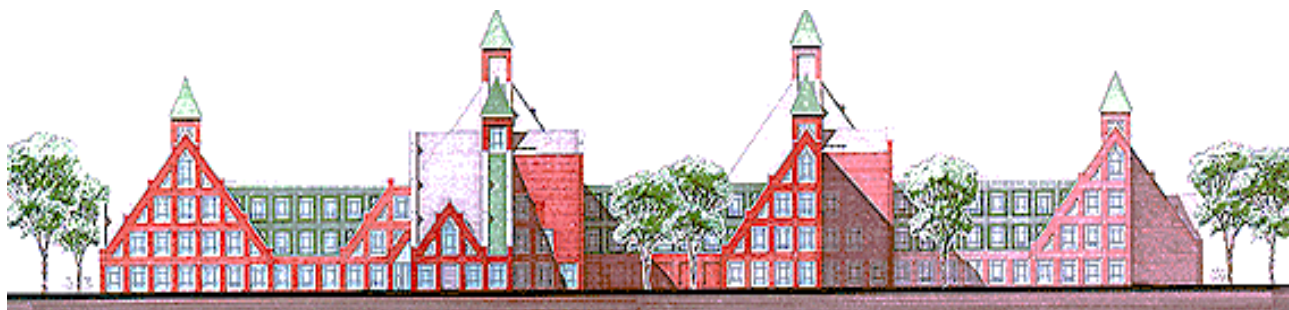


Winchendon Public Schools

Murdock High School



Student-Parent
Handbook

2014-2015

www.winchendonk12.org

MHS Main Office 978-297-1256

Guidance Office 978-297-4285

Nurse's Office 978-297-4390

Mission, Core Values, and Beliefs

Mission

Murdock High School is committed to providing a challenging, safe, healthy, and respectful learning environment. We promote the overall achievement, development, and wellness of every student as a lifelong learner and responsible citizen in the 21st century world.

Core Values

- Murdock High School is a school community that expects and promotes excellence in teaching and learning.
- Murdock High School is a school community that expects and promotes respect and responsibility.
- Murdock High School is a school community that expects and promotes resiliency and results.

Beliefs about Learning

- We believe that all members of the school community deserve and require a positive and safe environment in order to succeed.
- We believe that a positive attitude and consistent effort are essential to student success.
- We believe a rigorous, challenging, and engaging curriculum leads to student success at high levels of achievement.
- We believe that students must acquire and apply the skills, knowledge, and experiences that prepare them to meet the challenges of the 21st century.

Beliefs about School Culture

- We believe that academic achievement is the foundation of our school community.
- We believe that a culture of mutual respect translates to positive results.
- We believe that the staff, students, and parents of Murdock High School must embed a variety of proactive strategies to engage every student in the school community.

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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.

ACADEMICS

ACADEMIC ACCESS

All parents and students may receive access to the Edline Portal to view students' grades. Passwords are available through the guidance office. Please note that teachers have 10 working days to post grades to Edline.

ACADEMIC HONESTY

A high school's intellectual reputation depends on the highest standards of academic honesty. Commitment to these standards is a responsibility of every student and staff member. Each semester, classroom academic honesty policies are to be presented to students, preferably in writing, along with a discussion of the importance of academic honesty. All academic work must be the work of the individual student submitting the work and any work by others must be authorized and properly cited. Violations to the Academic Honesty policy include the following:

Cheating - defined as using unauthorized materials, giving or receiving unauthorized assistance on any quiz, test, project, or homework assignment.

Plagiarism - defined as the use of another's ideas or words without acknowledgement. Clear requirements for use of quotations and citations should be presented to each student prior to work completion in writing.

Unauthorized Academic Materials - defined as unauthorized possession or distribution of quizzes, examinations or lab or project materials. Internet downloads of project materials or term papers not created by the individual student who intends to submit the materials as his/her work.

Sanctions for violation of the Academic Honesty Policy may result in a zero grade for the assignment in question, and/or discussions involving the student, teacher, guidance counselor, parents, and administration. Serious or multiple offenses may result in loss of credit and/or course failure along with administrative consideration for suspension. The use of modern technology has increased the likelihood and opportunity for plagiarism and use of unauthorized materials. Staff and students should discuss the correct usage of Internet available materials and what is authorized for usage in each class.

ACADEMIC RECOGNITION

- High School Honor Rolls exist to recognize academic achievement. Honor roll eligibility is as follows: Highest Honors-all "A"s; High Honors-all "A"s with one "B"; Honors-all "A"s and "B"s
- Murdock High Honors Quarterly Breakfast (high and highest honors)
- Murdock Scholars' Dinner-3.0 quarterly GPA for first three quarters
- Murdock Student of the Term - students nominated by staff members based on work ethic, citizenship, character

CREDITS EARNED OUTSIDE MURDOCK HIGH SCHOOL

A student may take a course from a college, evening school or home school program in order to earn credits for graduation from MHS. However, prior to registering for the course, the counselor must approve this course. A course description must be provided to the counselor in order to determine the appropriateness of that course. A copy of the registration form or other forms of confirmation must be given to the counselor within thirty days of enrolling. Upon completing the course the student must bring the official grade from the issuing school to the guidance office within one week of receiving it.

DUAL ENROLLMENT ELIGIBILITY

Premise:

The Winchendon School District supports the opportunity for our students to choose to take college courses while attending Murdock Middle High School.

Description:

Both juniors and seniors may participate in a full time Dual Enrollment Program. Colleges, however, prefer students stay at the high school and participate in AP classes. There are different expectations for full and part time students which are described below.

Criteria:

Students must have a MHS G.P.A. of 2.5 or higher (B average) and have demonstrated an ability to handle college level work in order to participate. There must be approval of the parent, principal, school guidance counselor and the college. Although each college may have differing criteria, MHS has final approval. In order for a student to enroll in the Senior Alternative Program, they must meet the specific requirements of that program.

Specifics: The following conditions for this program are:

Full Time Students:

- College courses will be accepted for MHS credit (three credit college course equals 2.5 MHS credits)
- College courses are not weighted and will not count towards MHS class ranking or grade point average.
- A participation form must be completed before June 1 of the current school year
- Courses are subject to MHS approval and must meet graduation criteria
- Students are not eligible for valedictorian or salutatorian.
- Students may not hold class offices or other leadership positions.
- Students may participate on sports teams in accordance with M.I.A.A. and team rules/regulations
- A copy of the college registration form must be submitted to guidance within 7 days of registering.
- The student's grade point average will freeze when student attends college full time.

Part Time Students:

- College courses are accepted for MHS credit but cannot duplicate courses offered at MHS during that year
- College registration applications must be completed through the guidance office

- Students may participate in school clubs/activities/ teams in accordance with the rules of that group
- Credit will be determined by MHS based on hours in the college class
- A copy of the college registration form must be submitted to guidance within seven (7) days of registering.
- College courses are not weighted and will not count towards MHS class ranking or grade point average

Upon completing the course the student must bring the official grade from the issuing school to the guidance office within one week of receiving it.

EXTRA HELP

Teachers are available for extra help Monday-Thursday from 2:05-2:40 p.m. Students should make arrangements with the teacher prior to staying for extra help. If additional time is needed, arrangements should be made with the individual teacher.

GRADING SYSTEM

Teachers derive their grades from a variety of sources: test and quiz scores, consistency and quality of homework assignments, attendance, frequency of oral participation in class, extra credit projects, and so forth. Additionally, students are evaluated once at the end of each quarter and once each during the mid-year and final examinations periods. Students receive a number grade for each course.

Final grades are computed in the following fashion:

Full year course - 20% each quarter; 10% mid-year and final exam

Half year course - 45% each quarter, 10% final exam.

GRADUATION REQUIREMENTS

Murdock High School Diploma

In order to receive a diploma from Murdock High School, the following requirements must be met:

- Every student must be notified that they have passed the MCAS exam prior to commencement in order to receive a diploma.
- Every student must satisfy the attendance requirements. Every high school student must carry a minimum of thirty (30) credits per year. All graduating seniors must accumulate 100 credits. One full year course equals 5 credits. A course that meets for one semester equals 2.5 credits.
- Successful completion of the following courses is required.
 - *English/Language Arts* - 20 credits
 - *Mathematics* - 15 credits
 - *Science* - 15 credits
 - *Social Studies* - 15 credits (World History, U.S. History 1, and U.S. History 2)
 - *Physical Education* - 7.5 credits, including one semester of Wellness 9
 - *Fine Applied Art/Technology* - 5 credits

Certificate of Attainment

The purpose of the state-endorsed credential is to provide school committees with the option of providing a certificate of attainment, based on specified criteria, to students who have completed

local requirements but who do not yet qualify for the high school diploma because they have not yet earned a competency determination (MCAS). Students who earn the state-endorsed credential have made a good faith effort to meet the state standards. These students will have completed all local graduation requirements, including attendance, course completion and satisfactory grades.

For further information, contact the guidance department.

Commencement and Diploma Conferment

Students not meeting graduation requirements as previously stated may receive a Murdock High School diploma after the graduation date, providing all graduation requirements have been satisfactorily completed.

Valedictorian and Salutatorian Eligibility

Students must be enrolled at Murdock High School (grades 9-12) for six semesters, including both semesters of their senior year.

HOMEWORK

- Homework should be assigned on a “regular” basis.
- Writing needs to be a part of the homework experience at least twice weekly.
- The homework needs to be adequately assessed (graded).
- Critical thinking and open-ended questions should be part of the homework experience.
- Homework should serve the following purposes: practice, preparation and usefulness.
- High school students should be spending approximately two hours a night on homework.
- Homework may take many forms: objective questions, narratives, portfolios, projects, Internet research, etc.

