areas. If boots are to be worn, please provide your child with shoes or sneakers to be worn within the building. Students who do not wear boots during the snowy season will be **required to play on the tar** rather than in the snow during recess. **It is recommended that your child's clothing be labeled.** If families are experiencing financial hardship and are unable to provide "appropriate dress", please contact the Principal or school nurse for assistance.

LOST AND FOUND

Articles that have been found in the school building, on school grounds, or on school buses are placed in the Lost and Found area near the stairwell at the front entry of the building where their owners may claim them. After a certain length of time, unclaimed items will be donated to a local charity. Parents are requested to label all removable articles of clothing, lunch boxes, and important school supplies with the child's first and last name.

EMERGENCY EVACUATION INSTRUCTIONS

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

1. The alarm system at Memorial School is a loud, continuous horn, and when activated, sends a direct signal to the Winchendon Fire and Police Departments.
2. At the sound of the horn or a broadcast message over the intercom, all students are to file quietly and orderly to the nearest exit posted in each room, unless otherwise directed by staff.
3. Students will walk directly away from the building to areas that have been previously designated and remain there with their teacher and/or supervising staff.
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 bus expectations.
6. Emergency and fire Evacuation instructions for Memorial School are posted throughout the building.
7. Emergency evacuation drills may also occur as part of Memorial 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.

SCHOOL MEALS/SNACKS

SCHOOL LUNCH

FREE LUNCH FOR 2023-24 SCHOOL YEAR

Lunches	Lunches are FREE to all students for the entire school year, 2023-2024
Breakfast	Breakfast is served daily at Memorial School and is FREE for all students. Breakfast will be served in the classroom and will begin at 8:30 a.m when the doors open .

ADDITIONAL INFORMATION

- A monthly school menu will be shared with families to assist parents in planning daily meal choices.

FOOD AND SNACKS

Food and snacks may be consumed in the classroom during snack period and at the classroom teacher's discretion. We encourage students to have healthy snacks while at school to promote health and wellness. Soda and energy drinks are prohibited during the school day.

CLASSROOM CELEBRATIONS

Classroom celebrations may be planned at various times throughout the school year at the discretion of the classroom teacher. The classroom teacher will arrange any refreshments for parties. At Memorial School, we **strongly** ask that nutritional refreshments be encouraged to the greatest degree possible. Parent volunteers are welcomed to assist with classroom celebrations after making prior arrangements with the classroom teacher. **Teachers are not to be asked to distribute private party invitations unless there is an invitation for each student in the class.** If you do not wish to include all class members, we ask that you send the invitations in the mail.

STUDENT LEARNING

ASSESSMENTS

Memorial School uses multiple forms of assessments to inform and drive instruction to support student learning outcomes. These assessments provide data that demonstrates progress and student growth they make over a period of time. We use various forms of assessments such as Benchmark assessment which are administered three times a year to assess literacy skills. We use formative and summative assessments to help the students progress related to the MA Curriculum Learning Standards. The assessment data help teachers determine levels of support and next steps in instruction for success in school.

STANDARDS-BASED REPORT CARDS

Student progress is compared to the **end of the year expectations** of *Massachusetts Curriculum Standards* for academic and social skills development. The report cards are issued in December, March and June; conferences are held in November and March. It is a Standards-Based Report card that measures your child's progress as compared to the Massachusetts Curriculum Standards. The format of the report card has been viewed by the School Council and approved by the School Committee. **Parents are required to sign the report card envelope/progress report and return it to the classroom teacher.**

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in the winter and spring for students in Kindergarten through Grade 2. Parents are invited, on a scheduled basis, to meet with their student's teacher and discuss student goals and progress made. Conferences can be face to face or virtual based on teacher and parent preferences and are approximately fifteen minutes in duration.

During the conference, you will review your child's report card and work samples completed over the course of the trimester. The Parent-Teacher Conference offers both the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress.

Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary. Each teacher has an email and voice mail extension that may be accessed through the main office.

HOMEWORK

Homework is an integral part of the school routine to foster greater student learning, understanding and to begin to foster independence. It is an extension of the learning that takes place in school, and increases in amount and expectation with each grade level. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. An effective homework program also supports the conviction that learning is not limited to the normal classroom experience, but an extension that works to expand the vital home/school connection. Administration and teaching staff are always willing to work with families when circumstances may affect homework time at home.

