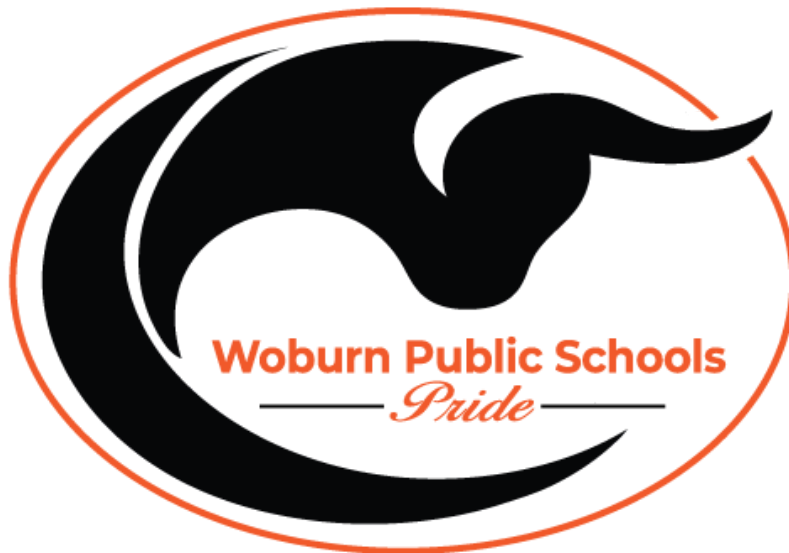


Manual de la Escuela

Manual da Escola

JOHN F. KENNEDY MIDDLE SCHOOL STUDENT-PARENT HANDBOOK

“ASK NOT WHAT YOUR COUNTRY CAN DO FOR YOU; ASK WHAT YOU CAN
DO FOR YOUR COUNTRY”



WELCOME TO THE KENNEDY MIDDLE SCHOOL

As a student at the Kennedy Middle School you have the right to expect a safe, orderly environment in which to learn and grow. Keeping that in mind, every individual in our school is expected to treat every other individual, their person and possessions, with **RESPECT**. The easiest way to describe what is meant by treating every other individual with respect is to treat every individual the way in which you want to be treated. If you do this, you will be successful in whatever you attempt.

The rules for student conduct at the Kennedy Middle School can be summarized in three statements.

Take care of yourself.

Take care of each other.

Take care of our school.

BEHAVIOR GUIDELINES

While you are in school, on your way to school, on your way home from school, on school grounds, or at school-sponsored events, you are expected to behave in an appropriate manner and with respect toward others. If you choose to behave in a manner which is not appropriate, you may expect the following to occur.

The discipline will depend on the type and the severity of the behavior. This may include parent conferences, sessions, or suspensions.

GENERAL PROVISIONS OF THE CODE OF CONDUCT

When deemed appropriate, either because of the magnitude of the offense or the compilation of offenses, the Principal and Assistant Principal possess the authority to exclude a student from school.

The school reserves the right to prohibit any behavior which it deems as not being to the best interest of the school community, its students, faculty, and staff.

STUDENT CODE OF CONDUCT

In addition to the rules and requirements set forth in this Student-Parent Handbook, Kennedy Middle School students are expected to adhere to the following Code of Conduct:

1. Students are expected to assist in maintaining an orderly and calm school atmosphere that is conducive to learning.
2. Students are to stay in designated areas and to travel directly to assigned areas.
3. Students are to respect the right of school staff and students to a safe and secure school environment.
4. Students will use appropriate language and will treat adults and students alike, politely and with respect.
5. Students are not to bring anything to school that can be harmful to themselves or others.
6. Students are to be truthful and honest at all times.
7. Students will obey all school rules and policies.

ABSENCE FROM SCHOOL

In order for you to benefit as much as possible from school, it is necessary for you to attend school each day it is in session. In accordance with state law, students who are ill, have a death in the family or a family emergency may be absent from school. If due to illness you are unable to attend school, we expect to receive a call from your parent/guardian. The school phone number is 781-937-8230. There is an answering machine so that a parent/guardian may leave a message informing the school of their child's absence. When you return to school from an absence, we expect you to bring a written note from your parent/guardian (unless your parent or guardian has called in) explaining why you were absent. If we do not receive a call on the day(s) you are absent, the school will call home. If we cannot get in touch with anyone at home or work the school will send the truant officer out to the house.

When you return from an absence you are expected to talk to your teachers about the work you missed and about make-up procedures. You will be given a reasonable amount of time to complete any make-up work. If you do not make up work you missed, you will receive a failing grade for that work. Students who are absent from school are not to be on school property at the end of the school day and they are not allowed to participate in any school activities that may be taking place on the day of the absence.