INCOMPLETE GRADES

Any students who are legitimately absent and miss class work may be given an incomplete grade “I”. Any student who is extended the privilege of receiving an incomplete grade will normally be given the first ten (10) school days of the next marking period to make up the work (except for the last marking period, which is also 10 days or at the discretion of the principal.)

Any other student who fails to complete assigned work may be given an “I” if the teacher involved feels that the circumstances warrant the incomplete. The same make-up privileges will be extended to these students. Incompletes must be authorized by an administrator.

MAKE-UP WORK

It is the responsibility of the student to schedule appointments with his/her teachers to obtain make-up work due to absences. In the case of extended absences, parents must call the attendance secretary to request work (978-297-1256), from their child’s teachers. Work, quizzes or exams assigned prior to an excused absence are due upon returning to school. The maximum time allotted for assignments to be completed and handed in to the teacher is the duration of the student’s excused absence from school plus one day (including the day of return). Exceptions to the Make-Up Policy may be allowed at the teacher’s discretion.

Make Up Policy
Days Absent Number of Days to Make Up Work
(including day of return)

1	2
2	3
3	4
4	5

PARENT NOTIFICATION

Please note that the following course curriculum at Murdock High School includes human sexuality curriculum: Child Development I/II, Sociology, Psychology, Anatomy & Physiology, Biology, Human Development & Disease, Wellness Education-9. If you would like to review the curriculum or exempt your student from any portion of said curriculum, please contact the principal at 978-297-1256.

PHYSICAL EDUCATION

Murdock High School requires that all students participate in physical education. In cases of illness for a day or two, a written note from a parent or guardian will excuse participation. This note should be brought to the nurse, who will issue an excuse-pass to be given to the physical education teacher.

Long-term requests to excuse participation require a medical exemption from a physician. In the event that a student is medically excused, the following expectations have been established. A) The student will attend class regularly. B) The student will be expected to help out, if possible, at the discretion of the teacher. C) The student will be accountable for all information learned in class and on the class handouts by taking the class tests. D) Students who miss two or more weeks of any activity are required to complete a writing assignment given by the class teacher. This assignment will be graded and calculated into the student's overall grade for the marking period.

PROGRESS REPORTS AND REPORT CARDS

Every student will receive a progress report halfway through each marking period. This report will contain information on the student's behavior, grade and/or progress. Parents/guardians who have not received a copy should contact the guidance office. Every effort shall be made to inform parents/guardians whenever students are failing or are in jeopardy of failing each quarter. Weekly progress reports shall be available upon request.

Report cards are issued four times during the school year. Progress reports and report cards may also be accessed by parents and students through the Edline portal.

PROMOTION AND GRADE PLACEMENT

HIGH SCHOOL

Credit requirements for grade placement and promotion at Murdock High School are listed below.

Grade	Minimum Required for Promotion
9	22.5
10	45
11	70
Graduation 100, including specific course requirements	

COURSE CREDIT

- If a student exceeds nine absences per semester, he/she will lose full credit for the course for that semester.
- Every attempt will be made, consistent with school protocol, to notify students and parents/guardians of potential or pending loss of credit due to excessive absences. However, it is the student's responsibility to be aware of his/her attendance status.
- Grades are not affected by loss of credit, although excessive absence in and of itself often leads to a drop in grades.
- Letters requesting a waiver of absences must be submitted in writing to the principal by the student no later than fifteen (15) school days from the date of the violation letter. Letters should include an explanation of the absences and all pertinent documentation (doctor's notes, etc.) Requests received after the fifteen (15) days may not be considered.
- The attendance waiver committee (made up of an administrator, guidance staff, teacher representatives) will meet to approve or deny waiver requests.
- Students who have been denied their requests may petition the principal for an appeal.

SPECIAL EDUCATION SERVICES

Wide ranges of special education services are provided within the Winchendon School System. At the middle/high level, the following services are available:

- An evaluation of any referred student, subsequent to the student support team process, to determine if academic, social, physical, or emotional disabilities exist that are interfering with the student's development or academic progress. If such a determination is made, the student will receive the support of a special needs teacher. A majority of this support is integrated into the regular classroom setting, although in some cases small group support or instruction is more beneficial to the student.
- A speech and language program designed to remediate communication disabilities such as incorrect articulation or delayed language development. The speech therapist may work with these students on a one-to-one basis, in small groups or within the classroom setting, depending on the nature of the problem.
- Occupational and physical therapy to provide remediation in both gross and fine motor skills.

SUMMER SCHOOL

Summer school may be available for students who have not received a passing grade in one or two classes. School policy regarding summer school and make-up for subjects failed is as follows:

- a) During any school year a student will not be permitted to make up two (2) courses which are sequential in nature or in the same curriculum area (e.g. Algebra I and Algebra II) except with permission of the principal;
- b) Students who fail a subject during the regular course of study and elect to make this subject up outside of the regular school year or school day must do so in an approved summer school, evening school, or tutorial program. To guarantee credit for make-up, approval of the high school principal must be granted prior to enrollment in a make-up program;
- c) The student being considered for make-up privileges must have acquired a minimum grade of fifty (50%) in the subject to be made up or request principal approval;
- d) A student wishing to attend summer school must apply to his/her guidance counselor as soon as the likelihood of failing for the year becomes evident. The student's guidance counselor will then:

- 1) determine whether any area schools are offering a course comparable to the one failed;
- 2) consult with the student applicant and familiarize him/her with the special requirements and regulations of the summer school the applicant wishes to attend, assessing his willingness to abide by these rules and regulations; and
- 3) on the basis of the above, recommend to the principal whether the student's application should be accepted or rejected.

ATTENDANCE

ATTENDANCE

- A student enrolled in a course is expected to be present each time the class is in session. The minimum attendance for credit in a course is at least 90% of the class meetings. This translates to nine (9) absences per semester for courses that meet daily, and seven (7) for seniors in their second, shortened semester. Students exceeding nine absences a semester (or seven where applicable) will lose credit in that course for that semester. All students who have exceeded the maximum number of absences will receive a letter informing them that they must apply for a waiver.
- Teachers are to keep a daily record of attendance for each student, including those due to tardiness and dismissal.
- A student who is not in attendance for more than one half ($\frac{1}{2}$) of the class period will be considered absent for that period.
- A student not present in school for at least four full periods is ineligible for any athletic or extracurricular activities that day or the weekend if it is a Friday.
- Absences that are considered exempt and do not count against the nine absences fall into the following categories:
 - personal injury or illness (medical documentation required)
 - religious holidays
 - serious personal or family problems (guidance contact)
 - professional appointments that could not be scheduled outside the regular school day (documentation required)
 - college, vocational, military appointments (please see details on page 8)

Parents are encouraged to make appointments for doctor visits, license tests, etc., outside of school hours. Please note that all absences count toward the nine allowed days. Students who lose credit for going over the maximum allowed must apply for a waiver.

Documentation of doctor's visits, court appearances, etc., should be submitted to the attendance secretary as soon as possible following the absence.

Absences due to school related activities, injury incurred while participating in school sponsored events, and in school suspension are not counted as absences. However, students are still expected to make up work in accordance with make-up policies.

Parents/guardians are encouraged to plan family vacations and activities outside of regular school hours. Should parents choose otherwise, they must notify the school administration prior to the absences. Such absences count toward the nine allowed absences and may not be waived.

Exceptions to this policy will be reviewed on an individual basis by the school principal.

All absences must be phoned in the morning of each absence by a parent/guardian. Calls should be made to the attendance secretary at (978) 297-1256 before 8:30 a.m. Calls will be made to the homes of students who are not properly called in.

CLASS ABSENCE

If a student is absent from class, the teacher will confer with the student and or attendance secretary about the absence. If it is determined that the absence is unexcused, a referral will be sent to the assistant principal.

Parents will be notified when a student has missed either:

- Two or more periods unexcused over at least five days in a school year
- OR
- Missed five or more school days unexcused in a school year

A reasonable effort will be made to meet with parents to develop an action plan to improve student attendance.

COLLEGE VISITS

Visitation appointments are preferably made on non-school time or during school holidays whenever possible. Students will be granted an approved absence to visit a college or university for an appointment or to attend an "open house" if:

- 1) A visitation request form for that college or university (available in the Murdock Guidance Department) is completed;
- 2) No more than three (3) different colleges or universities are visited during junior year; and no more than two (2) during senior year.

Students will also be allowed to have vocational and military appointments provided they follow steps 1-2 above. These absences will not be counted towards the nine (9) total absences allowed per semester (7 absences for seniors during the second semester) as outlined in the Attendance Policy. Exceptions to the policy will be reviewed on an individual basis by the principal.

DISMISSAL (Early Dismissal from School)

Students will not normally be excused before the close of school day unless a written request stating the date, time, and reason is presented to the office prior to homeroom period. Telephone dismissals will be honored in emergency situations; however, a parent or guardian must pick up the student at the main office in the event a telephone dismissal is permitted. Students being dismissed will be issued a dismissal slip, which must be turned in to the office by the student at the time of dismissal. Students are not permitted to leave school without a parent or guardian's consent and approval of the method of transportation.

To every extent possible, we expect appointments to be scheduled after school hours. Students who are dismissed for a portion of the day and return to school must sign back in at the main office. Failure to do so, depending on the time of dismissal, could be counted as an absence. Excessive dismissals (four per quarter) may result in unexcused absences or other administrative interventions.