HOMEWORK SCHEDULE

Kindergarten teachers have planned a variety of "at home activities" that students will be expected to participate in over the course of the school year, with parent guidance. The purpose is to foster early family involvement in the education process, continued development of language skills and overall experience background, and a home/school reading connection. Some of the activities will include the following: Sharing Class Big Books, Take Home Journal, Mystery Box, Family Projects, and Home/School Reading Connection.

Students in Gr. 1-2 will have homework on Monday through Thursday nights according to the time schedule provided (some teachers may send home "homework packets" at the beginning of each week). Please note that the minutes listed below for homework are approximate. All children are different; therefore, it may take one child longer to complete an assignment than another child. Several factors may play into the completion of homework. If your child needs more than the recommended time to complete homework, please discuss this with your child's teacher. We do not want homework to be a negative experience.

- Grade 1 15 - 20 minutes
- Grade 2 20 - 25 minutes

Independent study and research projects, along with book reports, are possibilities for long-range assignments to be given on a limited basis. Each classroom teacher will also establish a regular, at home reading schedule. In addition to regular homework, students will also be responsible to complete any make-up work due to an absence, and turn it in to the teacher in its entirety. Students will have one day beyond the number of

consecutive student absences to complete the work and get it in without penalty. Please contact your child's teacher if homework time is beyond the 20-25 minute range.

INCOMPLETE HOMEWORK

Failure to complete homework will be addressed and dealt with at the individual teacher's discretion. Guidance and/or Administration may be asked to assist if progress is not made in homework completion.

RETENTION/PROMOTION

Academic performance will be closely monitored during the school year. Parents will be notified requesting a meeting to discuss possible retention and/or interventions available for the student due to academic and/or attendance concerns. The judgment and educational expertise of the classroom teachers, intervention staff, guidance counselor, and principal will take precedence over any specific criteria.

BEHAVIORAL PROCEDURES/EXPECTATIONS

DISCIPLINE STATEMENT OF PHILOSOPHY

The Memorial School Community believes that all students can and will learn the skills needed to function appropriately in the school and community if given instruction, and sufficient time and support. The staff and administration work with students to develop their understanding of **respect, responsibility and cooperation**. Students are expected to **respect** their peers, staff and the school building. Students are expected to be **responsible** for making appropriate decisions and choices about academics, surroundings, interactions, and safety. Students are expected to cooperate with members of the school community to ensure that the school operates safely and efficiently.

BEHAVIOR EXPECTATIONS

1. Students are responsible for their actions and must accept the consequences of their behavior.
2. Students are encouraged and guided to think before they act.
3. Students are expected to respect the rights and properties of others and themselves.
4. Students will be kind to others with words and deeds.
5. Students will listen and follow directions.
6. Students are expected to use self-control and behavior appropriate to a school setting.
7. Rude or abusive language or behavior will not be tolerated.
8. Students will be held responsible for any damage done by them to any part of the school building.
9. Students will not be allowed to possess anything that could harm themselves or others.
10. Intentional physical contact, which causes pain and suffering, is not allowed.
11. Students must walk at all times throughout the school building, in the walkers' line and when boarding or departing vehicles.
12. Toys, collectables, etc. are not allowed in school unless they have been brought with teacher permission for a school project.
13. Gum is not allowed in school.
14. Caps, hats and all headwear are to be removed upon entering the school building.
15. All students are responsible for picking up after themselves and doing their best to keep the classrooms and building clean and neat.
16. Bicycles, skateboards, scooters, rollerblade sneakers with wheels, flip flops and the like are not allowed on school premises.
17. Flip Flops, or any shoe/sandal with a heel, are not allowed to be worn in school, this is not considered

safe for young students traveling in the building and playing outside at recess.

18. No eating or drinking will be allowed in the halls, gymnasium, library, and music room or computer lab.
19. Knives and other sharp and dangerous weapons are not allowed in school. Any that are brought in will be confiscated and the parent will be contacted. (*See Weapons Policy*)

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

From time to time, a student may be removed from class to take space and calm down in a non-disciplinary manner with the goal of returning the student to class as soon as practicable. We understand that students are at various levels socially, emotionally, and behaviorally. These factors are taken into full consideration when dealing with and understanding student behavior.