ACTIVITIES AND CLUBS

There are a number of extra class activities and clubs in which you may participate. Being a member of an activity can help you to make new friends and learn new things. Activities vary from semester to semester. There is an after school intramural sports program that runs throughout the year.

ALCOHOL, DRUGS AND TOBACCO

The possession, solicitation, use, or being under the influence of alcohol, drugs, tobacco, drug paraphernalia or drug look-alikes on school grounds or at school-sponsored events is strictly prohibited and will result in disciplinary action and, where appropriate, referral to law enforcement authorities.

ARRIVING AT SCHOOL

Once you are on school property each day you are considered to be “in school.” Once you are in school you are expected to remain there for the entire school day unless both your parent and the school administration dismiss you.

You are expected to remain in your designated area of the school until the bell rings. While waiting for school to begin you are expected to behave in an appropriate manner. Standing or sitting and talking with your friends, working on homework, talking with one of the teachers on duty are examples of appropriate behavior. Running, pushing, shoving, hitting and fighting are not appropriate behavior.

Once the bell rings to begin the school day you are expected to go to your locker, place your coat, hat, and other outer wear in your locker, retrieve any necessary school material and then go directly to your homeroom.

BICYCLES AND SKATEBOARDS

If you ride a bicycle to school you are expected to walk it to the bicycle racks and place it in the bicycle racks that are located at the rear of the building as soon as you arrive. While every effort is made to ensure the safety of bicycles, the school cannot and will not assume responsibility for damage or for loss. Students should lock their bicycles securely when they leave them at the rear of the school.

The use of skateboards, scooters and roller blades is prohibited on school property or on school buses. Skateboards, scooters and/or roller blades are to be carried when on school property and are to be placed in your locker immediately upon entering the school building.

The Woburn Public Schools strongly encourages the use of helmets and appropriate protective clothing for students riding bicycles, skateboards, scooters and/ or roller blades to school.

CAFETERIA

All of us benefit from a balanced, nutritious lunch. Our cafeteria serves an outstanding variety of healthful foods.

On your way to and from the cafeteria you are expected to walk in a quiet, orderly manner. Once you are in the cafeteria you are expected to sit at your table and engage in **quiet conversation** with your friends.

When you finish eating you are expected to clean your table and dispose of any unwanted items in the proper receptacle. When you are given the two-minute warning, you are expected to dispose of all trash, pick up any trash around your seat, and return to your table.

When it is time to leave the cafeteria a teacher or administrator will dismiss you. You are expected to remain seated until dismissed.

CANCELLATIONS AND DELAYED OPENINGS

During days when there is inclement weather, it may be necessary to cancel school or to have a delayed opening.

Delayed openings may be for one hour, ninety minutes, or two hours at the discretion of the Superintendent of Schools. If schools are delayed for one hour, the student should plan to be at the bus stop one hour later than the usual time of arrival of the bus (i.e. If the bus normally picks up your child at 7:15, it will pick up your child at approximately 8:15).

Radio and television stations will carry Woburn Public School cancellations.

CHEWING GUM

Because it poses a safety and health hazard and causes undue work for the custodians, the chewing of gum is not allowed at school.

COMMUNITY SERVICE (Y.E.S. PROGRAM)

The reasons for participating in volunteer services are as varied as the rewards the student receives. Her/his service provides the student with a closer look at the community. Service makes a student more realistic about the problems that confront us and provides her/him with a keen understanding of the need to address the problems immediately. Most important, service provides the student with an understanding of the power of one.

Each year the Woburn Elks honor Woburn students who have been active throughout the community. Students who complete community service will be recognized by the Woburn public Schools for their efforts.

At the end of the eighth grade, students who have completed 50 hours of community service during their middle school years will receive a trophy.

Each time a student completes a community service project, s/he should complete one of the community service record cards and return it to the main office or mail it to Wendy Sprague at the Superintendent's office.

CONDUCT AT OFF-SCHOOL ACTIVITIES

Student's behavior at all school sponsored or school related events, regardless of where the events are held, is governed by the rules listed in the Student-Parent Handbook. Proper behavior, consideration for others and general good manners are expected of all students at all school events and while being transported to or from school or school related events on buses. Inappropriate conduct and/or other violations of school rules at school sponsored or school related events will result in disciplinary action.

CONFISCATED ITEMS

Electronic Devices such as I pods, CD players, video games, cell phones, or other items are not appropriate for students to have in school. These items must be placed in the student's locker before school. Student's found with these items, whether they are in use or not, will be confiscated by teachers and administrators. They will only be returned to the parents. First offenders will receive sessions while repeat offenders may be suspended.

