

# Winchendon Public Schools Pre-K Program

Parent / Student Handbook  
2019-2020





# WINCHENDON PUBLIC SCHOOLS

## PRE-K PARENT/STUDENT HANDBOOK

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**Winchendon Public Schools**  
**WINCHENDON PRE-K PROGRAM STAFF**

**Special Education Department**

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Phone: (978)297-1850  
Fax: (978)297-0631

**Winchendon Pre-K Program**

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Phone: (978)297-3436  
Fax: (978)297-0631

**Administration:**

Superintendent  
Director of Pupil Services / Pre-K Program Director  
Memorial School Principal

Ms. Joan Landers  
Ms. Suzanne Michel  
Ms. Michelle Atter

**Program Staff:**

Classroom Teacher  
Classroom Teacher  
Classroom Teacher  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional

Ms. Cindy Gosselin  
Ms. Andrea Skawinski  
Ms. Debra Vaughan  
Ms. Samantha Brooks  
Ms. April Bulger  
Ms. Annmarie Cantin  
Ms. Karin Forgues  
Ms. Stephanie Lafrennie  
Ms. Betsy Manuel

**Consulting Specialists:**

Guidance Counselor  
Speech and Language Pathologist  
Occupational Therapist  
Physical Therapist  
School Nurse

Mr. Tom Paine  
Ms. Kelsey Alvarez  
Ms. Paula Lashua-Brisbois  
Ms. Lorraine MacDonald  
Ms. Simona Sergi

## **INTRODUCTION TO THE WINCHENDON PRE-K PROGRAM**



The Winchendon Pre-K Program is a developmental learning experience for three and four-year-old children that integrates “typical” and “atypical” children. The pre-k classrooms are located at the Early Childhood Center within Memorial School. Memorial School also houses the Winchendon Head Start Program, as well as, Kindergarten to Second grade. The Winchendon Pre-K Program’s present student capacity is 85, with students attending school in one of seven classes. Most three-year-old children attend school in the morning, either two or four days a week. Most four-year-old children attend school four days a week in the afternoon.

Children are referred to the program as a result of a preschool screening conducted each spring. Children are also referred to the program by Early Intervention Programs, other school systems, pediatricians, and by parents.

A child’s typical day includes the provision of age appropriate, developmental materials presented in a balance of teacher-directed, child-centered, small and large group activities. Depending on student need, the program also provides occupational therapy, physical therapy, and speech and language therapy. Therapy is provided in an integrated inclusionary model throughout the day.

Parents are a very important component of the Winchendon Pres-K Program. A parent volunteer program encourages parents to join in the regular classroom activities at least once a month. Parents who are unable to volunteer in the classroom are encouraged to help by preparing materials at home. The program also will hold several evening activities where parents are able to visit classrooms with their children.

Through a combination of strong parental involvement, a variety of child-centered and teacher-guided activities and appropriate therapy, the program provides a stimulating and nurturing learning environment for children of various backgrounds, cultures, needs and abilities.

### **Winchendon Pre-K Program Philosophy Statement**

The Winchendon Pre-K Program provides a family-like atmosphere that reaches out to the greater community. The children we educate are the center of our focus. Each child is treated as an individual with very unique characteristics and learning styles. The staff, working together as a team, agrees that the child comes first. The collaboration of staff, genuine concerns for students and on-going parent communication create an optimal

educational experience for all children. Winchendon Pre-K Program prides itself on parent involvement and interaction. The philosophy of parent outreach is embraced by the entire staff.

The direct service providers (speech, occupational and physical therapists) are an integral part of the team success. They provide consultations with staff to improve the overall quality of the program. We also extend our building-wide collaboration with the local high school to provide internship opportunities for high school students interested in Early Childhood careers.

Above all, the Winchendon Pre-K Program embraces all partners (children, parents, families, staff and community) with utmost respect, professionalism, care, and quality educational experiences. The Winchendon Pre-K Program reflects an ideal "community" within the public school setting.

### **Early Childhood Philosophy**

It is the general overall philosophy of the Winchendon Public Schools to provide a safe environment for learning that emphasizes each student's social, emotional, physical and cognitive development. The school system will also work cooperatively with families and strive to teach each child as the unique individual that they are.

The Early Childhood Programs philosophy expands upon the general philosophy to include a developmentally appropriate statement. It is our program base, which follows the current research on early learning, that young children learn the best through a concrete play-oriented approach. Each student is viewed as an individual with his or her own unique personality, family background and rate and style of learning.