EXTENDED VACATION POLICY

The Winchendon Public School District believes strongly in the importance of regular attendance by all students. Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods.

Should a parent choose to keep a student out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the student's return to school. However, it is the student's responsibility for requesting and making up missed work. The school will not assume responsibility for providing tutoring or extensive individual help for the student when he/she returns. All absences must follow the procedures under the ATTENDANCE POLICY in this handbook.

In the event that a student has a unique opportunity that will require the student to miss school, the student's guardian should communicate this request to the principal in writing prior to the absence. Timely communication may allow the school to provide work for the student in advance of the absence. Additionally, the absences may be able to be waived and not count towards an attendance policy violation if the student completes an additional assignment. The assignment would demonstrate what the student was able to learn during the time away from school that justified missing class time. This assignment would be provided at the principal's discretion.

PARTICIPATION AT SCHOOL-SPONSORED ACTIVITIES

To encourage good school attendance, participation in or attendance at school-sponsored or school-endorsed activities will be limited to students who have attended school for at least four full periods of the school session preceding the activity. Students with unexcused absences from classes will not be allowed to participate in extra-curricular activities that day. Certain exceptions will be allowed under the following circumstances:

1. The student is absent for a school-related purpose or because an appointment could not be made after school hours, such as one with a medical specialist or a court appearance, and the principal is satisfied that such is the case.
2. The principal determines that other circumstances justify allowing the student to attend the activity, the principal or his designee shall allow the student to attend.

SCHOOL TRUANCY (Unauthorized absence from school)

Disciplinary progression:

Students will not be permitted to make up any academic work missed and will receive a zero as a class grade for each unauthorized absence.

One unauthorized absence:

- Telephone call to parent/guardian
- 1 day in-school suspension

Two unauthorized absences:

- Telephone call to parent/guardian
- 2 days in-school suspension

Three unauthorized absences:

- Parent/guardian conference
- 1 to 3 days out-of-school suspension

Four unauthorized absences:

- Parent/guardian conference

1 to 3 days out-of-school suspension

Possible filing of truancy CHINS*

*Further disciplinary action may result up to and including suspension.

TARDIES TO SCHOOL

The school day begins promptly at 7:30 a.m. Students report directly to their first period class. If a student arrives after 7:30 a.m., he/she must report to the main office for a tardy pass. Students who arrive late to school must be excused by a parent with a note or phone call explaining the tardiness on the same day as the late arrival. Those students whose tardiness is unexcused will serve an after-school detention. Chronic violation of this policy will be handled at the administrative level and may result in disciplinary action such as morning detention or extended school days.

Examples of excused tardiness include: illness, child care emergency, family emergency, emergency medical appointments, late school bus, and religious observance.

Examples of unexcused tardiness include: oversleeping (for any reason), personal transportation problems, missed school bus, stopping for coffee/breakfast.

Students who are excused tardy to school or dismissed during the school day must obtain the permission of an administrator to participate in any after-school activity that day. Permission to participate will be denied to students with excessive tardiness or dismissals. Students who have an unexcused tardy to school may not participate in extra-curricular activities on the day of the tardy.

If a student arrives to class after a test or quiz has begun, the student may not be able to take the test and may be issued a "0", unless the student has provided appropriate documentation to the attendance secretary.

A tardy that results in non-attendance for more than one-half of the class period will be considered an unexcused absence for that class.

High school students with six tardies may lose their school parking privileges and will incur incremental losses of this privilege for subsequent offenses.

GUIDANCE

CHANGES IN STUDENT SCHEDULES

Changes to student schedules may be made during the first ten (10) days of the semester. Please note that changes will not be made to request specific teachers. After 10 days, changes will be made only at the discretion of the guidance counselor or administration.

GUIDANCE & COUNSELING SERVICES

Guidance and counseling services at Murdock High School are an integral part of the educational program. Staff members strive to work closely with administrators, faculty, parents, and other professionals, community members, and students to provide an atmosphere which contributes significantly to the personal and educational development of students.

The Guidance and Counseling program seeks to assist students:

- In developing an awareness of their own self-worth and dignity;

- In increasing their understanding of the world in which they live;
- In developing decision making skills;
- In planning a relevant education program;
- In setting general and/or specific career goals;
- In planning post high school placement.

The Guidance and Counseling Department is particularly concerned with providing a setting in which students and all those interested in students will feel accepted and welcomed.

All students differ in abilities, interests, personalities, and needs. From time to time it may be vital to have someone to talk to in these areas. Murdock's counselors are ready at any time to discuss problems students are having, whether they are of a personal, vocational, educational, or military nature. Appointments are necessary and may be obtained from the secretary in the Guidance Office.

The Guidance Office has a wide variety of educational and vocational materials. Students and parents are encouraged to take advantage of these offerings.

SECTION 504-CHAPTER 622

The Murdock High School's coordinator for Section 504 compliance, Chapter 622 conformity, and Title IX adherence is Mrs. Rachael Weinhold. Mrs. Weinhold can be reached at Murdock High School at (978) 297-4285.

STUDENT RECORDS

The following persons serving in a parental role shall have access to student records:

- The custodial parent(s) (parent with physical custody)
- The student's guardian
- A person or agency legally authorized to act on behalf of or in conjunction with the student's father, mother, or guardian, assuming that they have physical custody.
- Non-custodial parent must submit a written request for access to the student's records to the school principal. Non-custodial parents shall have access to a student's records unless:
 - The parent has been denied legal custody based on a threat to the safety of the child or to the custodial parent.
 - The parent has been denied legal visitation or has been ordered to supervised visitation.
 - The parent's access to the child or to the custodial parent has been restricted by a temporary or permanent protective order.

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.

1) Statement of Parent Rights

Parents have the following rights:

- a. the right to review and inspect their student(s) records

- b. 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)
- c. 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)
- d. the right to file a complaint with the U.S. Department of Education for the failure of the district to comply with FERPA

2) Procedures on How to Exercise Parental Rights

- a. Parents must make requests to review student records in writing to the building administrator
- b. 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
- c. Parents may not see information in their child/children's record that may identify other students

3) 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).

4) 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.

5) 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.

6) Disclosure to a Third Party for Request of Records

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

- a. Verify identity of the requestor
- b. Ask and record how the student information will be used
- c. 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 SUPPORT TEAM

Mission Statement: The Student Support Team is dedicated to helping students and parents when problems interfere with achieving a healthy productive lifestyle. The team assists through individual assessment, action-plan development, and service coordination.

Purpose: The Student Support Team offers assistance to students who are experiencing difficulties that interfere with academic, social, and/or emotional development. A request for services or referral may be made by a staff member, parent/guardian or student.

The Student Support Team consists of the Assistant Principal, School Psychologist, Guidance Counselors, School Adjustment Counselor/Social Worker, Safety Officer, Nursing Staff, and Mental Health Professionals. The Student Support Team meets on a regular basis to determine the most

appropriate means of assisting those students who present academic and/or behavioral concerns with appropriate individuals and linking the student and family with support services as needed.

WITHDRAWAL FROM SCHOOL

Students who are withdrawing from MHS must check with guidance for the appropriate paperwork. Any outstanding fees and other obligations must be resolved at this time. Additional information may be found in the main office.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

ACADEMIC ELIGIBILITY

In order to be eligible under MIAA standards, a student-athlete must pass the equivalent of four major classes during the last marking period preceding the season. A major class is defined as any course that meets daily. For the fall season, a student-athlete must have passed four major classes the previous academic year. This applies to all student-athletes in grades 9-12. A student-athlete may take part in only one competitive sport each season (fall, winter, spring).

ATTENDANCE AT ATHLETIC EVENTS

- Students will not be allowed to re-enter the event if they leave for any reason during the event, unless they receive approval from an administrator.
- Students must remain on the side of the arena/court that is designated for their school.
- If a student is ejected before, during, or after an event, that student may not be permitted to attend any future athletic events for the remainder of the season (including post season).
- The MIAA taunting policy will be strictly enforced.

Violation of any section of this policy will result in disciplinary action, up to and including suspension.

REGISTERING FOR ATHLETICS AT MURDOCK

Student-athletes will not be allowed to participate in tryouts, practice, or games until registration forms are in and the user fee is paid.

In order to sign up to play a sport at Murdock High School, a student must have the following:

- ✚ Met academic eligibility criteria
- ✚ Updated physical examination report within the past 13 months turned in to nurse's office
- ✚ Completed and returned Co-Curricular Release Form
- ✚ Completed and returned Health History Form
- ✚ Has paid user fee or received waiver from Athletic Director
- ✚ Has returned all uniforms and equipment from previous sport season
- ✚ Has met all financial obligations with the school

SPORTS AND LEVELS

Murdock High School's Athletic Program offers the following sports:

FALL	LEVEL	WINTER	LEVEL	SPRING	LEVEL
Football	JV Varsity	Basketball (Boys and Girls)	JV Varsity	Baseball	JV Varsity
Field Hockey	JV Varsity	Ice Hockey (co-op)	JV Varsity	Softball	JV Varsity
Soccer (Boys and Girls)	Varsity	Indoor Track (Boys and Girls)	Varsity	Outdoor Track (Boys and Girls)	Varsity
Cross Country (Boys and Girls)	Varsity	Cheering	JV Varsity		
Cheering	JV Varsity	Swimming (co-op)	Varsity		
		Wrestling	JV Varsity		

At the junior varsity level, the coach will make a strong effort to provide all team members a fair amount of playing time. At this level, the coach is teaching the offensive and defensive philosophy of the program along with the skills necessary to progress to the varsity level.