DETENTION (OFFICE SESSIONS)

Students who violate the Code of Conduct and /or other school rules at the John F. Kennedy Middle School will be assigned sessions (detention). Detention is held on Monday through Thursday from 2:20 p.m. until 3:00 p.m. Since there is no after school transportation, it will be the responsibility of the parent/guardian to make arrangements for those students who have been assigned detention to get home. Although office sessions are normally held only Monday through Thursday, a teacher, at her/his discretion, may assign a session on Friday. Parents/guardians will be notified one day in advance before the student has to serve the after school session.

DISCIPLINARY DUE PROCESS

1. Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone or in writing.
2. Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney, at their own expense, and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (principal/school committee) will issue a formal decision. Depending on the circumstances, the parent(s)/guardians will have the right to appeal this decision within five (5) to ten (10) days to the superintendent of schools or to a court of competent

jurisdiction. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.

3. **Students with Disabilities:** Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. Prior to the imposition of any disciplinary sanction that would result in a change in placement, the student's Team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that it was, a functional behavioral assessment plan will be developed. In many cases, a student with a disability will be entitled under federal law to educational services during periods of disciplinary exclusion exceeding ten (10) cumulative school days. For additional information regarding the rights of students with disabilities in the context of school discipline please contact the Woburn Public Schools' Director of Special Education or the building Principal.

DISMISSAL FROM SCHOOL

If you need to leave school during the school day you will need written permission from your parent/guardian to do so. The written dismissal request is to be brought to the main office when you enter school on the day you are to be dismissed. You will then sign out on the dismissal list in the office. If you leave school without permission of your parent/guardian and the administration you will be considered truant.

DRESS CODE

The clothes you wear make a statement about you. Because of health, safety and other reasons certain clothing is not appropriate school wear. Unacceptable clothing consists of, but is not limited to, the following: midriff shirts that show parts of the stomach or the back, tube tops, pajama bottoms, spaghetti strap shirts, tops that have deep scoop necklines or backs, tops with large armholes, halter tops, mesh or see through tops, spandex pants or shorts, shorts or skirts higher than mid-thigh, clothing that promotes drugs, violence, sex, alcohol or that causes undue attention to be called to the wearer. Hats, bandannas, sport headbands etc. are not acceptable attire unless required for medical reasons. Outerwear (i.e. winter jackets, quilted vests, etc.) may not be worn inside the school building(s).

FIELD TRIP REGULATIONS

While participating on field trips, students are expected to obey the instructions of chaperones, guides, and any applicable rules of the place being visited. Uncooperative behavior on a field trip may result in that student being prohibited from further participation in any field trips for one year from the date of the infraction. Violations of

the code of discipline will result in disciplinary action. School rules apply while on field trips. Students will be charged a fee for field trips in order to cover such things as the cost of admission and the cost of transportation. Field trip participation is dependent on good behavior in school as well as maintaining good grades. Any student who does not follow these guidelines may be excluded from field trips.

FIGHTING

Students involved in fighting will have their parent(s)/guardian(s) notified, will be sent home immediately and will be suspended from school. Fighting at school related events will result in suspension and forfeiture of the privilege to attend such functions.

FLAG SALUTE

All students are encouraged to participate in the flag salute. An atmosphere of respect and stillness is expected while the flag salute is being held.

FOOD AND BEVERAGES

In an attempt to maintain a clean environment, no food or beverages (with the exception of water) are allowed in the corridors or in the classrooms.

HARASSMENT - SEXUAL (Adult)

Any sexual behavior or inappropriate sexual comments from an adult towards a student is unethical and is considered sexual harassment. The adult is fully responsible for the behavior/comments. If a student believes that s/he has been sexually harassed by an adult, s/he should report the incident to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or principal.

Teachers, guidance counselors, and/or the assistant principal will report the incident to the principal who will conduct an investigation, notify the appropriate authorities, and file a written report with the Superintendent of Schools. If it is determined that the adult has sexually harassed the student, referral will be made to the Superintendent of Schools for disciplinary action.

Reprisals, threats, or intimidation of the reporting victim by the accused adult will not be tolerated and must be reported to the assistant principal or principal.

HARASSMENT - SEXUAL (Student)

Sexual harassment is unwanted sexual attention from anyone with whom the victim may

interact in the course of receiving her/his education in school or at school sponsored activities. **Sexual Harassment includes, but is not limited to, the following behaviors from an individual:**

- Staring or leering with sexual overtones
- Spreading sexual gossip
- Unwanted sexual comments
- Pressure for sexual activity
- Unwanted physical contact of a sexual nature

If a student believes that s/he has been sexually harassed by another student, s/he should report it to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or the principal. Any accusation of sexual harassment will be investigated by the assistant principal or principal and a written report of the investigation will be filed with the principal.