The following actions may result in detention or suspension depending upon the severity of the offense: verbal abuse, threatening language, swearing, physical or verbal harassment, and defiant behavior towards a staff member.

The following actions may result in suspension: intentional bodily harm, assault of a staff member, leaving an area or the school grounds without permission, threatening or harassment of a student or staff member. A student requiring emergency removal from a classroom will result in parents being notified and a meeting requested within two days of the incident.

Property damage will result in restitution and school/community service.

Contraband including, but not limited to, tobacco products, pornography, lasers, etc. will result in confiscation and parent pick-up of contraband and administrator's discretion as to the disciplinary action will depend upon the severity of the infraction.

Violation of the Computer and Internet Acceptable Use Policy may result in disciplinary action, up to and including expulsion, based on the severity of the infraction. Additionally, there will be a loss of Internet/computer privileges for a time commensurate with the offense.

The administration reserves the right to determine the appropriate disciplinary action based on the severity of the infraction and other contributing factors. In the case of any dangerous behavior by a student, the administration reserves the right (in addition to suspension) to request an evaluation by a psychologist or psychiatrist to aid in the determination of when the child can return to the school setting.

Suspended or excluded students will not be allowed on school grounds during suspension or exclusion, either during the day or for after-school activities.

DISCIPLINE OF STUDENTS THAT ARE ON IEPS OR 504 PLANS

If a special education student or 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 student or student on a 504 plan will accumulate to ten (10) days in a school year, a Team shall be convened to review the IEP or 504 plan and the student's progress under that IEP or 504 plan. The review Team will determine whether the student's misconduct is related to the student's identified need for special education, or results from

inappropriate program/placement, or an IEP or 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 or 504 plan and immediately implement the new IEP or 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.

DUE PROCESS

In *Goss v. Lopez*, the United State 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.

IN SCHOOL OR OUT OF SCHOOL SUSPENSION

In School Suspension (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 may be sent to the student's parent/guardian (written notice may include email) 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, notification will be made to the Superintendent of Schools regarding the reasons for suspension. Written notice will be sent to the student's parent/guardian (written notification may include email) consisting of the basis of charges, reason for potential suspension, an opportunity for a meeting with the principal and the date, time and location of that meeting, and the availability of interpreter services at that meeting. Reasonable effort to notify parents of that hearing will include written

notification and at least two attempts to reach the parent by phone. Students may be suspended prior to parental notification if the student's presence poses a danger to persons or property.

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

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

PHYSICAL OR VERBAL THREATS

If a student issues a verbal or physical threat to another student/staff member, it is up to the administrator's discretion to determine the action taken. Depending on the seriousness of the threat, the action taken could range from a reprimand to school suspension. It is extremely important for students to understand the use of appropriate language and actions at all times when speaking to other students or staff members.

SCHOOL BOOKS AND EQUIPMENT

Each child is responsible for his/her textbooks, school equipment, and borrowed school library books. Any lost or damaged books and equipment must be replaced. The principal will determine the cost according to the amount of damage and the age of the book. If a library book has been lost and payment has not been forthcoming, the student will not be permitted to borrow additional materials. Notices will be sent home from the Library teacher indicating that a particular book has not been returned.

TOYS

Bringing toys, collectables (playing and trading cards) or articles of value to school is **not allowed** unless they have been brought with teacher permission for a school project. Toys are not allowed to be traded in school or any other collectible items. Students are strongly encouraged from bringing in large amounts of money to school. Under no circumstances are weapons or articles that resemble weapons in any manner allowed in school. Items such as radios, cell phones, iPods, and handheld video games that disrupt educational processes are not permitted. The school will not accept responsibility for lost, broken, or stolen items. Playground equipment such as softballs, jump ropes, and baseball gloves are acceptable only with teacher and/or administrative permission.

ACTIVITIES/PARENT/COMMUNITY INVOLVEMENT

FIELD TRIPS

Field trips have an educational value and, therefore, every student is encouraged to participate in them. Each year students in each grade may take at least one field trip. Students raise the funds for the field trips during our fundraisers. Occasionally a small fee is also assessed to each student.