At the varsity level, our teams are competing against opponents at the highest possible level of competition. In order to be successful, there are many instances when the major burden of the contest will be carried by the most highly skilled players.

New sports will be added as enrollment, student interest, and budget figures allow.

USER FEE

User fees are determined by the Winchendon School Committee. User fees are posted on the Murdock website www.winchendonk12.org. Paying a user fee does not guarantee playing time. Any student who has difficulty paying a user fee should contact the principal.

USER FEE REFUND

No refund will be granted after the first scheduled contest has taken place regardless of whether the student-athlete participated in the contest. In the event a student-athlete is cut from a team during tryouts, they will receive a full refund. Student-athletes who are injured during the season are not eligible for a refund.

DANCES

Dances are held for Murdock High School students only. Guests will be admitted only for special dances, e.g. the senior prom, and only with prior approval of an administrator.

ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR SCHOOL ACTIVITIES

DEFINITION

Participation in co-curricular activities is a privilege for Murdock students. Co-curricular school activities are provided outside of the regular academic schedule to allow student participants to broaden experiences through the development of a variety of interests and skills. Participation in these activities requires of the participant an additional dedication of time and effort beyond that required by the regular academic program.

In order that the first priority is given to the academic program, participants in co-curricular activities will be required to maintain a satisfactory standing in school and classroom conduct, attendance, and grades in order to be eligible to participate in those activities. These eligibility standards shall apply to the participants in all school-sponsored or endorsed activities including, but not limited to, athletics, dramatics, school and class offices, committees, publications, membership in class, club or school organizations.

SUSPENSION

Any student suspended from school will be ineligible for participation for the period of suspension. By joining a co-curricular activity, the student is willing to adhere to a stringent code of behavior. Further restrictions and/or penalties within the realm of participation in the activity/sport may be imposed as deemed appropriate by the advisor/coach.

SCHOOL OBLIGATIONS AND DETENTION

A student must fulfill all obligations to the school and the teachers each day before becoming eligible to participate in co-curricular activities for that day. Violation of this obligation may lead to appropriate disciplinary action and termination of eligibility. Service of detention has priority over extracurricular activities, work, and social obligations.

NATIONAL HONOR SOCIETY

Membership in the Murdock chapter of the National Honor Society is offered to sophomore, junior and senior students who have met the requirements of scholarship (a student must maintain a scholastic average of 3.0 or better), character, leadership and service.

Each scholastically eligible student is notified by the N.H.S. advisor and the selection procedure explained. The eligible student is then issued the necessary materials if he/she wishes to continue the process. The selection of members is based on information provided by the applicant in regards to leadership and service and the review of the eligible student's school records. A faculty council reviews all applicant documents and votes on admission with emphasis being placed on the qualities of character, leadership, and service. Scholarship alone does not guarantee admission.

The National Honor Society is service oriented and contributes its support to such activities as fund raising and sponsoring blood drives.

Privileges offered to National Honor Society Members include:

1. Each member receives a gold plated pin and a membership card.
2. At graduation, members wear a gold tassel (on cap); a gold N.H.S. seal is placed on their diplomas, and they receive a certificate of membership.
3. Junior and senior members may be exempt from final exams, provided the following criteria and procedures are applied:

- a. The student must have an “A” average in the course.
 - b. The student must request the exemption in writing.
 - c. The classroom teacher must approve the request.
4. N.H.S. membership cards may be used as permanent corridor passes.
5. Members may use school facilities as long as a conflict does not exist; this includes the use of “free” classrooms.
6. Members are allowed to eat lunch outdoors during warm weather, provided they notify the main office.
7. Members have “open campus” privileges and may leave school during lunch or a free period. Parental permission slips must be on file in the office. Students must sign out at the office.

OTHER STUDENT ACTIVITIES

Many opportunities for students to get involved in extra-curricular activities are available at Murdock High School. While the activities may vary yearly based on student interest, the following activities are typically offered: Band, Chorus, Class Officers, Common Ground, Key Club, Musicals, Peer Tutoring, Student Council, Tournament of Plays, Yearbook

STUDENT ADVISORY COUNCIL

The Student Advisory Council is a five-member board of students elected from grades 9-12. Typically these students also serve on the high school student council. A student advisory council member representative meets with the Winchendon School Committee at their regularly scheduled meetings.

HEALTH SERVICES

AGE OF MAJORITY (Students 18 years of age or older)

Permission to receive medications in school from parent/guardian is not required; however, written physician permission is required. Students 18 years of age or older may transport their own medications to school. All students are expected to honor all other requirements of the Winchendon Public Schools Medication Protocol.

Students who have signed the Age of Majority Agreement, with the consent of the School Nurse may be dismissed for minor illnesses. Parents will continue to be notified if there should be a medical emergency.

EMERGENCY INFORMATION

All students are required to have on file an emergency form, a copy of which is provided with this handbook. Please complete this form and return it to the homeroom teacher by the date stated on the cover of the handbook receipts form packet. This information will help us to contact parent/guardians in case of emergencies. This information also helps us to update any personal information such as parent/guardian, home phone numbers, address, etc. This form must be kept up to date; please inform the office of any changes that occur during the year relative to the information requested on it. A copy of the form is kept on file in the nurse's office. Any changes during the year related to this information can be made through our main office or guidance office.

FIELD TRIP POLICY PERTAINING TO MEDICATION ADMINISTRATION

The Winchendon Public School System agrees to comply with the Massachusetts Department of Public Health regulations 105 CMR 210.005 E (l) (o), which requires the development of a plan for medication administration during field trips and the following:

- Every effort to obtain a nurse to accompany students who need medication or medical care while away from the school campus.
- When it is not possible to obtain a nurse to accompany students on trips, the school nurse (RN) may delegate the administration of prescription medication to the responsible adult.
- The school nurse (RN) shall instruct the responsible adult how to administer the prescription medications to the child.
- Written consent from the parent or guardian for the named responsible adult to administer the prescription medication shall be obtained.
- If the school nurse cannot insure the safety of a student requiring prescription medication or medical care during a field trip, the nurse will recommend to the principal that the student should not participate.

The ability to give over the counter (OTC) medications cannot be delegated by the school nurse to any unlicensed individual and therefore would not be available to students during a field trip unless the nurse was present.

HEALTH OFFICE

A registered nurse is available at the Health Office from 7:30 a.m. to 2:40 p.m. each day.

Health services focus on emergency care, first aid and assistance to those who become ill while at school. In addition, the nurse performs vision, hearing, height and weight screenings for grade 10; scoliosis screening for grade 9. Consent forms from a parent or guardian are required for the nurse to administer ANY medications to individual students. (See MEDICATION PROTOCOL below).

Students who need to see the nurse must have the teacher call extension 219 to make sure the nurse is available. Students must have a pass and report directly to the nurse to be logged into the computer. In cases of real emergency, of course, students should go directly to the nurse. Students who are released by the nurse will be issued a pass to return to class. Those who fail to return to class will be treated as truant.

IMMUNIZATION LAW

Massachusetts General Law, 105.CMR 220.000, requires that students meet the minimal immunization requirements and be vaccinated against: polio, diphtheria, pertusis, tetanus, measles, mumps, rubella, Hepatitis B, varicella, and Hib. Students who do not meet these requirements will be excluded from school.

Children will not be allowed to attend school until the parent/guardian has submitted a **certified copy** signed by the child's health care provider.

These requirements shall not apply:

- Upon presentation of written documentation that the student meets the standards for medical or religious exemption set forth in M.G.L. c. 76:15.
- In the case of measles, mumps, rubella and hepatitis B, upon presentation of laboratory evidence

of the disease.

- In the case of varicella: upon presentation of evidence of immunity or a statement signed by the physician that the student has a history of the chicken pox disease.

Students who are behind in their immunization schedule will need to follow the recommendations of the MDPH [Mass. Department of Public Health] in order to attend school.

- All students [PS-grade K] entering the School District for the first time will need to present to the building nurse documentation of compliance with the Mass. Department of Public Health's immunization requirements or unless they meet the exemption mentioned above. This needs to be done prior to entering class. Students will not be allowed to start school until this documentation is completed.
- Students entering grade seven need to receive additional immunization boosters per DPH regulations. These immunizations need to be completed and submitted to the building nurse no later than November 1 of the present school year. Students who fail to comply with this regulation will remain at home until in compliance or meet the exemptions mentioned above.
- As part of the enrolling process, all new students will be screened by the building nurse prior to starting school. This will ensure that the students and parent understand the immunization requirements and that any medical problem is identified and, if warranted, a written health care plan designed.

MEDICATION PROTOCOL

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

The following procedure will be adhered to for the dispensing 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 medications to be given at school. No medication, including over the counter medications, will be given without written permission.
3. Parental permission is not required for students 18 years of age or older. However, written physician permission is required.
4. Medication must be its original container, labeled by the doctor or pharmacist, with student's name, date, medication, dosage, and time it is to be given.
5. 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 through 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 to be delivered to school.
6. Students 18 years of older may transport their medications to school.
7. No student will be allowed to carry medication of any kind, prescription or non-prescription, while in school, with the exception of students who are asthmatic, diabetic, or suffer from a severe allergy requiring the use of an epipen. These students must have documentation from a physician with permission to carry an inhaler, diabetic supplies, or epipen. This documentation must be on file with the school nurse.
8. All medication must be taken in the presence of the school nurse or other designated personnel.
9. Medication will be administered only by a licensed nurse or physician unless parental permission is obtained for delegation to other staff for field trips.