If it is determined that a student has sexually harassed another student, the consequences will be as follows:

- a) A parent-student conference will be held with the assistant principal or principal.
- b) The student will be required to apologize to the victim.
- c) Depending on the severity of the incident, a student will be assigned office sessions, receive an out of school suspension, or possible exclusion.
- d) In cases of repeated harassment by a student, recommendation will be made to the Superintendent of Schools for further disciplinary action.
- e) Depending on the severity of the incident, a referral will be made to the local police.

Reprisals, threats, or intimidation of a victim who reports incidents of sexual harassment will be treated as a serious offense and will result in an out of school suspension and/or expulsion from school.

HAZING

In accordance with state and federal laws and regulations, the practice of "hazing" in all its forms is prohibited at the school. As defined in Chapter 269 §17 of the Massachusetts General Laws, the term "hazing" means: *Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest or*

extended isolation. M.G.L. c.269 §17.

Hazing is strictly prohibited in Woburn Public Schools, at school sponsored events, and during school related activities. Students who engage in hazing will be subject to disciplinary action. Individuals who observe acts of hazing are required by law to report such conduct to law enforcement authorities. M.G.L. c.269 §18.

HEALTH AND MEDICATIONS

A nurse is present in school every day. If you should feel ill or become injured while in school we want you to visit the nurse. Our nurse is also available to you to discuss any health related matters you may have. Under no circumstances are students to call parents to dismiss them without first seeing the nurse or an administrator.

Protocols from the Department of Public Health are followed when providing communication to parents regarding communicable diseases. It is the responsibility of the parent/guardian to discuss with their physician the effects that communicable disease will have upon their individual situations regarding their family. Any concerns relative to a student's health are reported to the parent/guardian.

Students are not allowed to self-medicate. No student may take or carry medication at any time in school without the prior knowledge and approval of the school nurse. Possession or use of any medication by a student at school without prior approval of the school nurse will result in disciplinary action.

If you need to take medication of any type during the school day, please make sure you do the following:

1. Bring to the nurse a written statement from a physician indicating that you need to take medication during the school day.
2. Give the nurse the medication you need to take. This medication must be in a pharmacy labeled container. On the container there must be listed your name, the physician's name, the name of the medication and the frequency and dosage of the medication.
3. If you have asthma, you may carry and use an inhaler if your physician and parents have given written permission to the school for you to do so.

If you have any questions about taking any type of medication, please talk with the nurse.

HEALTH SCREENING PROGRAMS

The Woburn Public Schools, in accordance with Massachusetts State Law, provides screening programs in vision, hearing, height, weight, and postural screening. If you do not wish your student to participate in these mandated screenings, you must notify the school nurse and provide a note from the doctor that it was completed.

HOMEWORK

You should expect to spend time at home each evening during the week studying and working on school assignments. Every student is provided with an assignment book in which homework tasks for each evening are to be written. Your teachers will occasionally check to insure that you have an assignment book and that you are writing your assignments in this book.

The amount of homework you may have varies each day. Ideally, homework should be assigned in every subject every night. In general you may expect sixty minutes of homework four times a week if you are in grade six, up to ninety minutes if you are in grade seven, and up to one hundred and twenty minutes if you are in grade eight. Additionally, long term assignments will be given from time to time.

HIGH HONOR ROLL

In order to achieve High Honors at the end of a particular marking period, a student must first, earn all A's in all subjects, except that one B will be allowed in any subject, and second, must have all ones in conduct and effort in all subjects.

HONORS

In order to achieve Honors at the end of a particular marking period, a student must first, earn at least a B- in all subjects, and second, have all ones in conduct and effort in all subjects.

CONDUCT is defined as how you behave in school. Qualities considered in determining CONDUCT ratings are behavior, cooperation, obedience, respect and courtesy. Your teachers determine your conduct rating in each class.

Conduct Ratings are as follows:

1 = Exemplary

1- = Working towards exemplary

2 = Fair - needs improvement

3 Poor - parent-teacher conference recommended

EFFORT

Effort is defined as a student doing his/her best work at all times.