Developmentally appropriate curriculum planning is based on continuous student assessment, to encompass each student's individual interests and developmental levels. Learning is an active process where children learn throughout the day by exploring and interacting with adults, peers and materials.

Materials and activities encompass a wide range of developmental stages to challenge and interest all student levels in the program. Materials are available that emphasize multicultural and non-stereotyping learning experiences. Teachers increase the difficulty and complexity of material and activities as the children develop higher levels of understanding and skills.

Adults guide the learning experiences, responding quickly and directly to children's needs. Adults model appropriate communication skills. Adults use management and behavioral issues as opportunities to teach reasoning, problem solving and negotiation strategies. Students are assisted with tasks while still nurturing the development of independence.

The fostering of the development of self-esteem in each child is an underlying factor in all aspects of the programming. All adults concentrate on the development of self-esteem by treating all children with acceptance and respect regardless of a child's behavior. The Winchendon Early Childhood Philosophy is based in the assumption that children need to feel good about themselves for any positive learning to take place. Therefore, all adults strive to build trusting relationships free from derogatory remarks and adherence to the school discipline policy.

### **The Winchendon Pre-K Program and Memorial School Mission Statement**

The Winchendon Pre-K Program and Memorial School will provide a safe, nurturing and stimulating environment for our student population. Teachers will instruct students in accordance with the MA State Frameworks and the Winchendon Public Schools Curriculum. When leaving Memorial School, students will be prepared for continued academic and social success. As a school community, we will provide a broad, sequential curriculum with an emphasis on problem solving, critical thinking and creativity to lay the foundation for self-directed accomplishments.

### **WINCHENDON PRE-K PROGRAM HOURS**



#### **3-YEAR-OLD PROGRAM**

2 days per week:	2 $\frac{1}{4}$ hours per day	
Monday & Thursday		9:00 AM – 11:15 AM
Tuesday & Friday		9:00 AM – 11:15 AM
4 days per week:	2 $\frac{1}{4}$ hours per day	
Monday, Tuesday, Thursday, & Friday		9:00 AM – 11:15 AM

#### **4-YEAR-OLD PROGRAM**

4 days per week:	2 1/2 hours per day	
Monday, Tuesday, Thursday & Friday		12:15 PM – 2:45 PM

## CLASS ACTIVITIES



A child's typical day at preschool is a balance of teacher-directed and child-centered activities that take place in both large and small group activities. The schedule includes:

1. Circle Time: a teacher-directed activity of songs, lessons and/or games.
2. Quiet Time: a child-centered activity of reading books, assembling puzzles or other such focused activities.
3. Free Play of Interest Areas: a child-directed active playtime with developmentally appropriate toys, games, and other materials in the classroom.
4. Outdoor or Gym Play: (depending on weather) teacher-directed and/or supervised gross motor play.
5. Bathroom and Snack.

Please consult with the individual classroom teachers if you have any questions about the scheduling of activities during class time.

## NEWSLETTERS



A monthly newsletter is written and sent home with your child by his/her teacher and contains important and useful information regarding your child's preschool program. The content includes the monthly preschool calendar, meeting dates, Show and Tell dates, volunteer schedules, themes for each month, children's birthdays, songs and finger plays to practice with your child at home, special events and the dates when school is not in session. Please read each newsletter carefully; you may wish to save the calendar to review during the month.

## 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.

**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 Social Services.

### **SCHEDULE FOR STUDENT PICKUP AND DROP OFF**

#### **DROP OFF:**

**Beginning at 8:55 AM for morning session and 12:10 PM for afternoon session**

- Parents pull into staff parking lot (lane closest to maintenance building) and form a line beginning in front of the marked handicap parking spaces.
- Once busses (vans) are unloaded, a staff member will direct parent vehicles to move forward parking along sidewalk in front of school. Parents will unbuckle children from safety seats and pass child to a pre-k staff member who will escort child into school building.

#### **PICK UP:**

**Beginning at 11:15 AM for morning session and 2:45 PM for afternoon session**

- Parents pull into staff parking lot (lane closest to maintenance building) and form a line beginning in front of the marked handicap parking spaces.
- Once busses (vans) are loaded, a staff member will direct parent vehicles to move forward parking along sidewalk in front of school. **To expedite the dismissal process, please be sure to display your child's name placard prominently on your car dashboard.**
- A staff member will escort child to familiar parent vehicle and parent will buckle child into safety seat.

