

WINCHESTER
PUBLIC SCHOOLS



HANDBOOK FOR
ELEMENTARY SCHOOLS

2017- 2018

TABLE OF CONTENTS

[Mission](#)

[Vision](#)

[We Value](#)

[SCHOOL INFORMATION](#)

[SCHOOL CALENDAR](#)

[WINCHESTER SCHOOL ADMINISTRATION](#)

[Winchester Parent Organizations](#)

[Winchester Public Schools](#)

[STATEMENT OF NONDISCRIMINATION](#)

[GENERAL INFORMATION](#)

[WINCHESTER PUBLIC SCHOOLS ATTENDANCE POLICY](#)

[Absences and Tardy Information](#)

[Excused Absence/ Excused Tardy](#)

[Early Dismissals](#)

[Family Vacations](#)

[Staying after School](#)

[Inclement Weather](#)

[Delayed Opening](#)

[Emergency School Closing](#)

[Early Release Days](#)

[ACCOMMODATION FOR RELIGIOUS AND ETHNIC OBSERVANCES POLICY](#)

[SCHOOL LUNCH PROGRAM, SNACKS AND FOOD IN CLASSROOMS](#)

[PUPIL REPORT CARDS AND PARENT CONFERENCES](#)

[VOLUNTEERS](#)

[SCHOOL SAFETY](#)

[SPECIAL EDUCATION SERVICES](#)

[SECTION 504 OF THE REHABILITATION ACT OF 1973](#)

[HEALTH SERVICES](#)

[TRANSPORTATION POLICY](#)

[STUDENT CONDUCT ON SCHOOL BUSES](#)

[ANTI-BULLYING POLICY](#)

[STUDENT DISCIPLINE](#)

[STUDENT RECORDS](#)

[STUDENT ACCEPTABLE USE POLICY](#)

Mission

To provide all students with an outstanding education in a nurturing yet challenging environment that fosters academic achievement, healthy social and emotional development, enthusiasm for education and a life-long love for learning.

Vision

To strengthen and promote Winchester's tradition of outstanding education for all, ours will be an exemplary public school system that works in partnership with students, parents, and the community to:

- Challenge every student appropriately and positively with a comprehensive curriculum that simultaneously emphasizes academic fundamentals, real-world skills, and healthy social and emotional development;
- Encourage every student and every teacher to reach his/her potential by providing a safe, nurturing, and rich learning environment that inspires leadership, enthusiasm for education, and a life-long love for learning;
- Prepare students to thrive in an increasingly complex, diverse world and to possess a strong sense of civic responsibility and citizenship;
- Value, support, and recognize skilled and passionate teachers committed to educating our students as individuals and as members of a caring and connected community; and
- Embrace and cultivate communication to support effective student learning and healthy development and to improve community awareness of the issues, challenges, accomplishments, and achievements that together define our school system.

We Value

- Quality teaching by teachers who are passionate learners capable of inspiring and motivating students through their mastery of content and pedagogy and their joy for teaching and learning.
- The unique strength of every student and we commit to nurture each as an individual and as a partner in learning.
- A rigorous and comprehensive academic program and the tools and materials to support it.
- Respect and sensitivity toward self and others.
- Rich interaction between students and teachers.
- An environment that promotes and cultivates a life-long love for learning.
- A positive school culture and a nurturing climate