NATIONAL JUNIOR HONOR SOCIETY

In order to be considered for induction into the Kennedy Middle School Chapter of the National Junior Honor Society, seventh- and eighth-grade students must have earned High Honors grades in all four terms and have a High Honors end of the year average in all classes. Grade six students will have met the requirements with Honors or High Honors grades first term, High Honors grades for the remaining three terms, and a High Honors average for the year. A student must qualify each year he/she is in middle school to retain membership. Students must also perform fifteen hours of community service annually. Any student suspended during the year may be excluded from NJHS membership.

LATE TO SCHOOL

If you are late arriving to school you must report to the main office, sign in on the Tardy Sheet, receive a tardy pass, go quietly to your locker and then proceed as you normally would to class. Students who fail to sign in when they are tardy to school will be assigned an office session. Students who are chronically late to school are subject to suspension. Students who are tardy more than twenty times during the school year may be excluded from school activities (talent show, eighth grade dance, field trips, etc)

LIBRARY

The library is open for student use from 11:23 a.m. until 3:00 p.m. There is a homework center in the library from 2:15 – 3:00pm

LOCKERS

Each student will be assigned a corridor locker. The school does not supply locks for students. Each student must supply her/his own lock and must provide the Principal with the combination prior to placing the lock on his/her locker.

Weapons, illegal drugs, alcoholic beverages, stolen property, and other contraband may not be stored in school lockers. Lockers are to remain locked at all times. Lockers are school property and the school reserves the right to periodically inspect lockers to assure compliance with school rules. **Students have no expectation of privacy in the contents of their student lockers.**

MAKE UP WORK

Schoolwork lost through absence must be made up completely. This applies to all work - class work, projects, homework, tests, and quizzes.

It is highly desirable that every pupil attains a perfect attendance record. It is understandable, however, that there may be occasions when absence is necessary due to illness or some other urgent and serious reason. Each student should have a “Study Buddy” - an individual in the student’s classes who can be called by the absent student and able to tell the student what the assignments were for the day. Students who have been absent for a short period of time (1 or 2 days) should contact their “study buddy”/teacher to obtain information about class work and homework assignments.

If a student is going to be absent for an extended period of time (longer than 3 days), parents/guardians should contact the guidance counselor (937-8231) to make arrangements to obtain assignments and any books or other materials the student may need.

The policy of the Kennedy Memorial Middle School on make-up work is as follows:

1. All work receives a failing grade until it is made up or other arrangements have been made with the teacher.
2. Absences of 1 or 2 days – 3 days time to make up work unless other arrangements have been made with the teacher.
3. Absence of 3 to 5 days – 1 weeks time to make up the work unless other arrangements have been made with the teacher.
4. Absence of more than 5 days - a limit of two weeks after returning to school unless other arrangements have been made with the teacher.
5. All work not made up in the required time period will be graded as failure unless other arrangements have been made with the teacher.

The school discourages any family vacations during the school year. If it is necessary to schedule a vacation then work will be provided for the child when he/she returns from their vacation. It is expected that all work will be completed in a timely manner. Teachers are under no obligation to provide extra-help or tutorial sessions for students who are absent from school because of family vacations.

NON-DISCRIMINATION NOTICE

The Woburn Public Schools provides equal education and employment opportunity

without regard to race, color, national origin, religion, sex, disability, or sexual orientation.

The Woburn Public Schools complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, and c.71B.

The Woburn Public Schools has duly appointed individuals responsible for the overall monitoring, auditing, and compliance with this policy. For compliance issues regarding employment activities, employees should contact: Mark Donovan, Woburn Public Schools, 55 Locust St, Woburn, Massachusetts. For compliance issues regarding educational activities, contact: Mark Donovan, Woburn Public Schools, 55 Locust St., Woburn, Massachusetts. Individuals who believe they have been discriminated against in any of the district's educational or employment activities can file a written grievance with the appropriate officer.

Inquiries concerning the application of non-discriminating policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack P.O.C.C., Room 222, Boston, MA 02109-4457

OUTSTANDING BALANCES

Any student who owes money (lost books, cafeteria, etc.) may be excluded from participating in school events (8th grade dance, DC trip, etc)

PARENT CONFERENCES

Parent conferences are vital to the success and acceptance of the school's educational programs. Parents are encouraged to set up mutually convenient times when they will be able to meet with a teacher to discuss their student's educational progress. During the school year, there will be three scheduled conferences. The first conference is usually in the fall and is a parent-teacher open house held in the evening. The second conference is usually held after the first marking period and provides a time for parents to meet individually with their student's team of teachers. This is usually scheduled for the evening. The third conference is held after the end of the second marking period and is scheduled in the afternoon. During this conference, parents are able to meet with individual teachers or with their student's team of teachers. Teachers are also available to meet with parents during the day. You may call the guidance office to set up an appointment.