#### **Safety:**

At arrival and dismissal, we need to ensure the safety of all students and program staff.

- Any changes in pick up person or vehicle should be sent in writing to the school.
- Do not park in front of the building or in the driveway, as the driveway must remain open so our busses (vans) can drive to the front doors.
- **Do not drive around the busses at any time.**
- Should you have a pet (dog/cat) in your car during arrival/dismissal, we request the animal be under your control and remain inside your car.
- **Be sure to escort your child directly to/from a staff member.  
Students must be supervised at all times.**

## **SCHOOL ATTENDANCE**

As parents, you have the responsibility of deciding when your child needs to stay home. After having been up a good part of the night being sick, your child might be feeling better in the morning and insist on going to school. In such circumstances, please use good judgment and keep in mind that your child will, in all likelihood, not be able to do his or her best in school. Additionally, if your child comes to school, you may find it necessary to pick him or her up. Clearly, you need to keep your child at home if he or she has a fever, is vomiting, has diarrhea or has any condition that could be contagious. When it is necessary to keep your child at home, please call the pre-k office at 978-297-3436.

## **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 nor 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.

## **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. The School Nurse is responsible for the determination of the student's re-entry into school.

## **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 (this includes topical lotions and creams):

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.

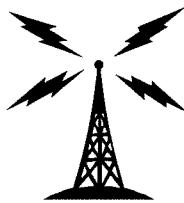
Any medication that your child is to take, including Tylenol and cough drops, will not be supplied by the school. All medications must be supplied by the parents in the original containers with the child's name properly labeled on the container.

Should you have any questions regarding your child's health, please do not hesitate to contact the School Nurse at 978-297-2578.

**Please notify our School Nurse if your child has specific allergies to peanuts, milk, eggs etc.**

#### **Holidays/Vacations/Snow days**

The Winchendon Pre-K Program, with some variation, follows the usual holidays and vacation periods of the regular school calendar. The monthly calendar sent out with the newsletter will list the holidays, vacation periods and other times when the Winchendon Pre-K Program is not in session. In case of bad weather, the Winchendon Pre-K Program follows the same cancellation procedure as the rest of the Winchendon Public Schools. Listen for the fire whistle, the call from our automated telephone system, or the announcements on the radio and television. The stations carrying the no-school announcements are:



WCAT Radio – Athol

WXLO Radio – Worcester

WCVB Television Channel 5 – Boston

WBZ Television Channel 4 – Boston

WHDH Television Channel 7 – Boston

WBZ Radio – Boston

WRKO/WBMX Radio – Boston

**\*ANY DELAY RESULTS IN MORNING (AM) PRESCHOOL BEING CANCELLED**

#### **ANIMALS**

When animals are a related part of the educational program, and have been approved by the teacher and administration, they may be brought to school by the parent and taken home that same day by the parent after the lesson. No animals are to be transported to school on the school bus. All animals should have had all appropriate and necessary shots and should be gentle in nature for pupil safety.

## CLOTHING



### 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 Winchendon Pre-K Program Director or School Nurse for assistance.

## EXTRA CLOTHES

Sometimes children have accidents and clothing becomes soiled or wet. You are asked to send an extra change of clothing (shirt, slacks, socks, underpants, etc.) to school for use in the event of an accident so that your child will be comfortable. Soiled clothing will be sent home and you are asked to return the extra set of clothes.

## SNACKS



There is a snack time during the day and you are asked to provide your child with a nutritious snack. The Winchendon Pre-K Program values snack time to promote social development; teachers will not withhold food for any reason as a form of disciplinary action. Please remember the Winchendon Pre-K Program is a nut safe environment. No snacks containing peanuts/tree nuts are allowed.

Milk is available for purchase through the school at a cost of \$.06 per carton.

The Winchendon Public Schools participates in the Free Milk Program. Please be sure you have completed the application to see if you qualify.

## 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 the Winchendon Pre-K Program, 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.

## **CONFIDENTIALITY**

The staff of the Winchendon Public Schools would like all parents to understand that every effort will be made by all staff to guard the confidentiality of all students, regardless of age. Personal, medical, academic, social, or evaluative 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.