Chaperones will need to complete a CORI (Criminal Offender Record Information) check before going on a field trip. This form can be obtained at the Superintendent's Office and should be completed well in advance of the field trip. If a parent is being asked to chaperone a field trip we ask that you do not take younger or older siblings with you on the day of the trip.

Parents will be informed well in advance of an upcoming field trip. All students are required to have a signed permission slip on file with the classroom teacher at least 48 hours before the scheduled field trip. Occasionally a parent will be asked to accompany a child if there are concerns.

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 if a nurse is not going on the field trip.

MULTI-GRADE ACTIVITIES

Occasional multi-grade activities are planned where students from different grade levels are mixed and work as a team to complete a pre-determined project. Mutual respect and consideration are stressed, as students combine their efforts to reach a desired goal. Group sharing, discussion, expression of feelings and problem solving are but a few of the skills being developed as students become involved in their activity.

VOLUNTEERS

We love having volunteers in our school! Every pair of hands or ears benefits our teachers, but especially our students in many ways. Please consider volunteering any amount of time your schedule allows.

You could help run off materials or laminate for your child's teacher, listen to students read to you, assess their spelling progress, practice math facts with students, play board games to help them with particular reading, spelling, or math skills, read to a child or small group of students, or give them other personalized attention, such as helping students with their writing conventions. Whatever you feel comfortable doing would work for us!

Every volunteer must be CORI checked. This is a simple process of going to the Superintendent's Office, completing a form authorizing the CORI check and providing the office with a copy of your driver's license. We would very much appreciate your time if you are available.

MEMORIAL SCHOOL PTO

The Memorial School Parent Teacher Organization is an important part of our school. Many of the funds raised by the Memorial PTO support field trips, provide programs for our students, and allow teachers to purchase materials for their classrooms.

All interested parents are encouraged to become active members in the PTO, and volunteer in supporting education. Meetings will be the second Monday of the month from 5:30 to 6:30.

President
Vice President
Treasurer
Secretary

The Parent Teacher Organization traditionally organizes one or two fund raising drives each year. Parents who prefer to make a donation in place of their child participating in the fundraiser are welcome to do so. Children should not sell products door to door. All parents are encouraged to involve themselves for a variety of jobs with a variety of commitments.

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 in Winchendon. The group meets regularly to support special education services, provide training for parents and educators and to create a social network for parents of children with special needs. We are always seeking new members and welcome all to the open meetings and training. Please contact SEPAC for more information on ways you can be involved:

sepac@winchendonk12.org.

SCHOOL COUNCIL

The Memorial School Council is a representative, school building-based committee composed of the Principal, parents, teachers, and community members. School Councils expand the participation of the school community in its schools' decision making. The involvement of different groups on the council -- teachers, parents, and non-parent community members -- provides the school with different and mutually complementary perspectives on its improvement goals, policies and plans. All interested parents should submit their name to the Principal prior to the Open House scheduled. A vote will be held the evening of Open House and candidates receiving the most votes will be elected to serve on the council.

WINCHENDON PUBLIC SCHOOL DISTRICT POLICIES

ACCESS TO STUDENT RECORDS

File: JRA

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

ADMINISTERING MEDICINES TO STUDENTS

File: JLCD

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.

Dept. of Public Health Regulations: 105 CMR 210.00

WINCHENDON PUBLIC SCHOOLS MEDICATION POLICY

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.

1. All medications must be kept in the Nurse's office, properly stored and secured.
2. 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.
3. Medication must be in its original container, labeled by the doctor or pharmacist, with the student's name, date, medication, dosage, and time it is to be given.
4. 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.
5. 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.
6. All medication must be taken in the presence of the School Nurse or other designated personnel.
7. 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.

First reading: September 17, 1998 Second reading: January 21, 1999

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 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 and safety in the school environment.