PETS / ANIMALS

Pets are not allowed in school or on school property unless specifically authorized by the classroom teacher and the building Principal.

PLAGIARISM AND CHEATING

At all times you are expected to do your own schoolwork. Plagiarism, the taking and using as one's own the ideas or writings of another, and cheating, copying another student's work or giving yourself an improper advantage over other students, are prohibited. If you plagiarize or cheat, you deprive yourself of the education available.

If you do plagiarize or cheat, you may receive a zero for any work assigned, test or report involved, and your teacher will notify your parent(s)/guardian(s) and the administration. You may also be subject to additional disciplinary action.

PROGRESS REPORTS

Your teachers will issue progress reports at the middle of each marking period. These reports will be posted in PlusPortals

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are inappropriate within a school setting. Such displays are not in good taste, have no place in a public school, and infringe upon the sensitivity of others. In all cases, parents will be notified and students will be assigned after school sessions.

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Woburn Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a

parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts that receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2014. The district has designated the following information as directory information:

Student's name

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Electronic mail address

Photograph

Degrees, honors, and awards received

Major field of study

Grade level

The most recent educational agency or institution attended

References: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

REPORT CARDS

Report cards are issued four times a year: November, January, April and the last day of school. These will be posted in PlusPortals.

RIDING THE BUS

Once you are on the bus you are expected to behave in an appropriate manner and to remain seated while the bus is in motion. **Students are not allowed to stand while the bus is in motion.**

Please remember that when you are riding the bus the bus driver is responsible for your safety. He or she has the same authority as your teachers. We expect you to do as the bus driver says or directs.

You may only ride the bus to which you are assigned. If you wish to ride another bus home, you must have permission of the school and your parents.

The administration may remove you from the bus if you do not comply with the reasonable directives of the bus driver. You may also be subjected to additional disciplinary consequences for violations of the school Code of Conduct, school rules, and/or Woburn Public Schools' policies while on the school bus.

SMOKING AND TOBACCO USE

Smoking is prohibited in the school and on school grounds at all times. Cigarettes and tobacco will be confiscated and parents will be notified. Any student apprehended for smoking, holding a lighted cigarette, using an electronic cigarette, any sort of vaping device or using non-smoking tobacco may be suspended from school. Students are not allowed to have lighters in their possession. Any student found to have a lighter in her/his possession may be suspended and the lighter will be confiscated.

SNOWBALLS

The making and throwing of snowballs and/or snow or ice is prohibited. Students who violate this rule are subject to disciplinary action including, but not limited to, assigned office sessions and suspension from school.

STEALING

The theft of property belonging to other people or to the school will not be tolerated. The act of stealing or the possession of stolen property will result in suspension or expulsion. Students who steal will be required to make restitution of the stolen material(s) and make an apology to the victim. In some instances, the police may be notified and court action may be taken.

STUDENT SEARCHES

A student's person, personal possessions, and student locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/ materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to disciplinary action and criminal prosecution.

STUDENT RECORDS

Regulations pertaining to Student Records adopted by the State Board of Education have the force of law. These regulations apply to all public elementary and secondary schools

as well as private schools approved to provide special education services to children. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations pertaining to Student Records.

I. Inspection of Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) business days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Massachusetts regulations establish a mandatory process for responding to student record requests from non-custodial parents. Where a parent who does not have physical custody of their child (non-custodial parent) requests access to the child's student record or other information regarding the student, the non-custodial parent is required to submit a written request for the student record with a certified court order indicating that the non-custodial parent is eligible to access information regarding the child and an affidavit verifying that the order provided remains in effect and that the non-custodial parent is not subject to a temporary or permanent protective order. Immediately upon receipt of this documentation the school shall notify the custodial parent that the school will provide the non-custodial parent with access to the student record information after twenty-one (21) days unless the custodial parent provides the principal with documentation establishing that the non-custodial parent is not eligible to access information regarding the student. When student record information is provided to a non-custodial parent in accordance with the above procedures, the school will delete the address and telephone number of the student and custodial parent from all records provided to the non-custodial parent. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school.

Non-custodial parents are required by law to submit a written request for access to their child's student record information each year stating that the parent continues to be entitled to unsupervised visitation with the student and remains eligible to access information regarding the child.

II. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student.

III. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the building Principal. The building Principal will render a written decision on such a request within one week.

The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired a copy of the regulations may be obtained from the principal's office or the Department of Education.