## **CHILD CUSTODY/RESTRAINING ORDERS**

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Winchendon Pre-K Program Director be informed as soon as possible. For adherence purposes, 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 Winchendon Pre-K Program Director. A copy will be placed on file, and associated personnel will be informed of the change; i.e. the School Counselor 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 Winchendon Pre-K Program Director to ensure proper adherence.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS PBIS**

The Winchendon Pre-K Program is a community of students that take responsibility for learning and behavior for a safe, supportive and positive school for all. The Winchendon Pre-K Program staff reinforces positive behaviors by offering students praise and specific feedback on a daily basis to promote a socially positive 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 is also a system that adopts and sustains the use of positive instructional practices by **all** staff.

Our PBIS Expectations are: **Be Kind. Be Safe.**

## COMMON QUESTIONS ABOUT THE INTEGRATED PRESCHOOL PROGRAM



- Q. How do you teach children at all different levels? My child seems to be ahead/behind the rest of the class. How do you meet his/her individual needs?
- A. The key to teaching children with varying abilities and interest is to plan activities that can be used at several different levels by children who are playing together. Many of the materials we use fall into this category. The play dough, for example, can be manipulated by all the children. Some children make specific shapes and then count them, others make impressions with cookies cutters and some even make a "tea set". For some children, using play dough is primarily a creative activity; for others the main benefit lies in developing motor skills or in having a sensory experience. There are many other activities like this that we use for multilevel teaching.
- Q. Do you have enough time to teach all the children in your class when some of them have special needs?
- A. All the children in the class have special needs some of the time, so on a particular day or week the teacher may spend more time with one child than others, but overall it evens out. We are lucky to have paraprofessionals in the classroom. Their presence allows for far greater flexibility in programming. We can always use more help, and would welcome you into our parent volunteer schedule.
- Q. My child says there is a child who cannot walk in his class. How does this affect the class?
- A. We do have several children in our program who use different types of apparatus to get around in the classroom and outside. These children need some help getting out of their apparatus and down on the floor; but in the same way that your child might work on tying his shoes, this child is working toward independence in movement. Including children of different abilities helps teach the students to accept differences in others.

## **THE SPECIAL EDUCATION PROCESS**

### **Step 1: Referral**

You, or someone who works with your child, may refer him or her for a TEAM evaluation. You will receive notice of this referral within five school working days. This notice explains your rights during the evaluation process. Children may be referred by many different professionals, agencies, or yourself, based upon concerns in any of these areas: Cognition, motor development, social-emotional, physical and/or medical, speech and language development.

### **Step 2: Consent to Test**

Before any assessments may be done, parents are asked to give written consent. No assessment will be started prior to written parental consent. A parent may refuse or withdraw their consent to test at any time. The evaluation will address these four questions:

- What are your child's strengths?
- What are your child's weaknesses?
- Does your child need special education in order to make effective progress in school?
- If your child needs special education, what specific services does he or she need?

### **Step 3: Evaluation**

A speech and language pathologist and/or school psychologist, as well as physical or occupations therapists, may be asked to test or observe your child in the area(s) of concern. As a parent you have the right to request a copy of these assessments before the TEAM meeting. You also have the right to arrange a meeting or contact any of these specialists to discuss your child's evaluations.

### **Step 4: TEAM Meeting**

The purpose of this meeting is to share information about your child. Any personnel who perform assessments on or work with your child, will be present as part of the TEAM. You know your child the best and are the most important member of the TEAM.

What happens at the TEAM meeting?

- Discuss the results of the testing
- List strengths and weaknesses
- Identify needs
- Discuss options, suggestions, recommendations
- Plan services

Things you may have to share at the TEAM meeting:

- Records from your doctor or teacher
- Your child's strengths and weaknesses
- Goals you feel are important for your child

- Concerns and questions about the services
- Information based on your observations at home

You are the primary decision-maker for your child. No changes in your child's placement or services will take place without your approval.

Working with the people who work with your child and remaining involved in your child's education will greatly enhance their success and your effectiveness. You know your son or daughter better than anyone else. Share information and suggestions. Use your observations of your child's needs and abilities and use specific examples or situations to illustrate. If, at any time, you have questions about the TEAM meeting, the assessments or program information, please ASK. We are here to help.

Every effort will be made to explain our findings in clear terms. In the event that any professional jargon is used that you don't understand, please feel free to ask for clarification.

We would like to assist you in your search for information and understanding of any special needs identified. You can contact any TEAM member for reading materials and other resources available for your family.