PROCEDURES FOR HEALTH AND EMERGENCY CARE AT SCHOOL

1. School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.
2. Each year parents must supply information indicating the name, address, and phone number of a responsible person to be contacted in case the parent/guardian is not available, as well as any allergies, medications, or medical issues the student might have. In the event of an emergency, the student will be transported to the nearest hospital.
3. The District shall maintain an Emergency Response Protocol, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:
 - 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.

PROCEDURES FOR PEDICULOSIS (Head Lice)

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.

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

SCHOOL BASED HEALTH CENTER

The Murdock Health Center (MHC) is now enrolling students! All MHS students are eligible to receive a broad range of healthcare services, including mental health services. The Murdock Health Center is located next to the Nurse's Office and will be open from 7:00 a.m. to 3:00 p.m. No health insurance is required. Parents will not be billed for the services received at the MHC. Interested students should contact the health center or the school nurse to obtain an enrollment form.

STUDENT ACCIDENT INSURANCE

When a student is injured in school or at an extra-curricular activity, an accident report is filled out by a coach, teacher, or nurse. The accident form must be submitted to the nurse so an insurance form can be mailed home. It is the responsibility of the parent/guardian to complete the insurance form and return it to the school nurse or mail it directly to the insurance company. The school does not assume liability for the injury, nor for the subsequent negotiations with the insurance company.

STUDENT HEALTH SERVICES/EDUCATION REQUIREMENTS

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 updated 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

GENERAL INFORMATION

AGE OF MAJORITY

Students reaching the age of 18 have majority status. Students who wish to exercise this right must complete an application that may be obtained in the office. The office will contact parents to confirm this provision. Age of majority allows students to be accorded the privileges of an adult to include signing of attendance records, dismissal notes, and requesting records. The student must have any tardies, absences and dismissals approved by administration. A student with age of majority status must call himself or herself out of school as early as possible. Administration will take corrective measures if the age of majority student is using this status to abuse the rules and regulations of the school.

ANNOUNCEMENTS AND BULLETINS

Any student wanting to place an announcement in the bulletin relating to school functions must submit the announcement to the office by 10:00 a.m. the previous day. All announcements must be signed by an advisor and/or administrator.

CLASS DUES

High school students are charged class dues each year they are in high school. These dues cover expenses such as commencement and other graduation activities. Failure to pay class dues may result in exclusion from graduation and senior activities.

EMERGENCY EVACUATION

All schools in the Commonwealth of Massachusetts are required to have emergency evacuation plans and fire drills. At various times during the year there will be practice drills to help students understand the evacuation process.

1. At the sound of the alarm system in Murdock High School or a message on the intercom all students are to file quietly and orderly to the nearest exit as posted in each room, unless otherwise directed by staff.
2. Students should walk directly away from the building to areas either previously designated or as directed by staff and remain there with their teacher or supervisor.
3. Students may return to the building only upon being directed by administration or a member of the fire department.
4. There will be building evacuation drills and other types of emergency drills throughout the year. This includes school bus evacuation drills and the enhanced lockdown procedure (ALICE).

5. School Committee policy and Massachusetts State Law states that anyone who initiates a false fire alarm or starts a fire shall be punished by a fine or by imprisonment for not more than one year.

FIELD TRIPS

All field trips sponsored by MHS have educational value and all students are encouraged to participate in them. However, students with poor attendance, poor self-control or poor academic standing may be deemed ineligible to participate in specific trips.

Field Trip Criteria

- A maximum of six (6) field trips per year is permitted; field trips in excess of six (6) per year must be approved by the principal.
- The Field Trip Permission form must be completed. The attendance secretary will be the first signature required and will maintain a record of the number of field trips attended per student. Permission from each teacher is required for student participation on a trip.

Students are reminded:

- Assignments due on the day of the field trip must be turned in to each teacher in accordance with the individual teacher's policy.
- Assignments given on the day of the field trip are due on the date and time assigned for the rest of the class.
- *It is the student's responsibility to obtain the assignments from another student or from the teacher. The policy of being allowed twice the amount of time for make-up work does NOT apply to field trips.*
- Tests announced prior to the field trip will be taken on the day scheduled.
- Students must return permission slips, payments, and Field Trip Permission Forms to the teacher supervising the field trip to be able to participate.

Please refer to the field trip policy pertaining to medication administration in Safety Policies on page 70.

FOOD SERVICE DEPARTMENT

- Free and reduced lunch applications must be returned by September 30. If students need applications during the school year, they can pick them up from the main office, nurse's office or the cafeteria.
- Any student who disposes of, or vandalizes, any equipment belonging to the Food Services Department will be reported to the administration and will then have to make restitution to the Food Services Department.
- All students will be assigned a lunch identification number in the beginning of the school year and must tell the cashier his/her number going through the line.
- There will be NO charging lunches.
- Lunches may be prepaid in any amount for any length of time. Checks should be made out to Winchendon Public Schools or may be paid on-line by visiting our website at www.winchendonk12.org and clicking the link to on-line banking.

GLOBAL CONNECT SYSTEM

The Global Connect system is used district-wide for both routine and emergency communications. At Murdock High School you should expect regular messages regarding:

- Emergency Situations
- Report Cards
- Progress Reports
- MCAS
- School Closures
- Upcoming Events
- Changes in previously scheduled events

The system allows prompt communication to parents and students and is used regularly in an effort to keep the school community informed.

LEGAL CHILD CUSTODY/RESTRAINING ORDERS

Should there be a change in normal arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it.

LOST AND FOUND

In case of loss of personal or school articles, a lost and found is located in each teacher's classroom and across from the main office. Items not claimed by year end will be donated to a charitable organization.

SAFETY REGULATIONS

Murdock High School is committed to providing a safe environment for students, teachers and our school community. The greatest asset in emergency situations is preparedness and clear communication.

MHS has a site-based crisis team that serves to review safety procedures and respond to emergencies.

The Global Connect communication system allows up-to-date communication from on-site and off-site relocations.

SCHOOL CANCELLATIONS AND DELAYS

In the event of a school cancellation or delay, students and parents should listen to the following radio and television stations for specific information. An automated telephone broadcast via "Global Connect" will be sent to students' homes.

Radio Stations:

WKNE (104 FM, 1290 AM)

Television Stations:

WHDH Channel 7

WEIM (1280 AM)
WXLO (104.5 FM)
WNYN (99.9)

WCVB Channel 5
WBZ Channel 4

SCHOOL GROUNDS

School grounds are defined as beginning from the intersection of Memorial Drive and Elmwood Road all the way through until North Central Street, inclusive of Memorial School, MHS, athletic fields, parking lots, playgrounds, and wooded areas.

STUDENT DROP-OFF AREAS

High school (grades 9 through 12) students should be dropped off past the parking lot entrance.

STUDENT PARKING

Student parking at MHS is a privilege, not a right. Violation of school policies and/or procedures may result in a loss of parking privileges.

Parking privileges for students will be extended to members of the senior class on a first come first served basis for a fee of \$50.00. Students are required to submit a Student Parking Permit Application and a copy of their license and registration to the main office. Students will be issued a parking permit tag. This tag must be displayed in the vehicle. Vehicles without tags, or vehicles parked in a no parking zone, or in the visitors' area may be towed at the owners' expense.

Parking privileges may be denied based on a history of poor attendance at MHS. These students may request a permit **at the end of the first quarter of their senior year.**

Exceptions to this policy, to cover temporary disabilities, etc., will be at the discretion of the administration.

SWITCHBOARD

The secretary in the main office can be reached between the hours of 7:00 a.m. and 3:30 p.m. Voicemail for teachers may be left at any time. If you require immediate assistance, please ask to speak with a school administrator.

TELEPHONES

The school telephones are for school business use only. Students will be allowed to use the phone in the office with permission of office staff. The telephone is not to be used except before and after school and during lunches.

WORK PERMITS

Work permits are issued through the Main Office. Residents of Winchendon under 18 years of age and who are employed must have a work permit whether or not they have graduated or are attending school.

Students 14 to 15 years of age must first obtain a Promissory Employment form (from the main office) to be completed by the prospective employer and the student's physician or health clinic. This

completed form is returned to the Principal's Office together with proof of age. The student's signature must also be accompanied by a parent's or guardian's signature.

Students 16 to 17 years of age must bring with them a birth certificate or driver's license. They do not need a Promissory Employment form completed. Work permits are issued only after the student has obtained employment and before he/she begins work. A student may not work without a permit, but he/she does not need a work permit to look for work. Work permits are issued for each employer. If a student changes jobs and is under 18, he/she must obtain a new work permit for the new job.

If the student's grades fall after obtaining work, the school has the right to cancel the work permit and deny re-issuance until grades improve.

SPECIAL RULES AND RESTRICTIONS APPLY FOR STUDENTS UNDER 14 YEARS OF AGE.

RULES AND EXPECTATIONS

CAFETERIA RULES

- Do not run or push in lines; no cutting into line
 - Leave the table as clean as possible
 - Do not sit on tables
 - Do not congregate in the hall outside of the cafeteria
 - Do not take food and beverages from the cafeteria
 - Do not throw food
 - Do not leave the cafeteria area without permission
- Violation of these rules may result in disciplinary action.

CELL PHONES, HEADPHONES, ELECTRONIC DEVICES

Cell phones, headphones, and electronic devices may be used before and after school only. During the school day they should be powered down and kept out of sight. Violations will result in confiscation of the device. On second and subsequent offenses the device will be returned at the end of the school week or to a parent.

iPads, cell phones and other devices may never be used in the restrooms or locker rooms.