EXCLUSION FROM SCHOOL

In addition to being suspended or expelled from attending school for violation of the Code of Conduct, you may also be suspended from attending school if while you are in school, on school grounds, or at a school sponsored activity you:

1. Become involved in a fight with another student regardless of who started the fight;
2. Are in possession or under the influence of alcohol, drugs, tobacco, or look alikes, or sell or distribute same;
3. Possess a weapon;
4. Vandalize the school, the property of the school, or the property of someone else;
5. Direct profanity at or toward a school employee;
6. Leave school without the permission of your parent or guardian and the school;
7. Assault a school employee;
8. Behave in any other manner which is deemed by the administration as disruptive of the school environment and/or possibly causing harm or danger to another, including threatening or harassing behaviors.

If you are excluded from school for disciplinary reasons, you may not be in school, on school grounds or attend any school-sponsored functions during the duration of your suspension, the day of your suspension, or the day following your suspension.

On the day you return to school from a suspension, a parent/guardian must accompany you to school and meet with the administration to discuss your re-entry. Any student suspended during the year may be excluded from participating in any extra curricular activities (talent show, grade 8 dance, field trips, etc.)

TEXTBOOKS

The textbooks, which you are given to use, are the property of the Woburn Public Schools. You are expected to treat your books appropriately and to keep them covered at all times.

At the end of the school year you are expected to return all your books to your teachers. If you lose or destroy any book you are expected to pay for the replacement cost for that book. You may also be charged a rebinding fee if your book needs rebinding. Replacement or rebinding fees are the decisions of your teachers.

All teachers will require students to enter their name on the inside cover of each assigned textbook.

THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Faculty and Staff)

Students who threaten or assault a staff member are subject to out of school suspension and expulsion. If a student damages the property of a staff member, the student will receive an out of school suspension and will be required to make restitution for the damaged property. Abusive, obscene, or vulgar language or gestures to a member of the staff will result in an out of school suspension.

THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Student)

Students have a right to a safe, secure and peaceful school. Verbal and/or physical assaults are unacceptable. Students who are verbally abusive may receive disciplinary sanctions ranging from assigned office sessions to suspension from school.

A student who physically assaults another student will be sent home immediately and will be suspended from school. Where appropriate, the student may also be recommended for expulsion. Students who push a student into another student will receive office sessions. Second and subsequent offenses will result in an out of school

suspension.

Students who are involved in incidents of assault, abusive behavior, or threats will meet with the assistant principal or principal, a guidance counselor, and a teacher, if necessary, to work out specific ways of relating cooperatively. Bullying and fighting are serious matters and will not be tolerated.

TRUANCY

Truancy is defined as being absent from school or classes without parental permission. Any student who is truant may be suspended and the attendance officer will be notified. A personal parent/student conference with the Principal or Assistant Principal will be required prior to readmission.

UNAUTHORIZED ABSENCE FROM CLASS (CLASS CUTTING)

For each unauthorized absence from class, a student will be assigned office sessions. Second and subsequent offenses may result in an out of school suspension.

VANDALISM

If school property is destroyed, vandalized or defaced, we expect students who have knowledge of the perpetrator(s) to report that knowledge to the principal or assistant principal. The student(s) responsible for the vandalism are subject to disciplinary action and will be required to make full restitution.

VISITORS

During school hours, visitors are welcome by appointment only. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE UPON ARRIVAL.** If you wish a conference with a teacher, please contact the teacher for an appointment at least forty-eight hours in advance of any proposed meeting date/time.

When visiting our school, please park in approved locations. Please do not park in a manner that would hinder emergency vehicles (ambulance, fire engine) from reaching the school buildings or playgrounds. For air quality and safety, it is required that vehicles not be left running while parked (even for a short time). Do not park in handicapped spaces if you do not have a handicapped tag.

Students are not allowed to bring visitors to school without prior approval of the student's teacher and the Principal.

VULGARITY

The use of vulgar, profane and/or obscene language is not appropriate in school. Violators may be assigned teacher or office sessions, or be suspended from school.

WEAPONS

It is illegal to have a weapon in school or on school property. Students who are in possession of a weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, laser pointers or any other objects, which in the opinion of the administration may cause harm to you or others.

“Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.”

Students who are in possession of a weapon or a look alike weapon risk expulsion from school. In all cases, authorities will be notified, the student will be immediately suspended from school, and an expulsion hearing will be held. Weapons are defined as guns, knives, bows, arrows, darts, or any other objects, which in the opinion of the administration may cause harm to you or others.

Reference: **M.G.L. c. 269 §10**

MASSACHUSETTS GENERAL LAWS

M.G.L. c. 71 §37H

Massachusetts General Law c.71 §37H mandates that all student handbooks contain the following provisions relative to student behavior and conduct.