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 Students

First Reading: July 17, 2003 Second Reading August 7, 2003

PROCEDURES FOR HEALTH AND EMERGENCY CARE AT SCHOOL

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

1. 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.
2. The District shall maintain an Emergency Response Protocol, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:
 - a. **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;

- b. 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.
- c. 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;
- d. Prompt reporting by teachers to the Principal or designee of 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. Expenses incurred as a result of emergency ambulance use will not be borne by the District.
- 3. Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC-

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

CROSS REF.: EBB, First Aid

PROCEDURES FOR PEDICULOSIS TO ACCOMPANY THE POLICY FOR STUDENT HEALTH SERVICES/EDUCATION REQUIREMENTS (Policy JLC)

- 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.*

BUS CONDUCT

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.

Please be aware that when our school buses have their flashing lights on in our parking lot, no cars may pass the bus on either side of the island.

GUIDELINES

(Policy JICC-R)

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

1. Students are to wait for the bus on the sidewalk or side of the roadway until the bus comes to a complete stop.
2. Students are to board and leave the bus in a single file, walking, as directed by the driver.
3. Students are to remain seated until they reach their destination and the bus stops.
4. Students are not to put any part of their body out of the bus window.
5. Students are not to eat or drink on the bus. The bus must be kept clean.
6. Bus windows will be opened by permission of the driver or his/her aide only.
7. No objects are to be thrown on/off or within the bus or extended out of it.
8. Students are not to damage the bus in any way.
9. Smoking is not permitted on the bus at any time.
10. Students are expected to observe the rules of courteous, considerate behavior on the bus at all times.
11. Fighting, vulgarity, loud noise, and other aggressive behavior is 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 promptly obey 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.

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 warning to students as necessary.
 - c. Preparing and submitting 'Bus Conduct Reports' to the bus company, to the Principal and/or designees when behavior warrants disciplinary correction and who is not responding to the driver's instructions.
2. Upon receipt of a 'Bus Conduct Report' Principal and/or designee will:
 - a. 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 becomes 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. Mandatory parental conference with an administrator and bus driver or designee prior to return of privilege.
 - b. Third referral: 5 day suspension from the bus privilege and the representative of the bus company will contact the parents by phone. Mandatory parental conference with an administrator and the bus driver or designee 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 or 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 the Bus Company representative.

On the occasion of each instance, principals or their designees will:

1. 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.
2. Attempt to modify student behavior by seating changes, traditional discipline, etc.
3. In all cases, the decision regarding suspension or termination of bus privilege shall be made by the administrator and designee of the bus company.

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. In this event, parents and students 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.

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.

Failure of a parent(s) to abide by these procedures/policies shall result in an added day of bus suspension for each infraction.

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 DCF of potential negligence on the part of the parent(s), or loss of the bus privilege entirely.

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 Reference: Ch. 43, Section 33, right of committee to make all "reasonable rules and regulations".

Ch. 71, Section 37, right of committee to "make regulations as to attendance" within the schools.

First reading: November 21, 2002, Amended December 5, 2002 Approved July 3, 2003

COORDINATOR/INFORMATION-SECTION 504

The Winchendon Public Schools' 504 District coordinator is Charlotte King. The Memorial School Coordinators are Nicole Lamoureux and Hayzel Perez and they can be reached at 978-297-1305.

COORDINATOR/INFORMATION-SPECIAL EDUCATION

The Winchendon Public Schools' Director of Pupil Services, Charlotte King, can be reached through the Special Education Office at 978-297-1850.

DISCRIMINATION/HARASSMENT (Policy JBA)

Harassment of students by other students will not be tolerated. 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 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 that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term of 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 matters.
- Demeaning jokes, stories, or activities directed at the student.

The school 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, assisted or participated in a harassment investigation or proceeding is also prohibited.

ALCOHOL, TOBACCO AND DRUG USE BY STUDENTS PROHIBITED

File:JICH

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9. Parents/guardians shall be notified prior to the opening of school each year.

Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REFS.: M.G.L.71:2A; 71:96; 71:97; 272:40A

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited

GBEC, Drug Free Workplace Policy

GBED, Tobacco use on School Property by Staff Members Prohibited

IHAMB, Teaching About Drugs, Alcohol, and Tobacco

1ST Reading: 7/19/18

Approved: 7/19/18

ELEMENTARY – GRADE 3 AND UNDER

Consequences: Students found in possession of drugs and alcohol will be subject to disciplinary action up to and including suspension.