Students who are participating in the 1:1 iPad program will adhere to the Acceptable Use Policy at all times. These devices will be used only as directed by the teacher for academic purposes. Recording capabilities, audio and/or video, may not be used during the school day unless directed by a staff member. Violations of the Acceptable Use Policy and the directives of staff regarding iPad use will result in confiscation of the device and disciplinary action.

Any use of these devices, in or out of school, to violate any of the rules in this handbook, such as harassment, bullying, and or academic dishonesty, may result in revoking these privileges as well as additional consequences based on the offense.

The district reserves the right to look at any data, email, files, or online activities of any device issued by the district and any device used on the school network and to access, review, copy, and store or delete any files and disclose them to others as deemed necessary. Users should not expect privacy

regarding their use of district-owned devices or the district network and/or Internet access or files, including email.

CLASSROOM CONDUCT

Every student must realize that the primary function of Murdock High School is education. This can take place only in a well-structured, well-disciplined classroom setting. Students share equal responsibility with teachers and administrators for maintaining a good classroom atmosphere. Class disruptions on the part of an individual or any group of individuals will not be tolerated. Students are expected to bring adequate study materials to academic skills classes.

Because of the hazardous nature of materials and equipment involved in laboratory courses, a strict policy against misbehavior in a lab is to be maintained to ensure safety and prevent injuries. Any throwing of materials, deliberate mishandling of laboratory equipment and/or materials, or acting to endanger the safety of others in a laboratory shall result in disciplinary consequences up to and including suspension.

CODE OF STUDENT CONDUCT

The Code of Student Conduct is established to provide a framework to assure the health and safety of all students, faculty, and parents. At MHS, the administration is primarily responsible for the implementation and enforcement of the Code of Student Conduct. The school administration views the Code of Student Conduct as a guide for student discipline. The administration reserves the right to amend, change or modify any disciplinary progression stated within this code when deemed necessary for the best interests of the individual student. The principal and assistant principal, while mindful of the well-being of all students at MHS, attempt to approach each student as an individual and to work with an individual to promote his or her personal development.

CORRIDOR CONDUCT AND PASSES

Students are always expected to exercise care when proceeding in the corridors. Corridors should be clear by the ringing of the second bell. Students are considered late to class if they are still in the corridor at the second bell. Teachers may give detentions to students who are tardy to class.

Students will not be allowed to leave any classroom without a signed pass from the teacher. Students are to report as quickly as possible to the destination specified on the pass. Failure to adhere to this rule may result in disciplinary action. Teachers have a responsibility to make sure that students have passes when leaving their classrooms. Passes must have a date, time and destination on them.

Constant requests by the same student for a pass to the bathroom should be brought to the attention of the school nurse to determine if the student has a medical problem.

Any student who abuses passes, forges a pass, or alters a pass in an unauthorized manner, may have that privilege revoked by the administration. Forgery of the time on a pass or of a teacher's signature will necessitate disciplinary action. Unauthorized possession of MHS pass forms will be subject to disciplinary action, up to and including suspension.

DRESS AND APPEARANCE

Students are expected to exercise maturity and responsibility in all matters including their dress and

personal grooming. Students must remember at all times that the school has an overriding responsibility to maintain the health and safety of all students and to limit disruptions and distractions to the educational process. Inappropriate attire includes, but is not limited to:

- Shorts or skirts above the mid-thigh or fingertip length (whichever is longer). This length may not be surpassed by holes or slits that occur above the acceptable length. Mid-thigh is defined as the point halfway between the top of the inseam and the top of the knee.
- Pants not worn at the waist so that underwear is exposed
- Clothing attire or accessories displaying profane, vulgar messages, pictures with double meanings, and/or promoting sex, drugs, and alcohol
- Shirts or tops where the stomach shows or back is exposed when raising the arms or walking or sitting
- Shirts with exaggerated necklines and arm openings
- Pajamas
- Tops with straps less than two inches wide
- See-through versions of clothing
- Sunglasses
- Attire and/or accessories that may raise safety concerns
- Gangs (groups of students who bully or intimidate others) - Students are prohibited from wearing logos, emblems or other items that identify them as part of a gang.

FLAG SALUTE

Students should stand and remain respectful for the salute to the American Flag as well as during the Moment of Silence. Recitation of the Pledge of Allegiance remains voluntary.

FOOD

Food and drink may be consumed throughout the school day, provided that it does not create a distraction or interfere with the learning environment. Teachers may restrict this food and drink privilege in situations in which there may be sensitive or potentially hazardous materials (ex: science labs or computer labs). It is expected that students will clean up any messes that may occur as a result of food they bring to school. Students who fail to handle this privilege responsibly may have this privilege revoked and may face further disciplinary action. Administration reserves the right to inspect any outside food or drink brought into the school.

FORGERY OR ALTERING

Forgery or altering of school documentation or parent/guardian communications to school officials is considered very serious and will necessitate appropriate disciplinary action up to and including suspension.

LOCKERS

1. Every student is assigned a combination lock and locker. Students may not share their lockers with anyone or give the combination to others. Students may use only the combination lock and locker assigned to them by the school. All other locks are prohibited.
2. Valuables should not be kept in the lockers. If it is necessary to bring something valuable to school, students may bring it to the main office to be put in the safe.
3. Students may use their lockers between periods but cannot use this as an excuse for tardiness to class.

4. Stickers should not be affixed to the insides or outsides of lockers, nor shall lockers be defaced with pens or markers.
5. Problems related to lockers should be reported to the office.
6. Lockers are to be locked. The school is not responsible for items illegally removed from lockers.

PUBLIC DISPLAYS OF AFFECTION (PDA)

The corridors and classrooms of any school building as well as school grounds, are not the proper place for hugging, kissing, and other physical means of showing affection. Referral to an administrator will result in a student conference. Subsequent violations will result in a parental conference and/or other disciplinary action.

SCHOOL PROPERTY

All books and other materials or equipment issued to students are the property of the Winchendon Public School District. Students are required to cover all of their books. Lost or damaged books or other school property must be paid for by the students. No new books will be issued until payment has been received. Outstanding obligations from non-payment of goods, books, and official documents could result in the loss of certain student privileges.

Accidental damage of school property should be reported immediately. Willful damage will be treated as vandalism, and the student will be held financially responsible. Disciplinary action may also be administered.

Students, who willfully or by neglect, destroy, deface or damage school property in any way, may face disciplinary action. This disciplinary action may include a reimbursement of school funds used to repair damage to said property.

SKATEBOARDS AND ROLLER BLADES

Skateboards and Roller blades should not to be brought to school. If a skateboard or rollerblades are brought to school, they should be turned in to the office for the duration of the day.

STUDENT IDENTIFICATION BADGES

All students are encouraged to have their identification cards on their person at all times during the school day.

TEACHER JURISDICTION

Teacher jurisdiction and responsibility extend to all school events, off-site as well as over the entire building and school grounds. Students who fail to divulge their names to a teacher, give a false name, or refuse a reasonable request of a school official will be considered insubordinate and will receive disciplinary action up to and including suspension.

THEFT

Theft and/or failure to divulge information concerning a theft when requested could result in disciplinary action. Disciplinary action, restitution, service hours, and a conference with the student, parent/guardian, guidance counselor, and administration may be required. Referral to the local police may ensue.

TOBACCO

The Massachusetts Education Reform Act of 1993, Ch. 71, Sec. 37H prohibits the use of any tobacco products in school, on school grounds, on school busses, in school facilities or at school-sponsored events. In addition, MHS also prohibits the possession of any tobacco or tobacco related materials (such as lighters, papers, matches, herbal dip) in school, on school grounds, on school busses, or at school-sponsored events.

MHS is committed to having a smoke free/tobacco free environment for students, faculty, and guests. The following disciplinary sanctions are consistent with the law against smoking. Members of athletic teams are also subject to the regulations of the MIAA.

1st Offense: Up to and including in-school suspension, \$25 fine, confiscation of products.

2nd Offense: Up to and including in-school suspension, \$50 fine, confiscation of products.

3rd Offense: Up to and including in-school suspension, \$100 fine, confiscation of products.

Students who are unable to pay any fines should request an alternative such as community service.

VANDALISM

It is unlawful to willfully or wantonly destroy, deface, mar, or damage a school, school-related property, and/or the real or personal property of another. This includes the defacement of school lawns, fields, furniture, apparatus, or other paraphernalia belonging to or connected with the school. The perpetrator may be responsible for paying the cost to restore the property to its condition prior to the vandalism and will receive appropriate disciplinary action, up to and including suspension, commensurate with the severity of the offense. Referral to local police may also ensue.

VISITORS

All visitors must report to the main office upon arrival. Guests and parents who wish to observe one or more classes, or visiting students who wish to shadow a MHS student must contact the principal at least three days in advance.

DISCIPLINE AND DISCIPLINARY MEASURES

CRIMINAL HARASSMENT

"An Act Relative to the Crime of Criminal Harassment," G.L.c. 265 sec. 43A, makes it a crime to willfully and maliciously engage in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress. Conduct or acts may include, but are not limited to, those made by using any telephonic or telecommunication device such as e-mail or Internet communications. The crime is punishable by imprisonment in the house of correction for up to two-and-one-half years, a \$100.00 fine, or imprisonment and fine. A second or subsequent offense carries a potential penalty of ten years in state prison.