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

(b) Any student who assaults a principal, an assistant principal, a teacher, teacher's aide or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from the school by the principal.

(c) Any student who is charged with a violation of either paragraph (A or B above) shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation [at their own expense], along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel [at their own expense] at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

M.G.L. c.71 §37H1/2

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn

or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel [at their own expense]. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

SERVICES AND ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parents or teachers may refer students they are concerned about to the Pupil Services Office. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Upon receipt of the parent(s)' consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specialized instruction and /or related services. Such students are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act.

For more information regarding the services available to students with disabilities please contact the school guidance counselor or the Woburn Public Schools' Director of Special Education.

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than 10 consecutive school days or where there is a pattern of short term removals exceeding 10 days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) The IEP for every student eligible for special education or related services must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- (2) The Principal or designee will notify the Special Education Office if a student with a disability commits an offense that warrants suspension or removal from the program described in the student's IEP according to the discipline code, and a record shall be kept of such notice.
- (3) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a removal constituting a change of placement, the student's Team must meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services necessary to provide him/her with a free appropriate public education.
- (4) If the Team determines that the student's behavior was not related to the student's disability, the school may discipline the student in accordance with the procedures

- and penalties applicable to all students but must continue to provide services to those students with IEPs. Where appropriate, the Team may also develop a functional behavioral assessment plan or review an existing behavior intervention plan.
- (5) If the Team determines that the behavior was related to the student's disability, the student may not be subjected to further removal or exclusion from the student's current educational program (except for conduct involving weapons or drugs) until the Team develops and the parent(s) consent to the new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement.
- (6) If a student with a disability possesses or uses illegal drugs, solicits the sale of a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the school district may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

MISCELLANEOUS PARENT / STUDENT NOTICES

Notification to Parents of Teacher Qualifications

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, the Woburn Public Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

The Woburn Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the school Principal at **781-937-8230**

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.
These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Woburn Public Schools will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement include: the collection, disclosure,

or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Woburn Public Schools Discrimination and Harassment Grievance Procedures

The Woburn Public Schools (District) does not discriminate against students, parents, employees or the general public on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, religion. This procedure has been adopted by the Woburn Public Schools to provide a method of prompt and equitable resolution of student and employee complaints of discrimination and harassment. This procedure is designed in compliance with state and federal laws which prohibited discrimination based on the above protected classes, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Act, and M.G.L. c. 76 § 5).

Definitions

For the purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- B. “Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the school.
- C. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school.

Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.

- D. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) 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; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Woburn Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

How to make a complaint

- A. Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal or the relevant Civil Rights Coordinator listed below. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal or appropriate Civil Rights Coordinator.

Civil Rights Coordinator for Disability Related Complaints

Wendy Sprague

Assistant Superintendent for Curriculum & Assessment
Section 504 Coordinator
55 Locust Street
Woburn, Massachusetts 01801
(781) 937-8233 ext. 201

Civil Rights Coordinator for Complaints Based on Age, Gender, Sexual Harassment, Sexual Orientation, Gender Identity, Religion, Race, Color or National Origin

Jim Duran
Title IX/Title VI Coordinator
Woburn Memorial High School
88 Montvale Avenue
Woburn, Massachusetts 01801
(781) 937-8219

- B. School staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
- C. Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students and employees are encouraged to utilize the district's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education
Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, Massachusetts 02110-1491
Telephone: (617) 289-0111
Fax: 617-289-0150
TDD: 877-521-2172
or
Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
TTY: N.E.T. Relay: 1-800-439-2370
FAX: 781-338-3710

Complaint Handling and Investigation

- A. The school principal shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the, the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
 - 1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
 - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
 - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
 - 4. The investigator will keep a written record of the investigation process.

5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 6. The investigation and the notification of the outcome to the complainant and the subject of the complaint shall be completed within fifteen (15) calendar days of the date of the receipt of the Complaint.
 7. The investigator may extend the investigation period beyond fifteen (15) calendar days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
 8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
 9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) calendar days described above.
- D. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, including but not limited to:
1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
 2. Determine what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
 3. Inform the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within fourteen (15) calendar days of receipt of the complaint, unless the investigation is extended under the provision described above.

- E. If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within fourteen (14) calendar days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigative report and may conduct further investigation if deemed appropriate. The Civil Rights Coordinator decision shall be final, subject to further appeal to the Superintendent.
- F. If the employee or the student's parents or legal guardians are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted within seven (7) calendar days after receiving notice of the Civil Rights Coordinator's decision. The Superintendent will consider the appeal. The Superintendent's decision shall be final.