PROHIBITION OF HAZING

File: JICFA

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

NON-DISCRIMINATION PROCEDURES

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 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 may be referred to the designated Title IX Coordinators/Civil Right Officer or to the 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 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:

Charlotte King, who can be contacted at:

Winchendon Public Schools

175 Grove St.

Winchendon, MA 01475

978-297-1850 cking@winchendonk12.org

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.

Charlotte King, 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:

- 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 and Grievance Officer and Title IX Coordinator
Contact Information:**

Charlotte King

175 Grove St.

Winchendon, MA 01475

978-297-1850 cking@winchendonk12.org

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

The Superintendent will discuss this policy with students and employees annually. Training, including debriefing, on the requirements of non-discrimination and the appropriate responses to civil rights violations as herein defined will be provided to all school personnel on an annual basis but no later than October 15th of each school year, and at such other times as the Superintendent in consultation with the 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 the 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:

- 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 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.

For complaints related to discrimination/harassment of students:

The U.S. Department of Education, Office for Civil Rights
5 Post Office Square, Suite 900 (8th 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

For complaints related to discrimination/harassment of parents:

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

For complaints related to discrimination/harassment of employees:

The U.S. Department of Education, Office for Civil Rights
5 Post Office Square, Suite 900 (8th 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.

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 individuals.

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:

Winchendon Public Schools

175 Grove Street

Winchendon, MA 01475

(978) 297 1850 cking@winchendonk12.org

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](#)

1st Reading: Thursday, April 12, 2012

2nd Reading: Thursday, May 3, 2012

Voted and Approved: Thursday, May 3, 2012

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

File: KEB

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

STUDENT-TO-STUDENT HARASSMENT

File: JBA

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

BULLYING PREVENTION

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/Cyberbullying 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:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

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

SOURCE: MASC August 2013

1st Reading: 7/19/18
Approved: 7/19/18

PROHIBITION OF SMOKING

The smoking policy of the Winchendon Public Schools has been reinforced and expanded by the Educational Reform Act of 1993, Section 36 of Chapter 71 which calls for the prohibition of tobacco products within school buildings, facilities, on school grounds, or on school buses by an individual, including school personnel.

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.

The possession or use of E-cigarettes, or any other nicotine delivery device, on school property, at school events, or on school buses is also prohibited and shall be subject to disciplinary action pursuant to the student discipline code.

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

PUBLIC NOTICE OF THE DISTRIBUTION OF STUDENT INFORMATION BY THE WINCHENDON PUBLIC SCHOOL DISTRICT

Each year the school district is responsible under the Family Educational Rights and Privacy Act (FERPA) U.S.C. 1232g, Section 99.30, to notify parents of their rights relative to the handling of student information. The following information meets that requirement.

FERPA is the act by which information is handled in the school system. The following lists how the schools handle information and parents' rights to information.

Statement of Parent Rights

Parents have the following rights:

1. The right to review and inspect their student(s) records
2. The right to seek to amend the records (can only ask to amend records that are inaccurate, misleading or violate a student's privacy rights)
3. The right to consent to disclosure (parents can inform schools that they do not want information about their child/children disclosed to third parties; this must be done in writing)
4. The right to file a complaint with the U.S. Department of Education for the failure of the district to comply with FERPA

Procedures on How to Exercise Parental Rights

1. Parents must make requests to review student records in writing to the building administrator.
2. While every effort will be made to have a quick and reasonable response to the request, schools have 45 days to comply with a parent request.
3. Parents may not see information in their child/children's record that may identify other students.

Criteria for Disclosure to School Officials

Disclosure is a signed consent by parents/guardians to the school giving their permission for the school and/or district to release information pertaining to their child/children to a third party. Exceptions to this include: directory information (see list below), dates of attendance, and student emergency information for the health and safety of the student(s).

Notice of Intent to Forward Records to Other Schools

Upon receipt of a request for records from another school district, we hereby notify parents that records will be forwarded to the requesting district.

District/School Directory Information

District/School Directory Information will include student names, addresses and published phone numbers. Directory information will be organized according to the needs of the school/district.