DISCIPLINARY MEASURES

A variety of measures are utilized by the faculty and administration at MHS to affect positive behavior change in students. A progression of teacher/student conferences, administration/student conferences, detention, parent conferences, and school suspension are employed. Initially, minor problems are addressed with the students, and parents are not typically notified. Many situations

can be adequately resolved with the student within the confines of the school setting. When the severity of the magnitude of a student's behavior increases, parents will be notified and conferences with teachers or selected school administrators will be scheduled. The following are descriptions of the various disciplinary actions that may be used with a student:

- **DETENTION**

Teacher detention is served with an individual teacher in his or her classroom. Teachers are free to determine the duration of the detention however a single detention should not exceed one-half hour.

Office detention is conducted daily from 2:10 p.m. to 2:40 p.m. Students arriving after 2:10 p.m. will not be permitted to complete the detention. The student will be responsible for making up the detention the next day and may also be subject to further disciplinary action.

Extended detention will be conducted as needed for students who have not changed behaviors after other disciplinary measures have been attempted. Extended detention runs from 2:10 p.m. to 4:00 p.m.

Students are expected to complete detentions as assigned. Each individual will be given a 24-hour notice to make appropriate arrangements. Consequences assigned for failure to comply with school rules are considered a student's primary responsibility and take precedence over sports, activities and work commitments. Students failing to serve detentions that have been scheduled may be subject to further disciplinary action. Repeated failure to serve detentions will be considered an act of insubordination.

- **IN-SCHOOL SUSPENSION**

In-school suspension (also referred to as in-school restriction – ISR) is designed as a tool to assist administrators in dealing with students who exhibit discipline problems. The intent of this short-term removal of a student from attending his/her regularly scheduled academic classes is to encourage proper behavior in the school setting.

During the period of in-school suspension, appropriate academic work will be provided by the classroom teacher. It must be understood that this type of academic work does not equal the quality of instruction found in a classroom. Use of in-school suspension to modify student behaviors will be monitored. Students whose school behavior does not improve through the judicious use of in-school suspension will be assigned other disciplinary measures.

A parent/guardian will be notified in writing about the specific inappropriate behavior which led to an in-school suspension. In addition, a good faith attempt will be made to contact the parent/guardian by phone prior to placing a student in the in-school suspension room. A conference with an administrator may be required prior to reinstatement to the regular class setting.

The following are in-school suspension student responsibilities:

- Students are to report directly to the in-school suspension room (ISR) upon their arrival to school. Students may quickly go to their lockers first, but will not be allowed to enter ISR after the start of the school day.
- The in-school suspension room is considered a “QUIET AREA” and students will be held accountable to maintain that environment.
- Students must work on task and stay at their assigned desk during their stay in the in-school suspension room. It is important for students to bring all of their classroom texts, necessary

writing materials, etc., that they will need for the day with them to ISR. Students are not allowed to return to their lockers during their assignment in in-school suspension. Students who fail to bring classroom work to the in-school suspension room or who do not actively work on their assignments will not be allowed to stay in in-school suspension.

- Students are responsible to return their completed assignments to their classroom teacher the first day back in their regular classes. Failure to turn in their completed assignments will result in loss of credit and no option for further make-up on those assignments.
- Students who fail to adhere to the policy and procedures of the in-school suspension program or are ejected from the in-school suspension program will receive more severe disciplinary action. Any portion of a day accumulated in the in-school suspension program prior to ejection does not count as part of the suspension period.
- Students are not allowed to participate in extracurricular activities until the day after they have served an in-school suspension.
- From time to time students may be removed from classes in order to take time and space to calm down in a non-disciplinary manner with the goal of returning them to class as soon as practical. This does not constitute a disciplinary action.

- **OUT OF SCHOOL SUSPENSION**

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

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

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

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

- **DISCIPLINE MATRIX**

The following table illustrates the typical progression of disciplinary consequences for violations of the rules in the student-parent handbook. This is a partial list that represents the most common or most serious infractions. Also, please note that each student and incident is unique. This chart is designed to be a guide; however, administration reserves the right to vary from this guide upon consideration of the circumstances regarding a particular incident.

Infraction	1st Offense	2nd Offense	Subsequent Offenses
Late to Class	Warning	Teacher Detention	Office Detention
Cut Teacher Detention	Office Detention		
Cut Office Detention	Warning – reschedule detention	Up to one and including day ISR	
Technology Infraction	Warning	Confiscation of device for the day	Confiscation of device until parent pick up
Harassment/ Bullying	Documentation and warning	Police notification, creation of a safety plan	Up to and including suspension and possible criminal harassment charges
Fighting/ Assault	Up to and including five day OSS*	Up to and including ten day OSS*	Up to and including ten day OSS with expulsion/ exclusion hearing*
Drug Possession/ Use	Up to and including five day OSS*	Up to and including ten day OSS*	Up to and including ten day OSS with expulsion/ exclusion hearing*
Cut Class	Office Detention	Up to and including one day ISR	Up to and including two day ISR
Misuse of Pass	Warning	Office Detention	Up to and including one day ISR – Possible restricted pass
Tardy to School	Warning	Office Detention	Multiple Detentions – Possible parking pass suspension
Academic Dishonesty	Zero on assignment	Zero on assignment – office detention	

*Appropriate criminal charges may also be filed

DISCIPLINE OF STUDENTS ON IEPS OR 504 ACCOMMODATION PLANS

If a special education student or a student on a 504 plan has violated the school's disciplinary code, the school may suspend or remove the student from his/her current educational placement for a period of ten (10) cumulative days in a school year. When it is suspected that the suspension of a special education student or a 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 the 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 504 plan accommodation, or results from inappropriate program/placement, or an IEP or a 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 or 504 plan is appropriate and the IEP or 504 plan is fully implemented, then the team must amend the student's IEP or 504 plan to provide for the delivery of special education services or 504 accommodation, respectively, to the student during the period of suspension, and the parent/guardian must consent to that amendment.

DISRESPECT OR INSUBORDINATION

A student who is disrespectful or blatantly disobeys a faculty member or uses profane language toward school personnel or another student will be subject to discipline up to and including suspension. Communication with the student, parent/guardian, and administrator is mandatory prior to reinstatement. Recurrence of profanity, insubordination, and/or disrespect will result in more severe action.

EXPULSION FOR OUT OF SCHOOL CONDUCT

Chapter 71, Section 37H1/2 of the Massachusetts Acts of 1993 allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The statute also allows the principal to expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

FIGHTING ON SCHOOL PROPERTY

Students who place their hands on other students in a forceful, threatening, violent, or inappropriate manner will be dealt with promptly and seriously by administration and will be subject to suspension, police intervention, and possible criminal and civil charges.

Fighting on school property or at school events will result in up to and including suspension. Contact with the parent/guardian via the telephone will be made and a conference with the student, parent/guardian and administrator will be held. Students involved in a fight may be required to participate in a mediation process facilitated by an administrator prior to reinstatement.

In more severe confrontations, the incident will be reported to the Winchendon Police and court action may be initiated by the school.

INCENDIARY DEVICES

Possession and/or lighting of any incendiary device which would include, but not be limited to, firecrackers, bombs, dynamite, or live ammunition shall be prohibited on school property, school transportation, or at school-related activities/field trips.

The school principal may exclude any student who ignites or is in possession of any incendiary device on school premises or at a school-sponsored situation.

No student shall on school property, being transported to or from school by school transportation vehicles, or on school-related trips cause personal injury or property damage by the use of incendiaries such as matches, cigarette lighters or other such devices. Discipline for such action could include, but is not limited to, suspension, mandatory counseling, community service, or

expulsion.

No person shall by verbal or written communication falsely suggest, imply, or directly state that a bomb or other explosive or incendiary device is present on school property or school transportation vehicles. Discipline for such action could include, but is not limited to, detention, suspension, mandatory counseling, community service, or expulsion and notification to the Police and Fire Departments.

LEAVING THE BUILDING

Presence in any area outside of the building or leaving the building without permission during the day will result in disciplinary action up to and including suspension. Students may not go to cars during the day without a written pass from an administrator.

LYING TO AN ADMINISTRATOR OR STAFF MEMBER

Students found to have lied to an administrator or staff member are subject to disciplinary action up to and including suspension.

MISCELLANEOUS POLICY

Violation of the following Miscellaneous Policies will result in disciplinary action up to and including suspension:

- Throwing snowballs on school property is prohibited.
- Students are not to bring any object to school that is likely to distract students from lessons.
- Students are expected to perform class work on a regular basis. Refusal to do so will be considered insubordination.
- Gambling is prohibited. Gambling material is not allowed and will be confiscated.

SEARCHES

Searches may be conducted by the school administration when:

- There are reasonable grounds for suspecting that a student has violated or is violating either the law or the rules of the school;
- The search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student or the nature of the infraction.

“Reasonable grounds” for a student search may include:

- A school official’s personal observation that the student possesses contraband material on school premises;
- The school official’s receipt of a report to that effect by a teacher, another school employee, a student or some other reliable source; this may include an anonymous source.

The school district retains the right to inspect lockers and desks periodically for compliance with school policies and state laws. The administration has on file a list of locker combinations and a master key which permits every locker to be opened. Failure to comply with the administrative search policy will result in automatic suspension and police notification.