#### **Step 5: Individual Education Plan (IEP)**

This is the form stating the plan for providing your child with the services that are necessary. You will receive two copies of your child's IEP in the mail after the TEAM meeting. Carefully review the form. If you have questions, contact the number on the front of the form and the Early Childhood Coordinator or other specialists will review the contents with you.

#### **Step 6: Parental Approval**

If you agree that everything is correct, sign it and return one copy to the Special Education Department. If you feel that a part is incorrect, you may reject that portion so other correct services may begin. Rejecting the IEP in whole will prevent all services.

**SERVICES WILL NOT BEGIN UNTIL YOU HAVE APPROVED THEM.** Once we receive the signed IEP your child will begin to receive the services outlined in the service delivery section of the IEP. To allow for services to begin in a timely manner it is important that the signed IEP be returned as soon as possible.

## **TERMS YOU MAY HEAR DURING THE SPECIAL EDUCATION PROCESS**

- Administrator of Special Education** – Director of Pupil Services, the person in charge of special programs and services in the public school
- Advocate** – a person, usually hired, who will support you during the TEAM meeting
- Aphasia** – inability to express oneself properly through speech or loss of verbal comprehension
- Articulation** – production of speech sounds
- Assessment** - a test or observation that describes your child's ability in a specific area of development
- Auditory Processing** – ability to receive, store and or reproduce information presented to the ear
- Behavior Modification** – techniques used for dealing with inappropriate behavior
- Cerebral Palsy** – a neurological condition caused by a defect in the central nervous system
- Cognitive Process** – the mental process by which knowledge is acquired (perception, reasoning, intuition, memory)
- Distractibility** – inability to attend to one task without being influenced by another stimulus
- Educational Objectives** – a list of specific goals that your child will be working on, listed in each area of your child's IEP
- Evaluation** - a group of tests and assessments given by trained professionals that will help determine what your child can and cannot do
- Fine Motor Skills** – skills controlled by small muscles, such as grasping objects, cutting, writing, etc.
- Gross Motor Skills** – skills controlled by large muscles, such as jumping, running, throwing, etc.
- Hyperactivity** – continuous or excessive motor activity
- Impulsive Behavior** – acting upon impulse without regard for consequence
- Individual Education Plan (IEP)** – the plan written after the TEAM meeting that states your child's abilities, and special needs, and lists the services and programming designed to meet his or her needs
- Perception** – awareness of one's environment through sight, touch, smell and hearing
- Referral** – the first step beginning the Special Education process in which someone has asked to have your child evaluated
- Release Form** – a form that once signed gives permission for a particular person or organization to share information on your child
- School Working Days** – days school is in session
- Socialization Skills** – skills which enable one to interact appropriately with society
- TEAM Meeting** – the meeting where trained professionals share and discuss their observations and findings on your child with you and each other to develop a plan for services

## **DISCIPLINE** **STATEMENT OF PHILOSOPHY**

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

### **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 not be allowed to possess anything that could harm themselves or others.
9. Intentional physical contact, which causes pain and suffering, is not allowed.
10. Knives and other sharp and dangerous weapons are not allowed in school. Any that are brought will be confiscated and the parent will be contacted.

### **CONSEQUENCES FOR INAPPROPRIATE 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 toward 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.

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

The administration reserves the right to determine the appropriate disciplinary action based on the severity of the infraction and other contributing factors. In case of any

dangerous behavior by a student, in addition to suspension, the administration reserves the right 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 AN IEP OR 504 PLAN**

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.

### **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.

### **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/ Winchendon Pre-K Program is a loud, continuous horn, and when activated, sends a direct signal to the Winchendon Fire Department.
2. At the sound of the horn or a broadcast message 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 previously designated areas 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/Winchendon Pre-K Program are posted throughout the building.
7. Emergency evacuation drills may also occur as part of Memorial School/Winchendon Pre-K Program'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.

### **MEMORIAL SCHOOL & WINCHENDON PRE-K PROGRAM'S PTO**

The Memorial School/Winchendon Pre-K Program's Parent Teacher Organization is an important part of our school. Many of the funds raised by the Memorial school/Winchendon Pre-K Program 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 usually occur on the first Wednesday of each month at either 4:00 pm or 5:00pm. The first meeting in September is TBA. Feel free to contact one of the officers for additional information at their voicemail box number **108**.