SCHOOL INFORMATION

<p>Ambrose Elementary School 27 High Street Principal: Leigh Petrowsky Winchester, MA 01890 lpetrowsky@winchesterps.org School Hours: 8:45 - 2:50 Office Hours: 8:00 - 3:30 Early Release Day Dismissal: 11:45 Website: http://www.edline.net/pages/Ambrose_Elementary_School</p>	<p>781-721-7012 781-721-7012 Fax: 781-721-5605</p>
<p>Lincoln Elementary School 161 Mystic Valley Parkway Principal: Kelly Clough Winchester, MA 01890 kclough@winchesterps.org School Hours: 8:30 - 2:35 Office Hours: 8:00 - 3:30 Early Release Day Dismissal: 11:30 Website: http://www.edline.net/pages/LES</p>	<p>781-721-7017 781-721-2296 Fax: 781-721-7040</p>
<p>Lynch Elementary School 10 Brantwood Road Principal: John Dupuis Winchester, MA 01890 jdupuis@winchesterps.org School Hours: 8:45 - 2:50 Office Hours: 8:00 - 3:30 Early Release Day Dismissal: 11:45 Website: http://www.edline.net/pages/Lynch_Elementary_School</p>	<p>781-721-7013 Fax: 781-721-4480</p>
<p>Muraco Elementary School 33 Bates Road Principal: Laurie Kirby Winchester, MA 01890 lkirby@winchesterps.org School Hours: 8:30 - 2:35 Office Hours: 8:00 - 3:30 Early Release Day Dismissal: 11:30 Website: http://www.edline.net/pages/Muraco_Elementary_School</p>	<p>781-721-7030 781-721-7030 x110 Fax: 781-721-0244</p>
<p>Vinson-Owen School 75 Johnson Road Principal: Grant Smith Winchester, MA 01890 gsmith@winchesterps.org School Hours: 8:30 - 2:35 Office Hours: 8:00 - 3:30 Early Release Day Dismissal: 11:30</p>	<p>781-721-7019 781-721-7029 Fax: 781-721-2681</p>

SCHOOL CALENDAR

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016 (19 Days)

Su	Mo	Tu	We	Th	Fr	Sa
				PDNS	NS	3
4	NS	*6	**7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	ERPK-12	30	

OCTOBER 2016 (18 Days)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	NS	4	5	6	7	8
9	NS	11	NS	13	14	15
16	17	18	19	20	21	22
23	24	25	ERPK-5	ERPK-5	ERPK-5	29
30	31					

NOVEMBER 2016 (18 Days)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	PDNS	9	10	NS	12
13	14	15	16	17	18	19
20	21	22	ERPK-12	NS	NS	26
27	28	29	30			

DECEMBER 2016 (16 Days)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	V	24
25	V	V	V	V	V	31

JANUARY 2017 (20 Days)

Su	Mo	Tu	We	Th	Fr	Sa
1	V	3	4	5	6	7
8	9	10	11	12	13	14
15	NS	ER6-8	ER6-8	ER6-8	ER6-8	21
22	23	24	25	26	27	28
29	30	31				

Winchester Public Schools 2016-2017 School Calendar

Teacher First Day September 1
 No School September 1, 2 & 5
 Student First Day September 6
 Student Last Day June 21 (if no snow days)
 Teacher Last Day June 22 (if no snow days)

***First Day Schedule (September 6)**
 Grades 1-5 Early Release
 Grades 6 & 9 7:45 am-10:40 am
 Grades 7-8, 10-12 11:30 am-2:15 pm
 PreK & K Individual Schedule

****Second Day Schedule (September 7)**
 Grades 1-5 Early Release
 Grades 6-12 7:45 am - 2:15 pm

School Hours

Lincoln, Muraco, Vinson-Owen
 Grades 1-5 8:30 am - 2:35 pm
 Kindergarten 8:30 am - 12:15 pm

Ambrose & Lynch
 Grades 1-5 8:45 am - 2:50 pm
 Kindergarten 8:45 am - 12:30 pm

McCall and High School
 7:45 am - 2:15 pm

Early Release Dismissal Times

Lincoln 11:30 am
 Muraco 11:30 am
 Vinson-Owen 11:30 am

Ambrose 11:45 am
 Lynch 11:45 am

McCall 11:10 am
 High School 11:10 am

No School Days

October 3, 10, 12
 November 8, 11, 24, 25
 December 23, 26, 27, 28, 29, 30
 January 2, 16
 February 20, 21, 22, 23, 24
 April 14, 17, 18, 19, 20, 21
 May 29

KEY GUIDE

ER1-5 Early Release-Grades 1-5
 ERPK-5 Early Release PreK-5
 ER 6-8 Parent Teacher Conferences
 ERPK-12 Early Release PreK-12
 PDNS Professional Day-No School
 NS No School
 V Vacation
 Make-Up Days

FEBRUARY 2017 (15 Days)

Su	Mo	Tu	We	Th	Fr	Sa
			1	ERPK-12	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	V	V	V	V	V	25
26	27	28				