SUBSTANCE USE/ABUSE POLICIES

DRUG AND ALCOHOL PROHIBITION POLICY

In accordance with M.G.L. Chapters 71, Section 37H and 272, Section 40A, it is the policy of the Winchendon Public Schools to prohibit any substance, which when taken into the body, can impair the ability of the person to function safely and effectively in any capacity. Substances, drug paraphernalia, defined as equipment, a product, or a material of any kind that is used or intended for use in packaging, repackaging, storing, containing or concealing an above listed substance or injection, inhaling, or otherwise introducing into the human body an above listed substance is prohibited under this policy. These are prohibited in school buildings, on school grounds, while being transported on school vehicles or at any school-sponsored activities. Violations of this policy will be handled in accordance with the Student-Parent Handbook and /or Massachusetts General Laws.

Consequences: Students found under the influence of and/or impaired by, (legal intoxication not required), while on school property or at a school-sponsored event, will be subject to disciplinary action up to and including expulsion. Students may also be requested to take part in drug and alcohol counseling through school offered services or other appropriate alternatives.

MINORS AND ALCOHOL

The Legislature amended two laws designed to curb underage drinking.

“An Act Relative to the Sale or Delivery of Alcoholic Beverages or Alcohol to a Person Under 21 Years of Age” amended G.L.c. 183 sec. 34 to criminalize the furnishing of alcohol to any minor with the exception of a child or grandchild, on premises or property owned or controlled by the person charged. A violation is punishable by imprisonment for up to one year in a house of correction, a \$2000 fine, or fine and imprisonment. Previously, it had not been a violation of criminal law to serve alcohol to a minor in one’s own home.

“An Act Relative to the Possession of Alcoholic Beverages in Motor Vehicles” amended c. 90 sec. 241 to make it a crime, punishable by a fine between \$100 and \$500, for a person to possess an open container of any alcoholic beverage in the passenger area of a motor vehicle, while the motor vehicle is in operation. The passenger area is defined as the area designed to seat the driver and passengers, including any readily accessible areas. Previously, the law prohibited only the driver of a car from drinking from an open container of an alcoholic beverage.

SUBSTANCE HAVING PROPERTY OF RELEASING TOXIC VAPORS

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapor, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses of the nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section.

This section shall not apply to the inhalation of anesthesia for medical or dental purposes.

Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than six months, or both.

Any person who is discovered by a police officer or special police officer in the act of violating this section may be arrested without a warrant by such police officer or special police officer, and held in custody, in jail, or otherwise, until a complaint is made against him for such offense which complaint shall be made as soon as practicable and in any case within twenty-four hours, Sundays and legal holidays excepted.

TOBACCO

Winchendon Public Schools Smoke-Free Schools Policy

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

Consequences: Students found smoking on school property or in possession of cigarettes and/or smoking paraphernalia will be subject to disciplinary action up to and including suspension.

THREATENING ACTIONS

Direct or implied threats made against other students, staff or school building and property will result in disciplinary action up to and including expulsion.

Additionally, actions and writings which are violent and threatening in nature will be brought to the attention of the administration and may result in disciplinary action up to and including expulsion. These may result in referral to the local police.

WINCHENDON PUBLIC SCHOOLS POLICIES

File: IJNDB

ACCEPTABLE USE POLICY – TECHNOLOGY

Purpose

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

Availability

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

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

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

Winchendon Public Schools.

Acceptable Use

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

Monitored Use

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

Liability

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

ACCEPTABLE USE FOR STUDENT COMPUTER AND INTERNET SAFETY PROCEDURE

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

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

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

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

General Information

- Limited Educational Purpose including classroom activities, career development and limited high-quality self-discovery activities

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

Student Internet Access

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

Unacceptable Uses, including but not limited to

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

- Accessing personal e-mail accounts
- Attaching or using unauthorized devices to the network (including but not limited to wireless access points, 3G or 4G network cards, tethering, etc.)
- Bypassing the school network/internet by using unauthorized personal wireless internet devices
- Bypassing the school network/internet filters

E-mail, Instant Messages, & Use

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

Privacy

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

Consequences of Violating Rules on Computer or Network Use

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

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

File: JLCD

ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under

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

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations: 105 CMR 210.00

File: JICFB

BULLYING PREVENTION AND INTERVENTION PLAN

POLICY PROHIBITING BULLYING

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

- (1) On school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (2) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

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

A. Definitions

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

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

- (1) causes physical or emotional harm to the target or damage to the target's property;
- (2) places the target in reasonable fear of harm to himself or to damage to his property;
- (3) creates a hostile environment at school for the target;
- (4) infringes on the rights of the target at school; or

- (5) materially and substantially disrupts the education process or the orderly operation of a school.

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

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

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

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

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

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

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

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

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

The Winchendon Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or school staff who engage in bullying or retaliation will be subject to disciplinary action, however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands,

detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student or school staff for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

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

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

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

C. Reporting Obligations

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, are required to immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses.

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

Reporting to Parents/Guardians: The principal or designee must promptly notify the parent/guardian of the alleged target and the alleged student aggressor of a report of bullying or

retaliation and of the school's procedures for investigating the report. If the alleged target and alleged student aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee may notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Winchendon Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

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

D. Investigation

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

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

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

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to

write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

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

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

E. Determination

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

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

Holding parent conferences;

Transferring student's classroom or school;

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

Enhancing adult supervision on school premises;

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

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

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

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

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

F. Closing the Complaint and Possible Follow-Up

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

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

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

G. District's Anti Bullying Training Plan

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

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

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

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

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

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

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

H. Districts Anti Bullying Curriculum

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

I. Parent Training Plan

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

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

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

J. Relationship to Other Laws

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

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

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

Amended Plan FY14

First Reading: February 27, 2014; Second Reading: March 6, 2014; Voted and Approved: March 6, 2014

NON-DISCRIMINATION AND GRIEVANCE PROCEDURE

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

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

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

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

Definitions

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

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

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

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

Reporting Procedures

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

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

Therefore, any school personnel who become aware of harassment or discrimination must immediately relay that complaint to the principal or his/her designee. Upon becoming aware of harassment or discrimination the principal or his/her designee must immediately notify the District's Civil Rights Officer. Individuals who become aware of the harassment or discrimination may also file a complaint directly with the District's Civil Rights Officer: Cynthia Landanno, who can be contacted at: 978-297-1850, Winchendon Public Schools, 175 Grove Street, Winchendon, MA 01475.

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

The Civil Rights Officer shall: (1) give notice of the procedures, including where complaints can be filed, to students and employees; (2) ensure an impartial investigation of the complainant and give the parties involved in the complaint the opportunity to present witnesses and other evidence; (3) set time frames for the major stages of the complaint process; (4) give notice to the parties of the outcome of the complaint; and (5) give an assurance that the recipient will take steps to prevent the

recurrence of any harassment and correct its discriminatory effects on the complainant and others, where appropriate, except when the complaint involves an allegation against the Civil Rights Officer. In such an event the complaint shall be filed with and the investigation shall be overseen by the Superintendent or Chair of the School Committee.

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

Cynthia Landanno, SPED Director, shall be the school district Civil Rights Officer with responsibility to identify, prevent and remedy discrimination and harassment. The Civil Rights Officer shall:

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

Winchendon Public Schools Civil Rights Officer Contact Information:

***Cynthia Landanno
Director of Special Education
175 Grove Street
Winchendon, MA 01475
978 297-1850***

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

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

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

Investigation, Finding, and Appeal of Finding

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

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

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

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

School District Actions

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

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

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

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

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

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

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

OR

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

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

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

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

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

OR

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

OR

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

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

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

File: ADB

DRUG AND ALCOHOL PROHIBITION

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

File: JICFA

PROHIBITION OF HAZING

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

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

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

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

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

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

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

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

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

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

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

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

LEGAL REFS.: M.G.L. [76:5](#)

CROSS REF.: [BEC](#), Executive Sessions

SEXUAL HARASSMENT

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

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

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

Definition of Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.

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

The Grievance Officer

Cindy Landanno, Director of Special Education

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

Complaint Procedure:

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

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

1st Reading: Thursday, April 12, 2012

2nd Reading: Thursday, May 3, 2012

Voted and Approved: Thursday, May 3, 2012

File: JBA

STUDENT-TO-STUDENT HARASSMENT

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

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

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

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

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

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

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

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

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

REFS.: “*Words that Hurt*,” American School Board Journal, September 1999 National Education Policy Network, NSBA

LEGAL REFS.: M.G.L. [151B:3A](#)

Title VII, Section 7, *Civil Rights Act of 1964 as amended*

Board of Education 603 CMR [26:00](#)

File: ADC

SMOKING ON SCHOOL PREMISES

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

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

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

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

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

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

File: 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.

File: JRA

STUDENT RECORDS

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

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

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

LEGAL REFS: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. [66:10 71:34A](#), [B](#), [D](#), [E](#), [H](#)

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.

603 CMR: Dept. Of Education [23.00](#) through [23:12](#) also Mass Dept. Of Education publication [Student Records; Questions, Answers and Guidelines](#), Sept. 1995

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

File: EEAG

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000-\$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. The students must comply with all regulations as defined by MIAA rules.

File: JICI

WEAPONS

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

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

Suspension for Felony Indictment

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

File: JICI-R

PROCEDURES FOR WEAPONS VIOLATIONS

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

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

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

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

A. Definition

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

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

B. Procedures

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

1. gather information from all possible parties
2. interview suspected individuals
3. make determination of responsibility
4. notify police and parents
5. initiate appropriate consequences
6. initiate due process (temporary suspension until exclusion hearing, manifestation determination if appropriate and availability of the appeal process with representation, within 10 school days of the exclusion).

C. Consequences

Middle/High School — Grades 7-12

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

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

Elementary — Grades 4-6

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

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

Elementary — Grades 3 and under

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

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

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

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