<b>President</b>	<b>Cheyenne Adams</b>
<b>Treasurer</b>	<b>Jessica LaPlante</b>
<b>Secretary</b>	<b>Natalia Lahood</b>

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 commitment. We appreciate everyone's efforts.

### **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 ensure 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/skirts/dresses 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. Backpacks, daypacks, pocketbooks and the like, are not to be worn in class and should be stored in a place designated by the teacher.

### **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.

## **WINCHENDON SEPAC**

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

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## **I. 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.

LEGAL REF.: M.G.L. 71:54B 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 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 any accident or serious illness and such reports will be filed with the Business Office.**

### **Student Illness or Injury**

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

SOURCE:

MASC-LEGAL REF.:

M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57-CROSS REF.: EBB, First Aid

## **PROCEDURES FOR PEDICULOSIS 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 busses 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 obey promptly the directions of the driver or aide, or refuse to obey regulations, may forfeit their privilege of riding on the bus for a specified period of time.

### **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 student shall be entitled to a hearing with the appropriate Administrator (Principal and/or designee), and shall subsequently be entitled to an appeal before the Superintendent if they should so wish.

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’ coordinators for Section 504 are Mrs. Michelle Atter and Mr. Thomas Paine. Mrs. Atter and Mr. Paine can be reached at Memorial, 978-297-1305.

## **COORDINATOR/INFORMATION-SPECIAL EDUCATION**

The Winchendon Public Schools' Director of Pupil Services, Suzanne Michel, 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.

## **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

## **BULLYING PREVENTION**

File: JICFB

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

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

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs,

signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

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

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;
- Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:
- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

### Prevention and Intervention Plan

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

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

#### Reporting

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

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

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

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

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

#### Investigation Procedures

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

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

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

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

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

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

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

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

#### Retaliation

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

#### Target Assistance

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

### Training and Assessment

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

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

### Publication and Notice

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

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

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

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

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

### REFERENCES:

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

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

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

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

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

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

The Winchendon Public Schools shall act to investigate all complaints (formal or informal, verbal, written, or electronic) alleging discrimination or harassment (including sexual harassment, sexual assault, and sexual violence) carried out by employees, students, or third parties, or all possible discrimination of which it becomes aware, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy, and provide appropriate interim steps and remedies to the victim(s).

#### Definitions

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

**Harassment:** Harassment is defined as unwelcome conduct that is severe, persistent, or pervasive and creates a hostile environment, whether verbal or physical, that is based on: race, color, national origin, sex, sexual orientation, religion, disability, or age.

Harassment is prohibited by the Winchendon Public Schools and violates the law.

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

or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement.

**Retaliation:** Retaliation is prohibited. No person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege under this policy, or because he or she has made a complaint, testified, assisted, or participated in any manner in an investigation under this policy. Any individual who believes, in good faith, that he or she has been subjected to any form of discrimination, such as harassment, described above, has a right to file a complaint with the Winchendon Public Schools.

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

Therefore, any school personnel who become aware of harassment or discrimination must immediately relay that complaint to the principal or his/her designee. Upon becoming aware of harassment or discrimination, the principal or his/her designee must immediately notify the School District Civil Rights and Grievance Officer & Title IX Coordinator. Individuals who become aware of the harassment or discrimination may also file a complaint directly with the School District Civil Rights and Grievance Officer & Title IX Coordinator:

Suzanne Michel, who can be contacted at:  
978-297-1850, [smichel@winchendon12.org](mailto:smichel@winchendon12.org)  
Winchendon Public Schools,  
175 Grove Street,  
Winchendon, MA 01475.

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

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

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

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

- 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 & Title IX Coordinator Contact Information:*

*Suzanne Michel  
175 Grove Street  
Winchendon, MA 01475  
978 297-1850  
[smichel@winchendonk12.org](mailto:smichel@winchendonk12.org)*

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

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

The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with

district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. Follow up and a monitoring plan will be established, if applicable, to ensure a discrimination-free learning environment.

Investigation, Finding, and Appeal of Finding

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

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

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

All alleged perpetrators will be insured of full due process rights and all other protections guaranteed them through state and federal law. The disclosure of information will only be provided to the extent necessary to properly investigate the allegations.

School District Actions

Upon receipt of the Civil Rights and Grievance Officer & Title IX Coordinator's report that a violation has or may have occurred, the school district will take prompt, appropriate action. Appropriate actions may include but are not limited to:

- 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.