Disclosure to a Third Party for Request of Records

If a third party requests student records the district /school will:

1. Verify identity of the requestor
2. Ask and record how the student information will be used
3. Get parental consent in writing for the third party to review information. Exceptions for parental consent include: State/Local Agencies, Juvenile Justice System, Court Orders

A student, parent, or guardian who would like to review a student's educational records or who wishes a more detailed statement of these regulations should contact the Guidance Office.

SCHOOL COMMITTEE HEARING

The purpose of the School Committee hearing will be to determine whether the school system's policy on sexual harassment has been violated, and if so, will recommend appropriate consequences for the violation.

Both parties will be given a full and fair hearing. The proceeding, although formal, is not a court proceeding and the Committee will not be bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, an advocate may accompany each party.

DECISIONS OF THE HEARING COMMITTEE

After all the evidence and testimony is presented the Committee will convene for private deliberations to determine whether the school system's Policy on Sexual Harassment has been violated. If the Committee finds that the policy has not been violated, that fact will be registered in the records of the hearing, and the written decision will be forwarded to the complainant and the respondent no later than fifteen working days after completion of the hearing.

If the Committee finds that the School system's Policy on Sexual Harassment has been violated, the hearing committee will prepare findings and will recommend a penalty for the respondent and relief for the complainant. The findings of fact as well as the recommended penalty and relief will be based solely on the testimony and evidence presented at the hearing.

POSSIBLE OPTIONS FOLLOWING DECISION

The penalty should reflect the severity of the harassment. The penalties may include, but will not be limited to, any one or combination of the following:

Verbal admonition, written warning placed in the respondent's personnel file, or student record, probations, suspension without pay, demotion, removal from administrative duties within a school, or dismissal. Students may be subject to suspension or expulsion proceedings following a finding that the Policy has been violated. The Committee may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as possible, the aggrieved party.

INFORMATION-SEXUAL HARASSMENT/CHAPTER 622/TITLE IX

The Winchendon Public Schools' Sexual Harassment Complaint Officer/Chapter 622/Title IX is the Interim Superintendent, Steve Haddad. He can be reached at 978-297-1850.

STUDENT COMPUTER AND INTERNET SAFETY PROCEDURE ACCEPTABLE USE POLICY – TECHNOLOGY

File: IJNDB

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 networks 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 complies 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 the 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 the 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 to 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, will be considered vandalism.
- Using obscene language or profanity.
- Sending or displaying offensive messages or pictures.
- Accessing personal email 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 email (@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 email under their own username and password. Never should anyone be sending or receiving email 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 the 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.

CONTRACT FOR INTERNET/COMPUTER NETWORK USE

This contract must be signed prior to student internet/computer network access.

After reading the Internet Safety Policy in the Student Handbook, I,

_____ (**student name**) understand and will abide by the stated Terms and Conditions identified. I understand that if I violate any regulations of the AUP, my privileges may be revoked; school disciplinary action may be taken along with any appropriate legal action.

I also release the Winchendon Public Schools and all other organizations related to the Winchendon Public Schools Internet connection from any liability or damages that may result from the use of the Internet or school network. I accept full responsibility and liability for the results of my actions.

Signed Student: _____

Date: _____

A parent must sign the following if the applicant is under the age of 18.

I, _____, the **parent/guardian** of the above, agree to accept all financial and legal liabilities which may result from my son/daughter's use of the Winchendon Public Schools Internet/Network connection.

Signed Parent: _____

Date: _____

First Reading: March 11, 2010

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.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES File:JJ

(1) Advantages and privileges of public schools include all extra-curricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such school that restrict student participation on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation, homelessness, or disability. 603 CMR 26.06 (1) does not prohibit school committees from allowing use of school premises by independent groups with restrictive membership.

(2) No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, gender identity, religion, national

origin or sexual orientation, homelessness, or disability of the student except as provided in 603 CMR 26.06(7).

(3) Each school system shall provide a fair distribution of athletic expenditures. Each school within such a system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the school body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.

(4) In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.

(5) In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that it is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.

(6) A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.

(7) Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of students of the opposite sex.

(8) Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex or any racial, religious, or ethnic group represented in the school from participation in specific athletic or extracurricular activities cannot be permitted.

LEGAL REF.: M.G.L. 71:47

603 CMR 26:06

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Approved: 11/19/2015

Revisions:

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