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

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

OR

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

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

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

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

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

OR

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

OR

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

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

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File: ACAB

**SEXUAL HARASSMENT**

All persons associated with the Winchendon Public Schools including, but not necessarily limited to, the School Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community will be in violation of this policy. Further, any

retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Winchendon School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment carried out by employees, students, or third parties, and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. The Winchendon School Committee ensures that there will be adequate, reliable, and impartial investigation of complaints of sexual harassment.

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

#### **Definition of Sexual Harassment**

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

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

#### **The Grievance Officer**

Suzanne Michel

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

[smichel@winchendon12.org](mailto:smichel@winchendon12.org),

(978) 297 1850,

Winchendon Public Schools

175 Grove Street

Winchendon, MA 01475

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

**Complaint Procedure:**

All complaints will be processed through the NON-DISCRIMINATION AND GRIEVANCE PROCEDURE [located at p. X/section X of the 2018-2019 Winchendon Pre-K Student-Parent Handbook].

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

The grievance officer, upon request, will provide the charging party with a list of government agencies that handle sexual harassment matters.

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

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

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

Voted and Approved: Thursday, May 3, 2012

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

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

#### **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

IHAM, Teaching About Drugs, Alcohol, and Tobacco

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

Approved: 7/19/18

## **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.

**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 network and Internet Access for student and staff use.

The Internet is a global network that offers vast, diverse, and unique resources to both students and staff. The **purpose** of this network is to enhance the educational experience. The use of the school network and Internet is a **privilege**, not a right. Students and Staff must agree to obey specific standards of online behavior, language, content and security. The privacy of all users is very limited. All online activity is monitored and recorded. It is expected that the user 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 school network and the Internet is permitted. If one wishes not to have access to electronic devices, computers, or the internet a request must be submitted in writing to Building Administration.

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

may be denied and appropriate disciplinary action will result at the discretion of the Administration.

### **General Information**

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

### **Student Internet Access**

- Students will have access to the Internet in all areas of the buildings.
- An account agreement must be renewed on a school-year basis as part of the handbook process. Parent approval can be withdrawn at any time with written notice.
- All student web pages, blogs, cloud accounts must be related to school activities.
- Students will be responsible for their own actions.
- Students will not change settings on the browser or any other applications.
- Students will not alter any material on an electronic device other than their own files.
- No student may attempt to “hack” into any computer, electronic device or server.
- Non-Educational games will not be played, accessed or downloaded.
- Students must immediately disclose to their teacher or another adult any message received that is inappropriate or makes them feel uncomfortable.

### **Unacceptable Uses, including but not limited to:**

- Posting of personal contact information about yourself or other students, teachers or people. Personal information includes your address, telephone, school address, work address, photos, etc.
- Students may not agree to meet with someone they have met online.
- Downloading inappropriate materials, unlicensed commercial software, non-educational software, malware, viruses, trojans, etc.

- Receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, weaponry, or explosive devices.
- Attempting to gain unauthorized access any file servers in the Winchendon School System, outside file servers, or go beyond your authorized access on any device.
- Attempting to (or doing so) log in through another person's account or access another person's files.
- Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Using the Winchendon Public School devices to engage in any illegal act such as arranging for a drug sale, controlled substances, purchase of/for underage person's alcohol, participating in a criminal gang activity, threatening persons, harassment or cyberbullying, etc.
- Damage to school computers and tablets, either physical damage or reconfiguration of the computer systems, it will be considered vandalism.
- Using obscene language or profanity.
- Sending or displaying offensive messages or pictures.
- Accessing personal e-mail accounts
- Attaching or using unauthorized devices to the network (including but not limited to wireless access points, 3G or 4G network cards, tethering, etc.)
- Bypassing the school network/internet by using unauthorized personal wireless internet devices
- Bypassing the school network/internet filters

#### **E-mail, Instant Messages, & Use**

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

- Misuse, non-compliance or withdrawal of enrollment will result in loss of access to the system and email. The level of loss of access will be determined by District Administration.

### **Privacy**

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

### **Consequences of Violating Rules on Computer or Network Use**

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

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

### **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 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

## **PROCEDURES FOR WEAPONS VIOLATIONS**

**File: JICI-R**

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 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 1<sup>st</sup> Reading: 11/19/2015, Approved: 1/19/2015 ---Revisions: 1<sup>st</sup> Reading: 5/19/2016, 2<sup>nd</sup> Reading: Approved: 5/19/2016

## **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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