MARCH 2017 (23 Days)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	ERPK-12	10	11
12	13	14	ERPK-5	ERPK-5	ERPK-5	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017 (14 Days)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	NS	15
16	V	V	V	V	V	22
23	24	25	26	27	28	29
30						

MAY 2017 (22 Days)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	ERPK-12	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	NS	30	31			

JUNE 2017 (15 Days)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	ERPK-12			24
25				29	30	

*The Department of Education requires school districts to schedule 185 student school days. The days identified by the storm symbol are days 181 to 185. If school is cancelled at any time during the year the last day of school moves an additional day for each day cancelled. If there are no cancelled days the last student day is June 21, 2017.

WINCHESTER SCHOOL ADMINISTRATION

40 Samoset Road

781-721-7004

www.winchesterps.org

Superintendent of Schools	Dr. Judith Evans	781-721-7004
Assistant Superintendent of Schools	Dr. Jennifer Elineema	781-721-7006
Director of Finance	Mr. John Danizio	781-721-7080
Director of Special Education	Mrs. Pamela Girouard	781-721-7005
Director of Personnel	Mr. Sean Walsh	781-721-7003

Winchester School Committee

Ms. Michelle Bergstrom
Mrs. Cindy Bohne
Mr. Chris Nixon
Mr. Chris Linskey
Ms. Susan Verdicchio Chair

Regular sessions of the School Committee are held at the Parkhurst School - School Committee Meeting Room at 7:00 p.m. Meetings are open to the public and are also televised on Winchester Cable TV Channel 9/37. Regular meetings are scheduled every 2nd and 4th Tuesday of the month.

Winchester Parent Organizations

Winchester School Association (WSA)

All parents and guardians of school children in Winchester are also members of the Winchester School Association, an umbrella organization for the seven individual school parent associations. WSA provides enrichment programs for all elementary students.

Ambrose Co-Chairs: Michelle McCarthy and Azurae Hood <http://www.ambrosepto.org/>

Lincoln Co-Chairs: Anna Hood and Jennifer Feeley Hyzer <http://www.lincolnspace.net/>

Lynch Co-Chairs: Liz Schreiber & Stacey Princi: <http://lynchschooll.com/>

Muraco Co-Chair: Sara Brown <http://www.muracoparents.com/>

Vinson-Owen Co-Chairs: Myrna Chan-MacRae and Stacey Meyer <http://vinson-owen.com/>

Winchester Special Education Parent Advisory Committee

This is a town-wide committee to advise the school committee and school department in the area of Special Education and to facilitate communication within the community about Special Education. It also provides parents of children with special needs an opportunity to meet one another. Meetings are open to the public and are announced in school newsletters, the local paper and on community cable television.

Chair: Brenda Wilhoite Vice Chair: Deb DePeters <http://winspecialdpac.org/>

School Councils

A school council is a representative, school building-based committee composed of the principal, parents, teachers, and community members required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C. Each elementary school has a school council and parent elections are held in the fall.

STATEMENT OF NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity or disability, their complaint should be registered with the Title IX compliance officer.

Position	Name	Phone #, Address in Winchester
Title 1 Coordinator:	Dr. Jennifer Elineema	781-721-7006, 40 Samoset Rd
Title II ADA Compliance Coordinator	Dr. Pamela Girouard	781-721-7005, 40 Samoset Rd
Title IV Civil Rights Coordinator	Mr. Sean Walsh	781-721-7003, 40 Samoset Rd
Title IX Coordinator (employee related)	Mr. Sean Walsh	781-721-7003, 40 Samoset Rd
Title IX Coordinator (student - Ambrose)	Ms. Leigh Petrowsky	781-721-7012, 27 High St

Title IX Coordinator (student - Lincoln)	Mrs. Kelly Clough	781-721-7017, 161 Mystic Valley Parkway
Title IX Coordinator (student - Lynch)	Mr. John Dupuis	781-721-7015, 10 Brantwood Rd
Title IX Coordinator (student - Muraco)	Ms. Laurie Kirby	781-721-7030, 33 Bates Rd
Title IX Coordinator (student - VO)	Mr. Grant Smith	781-721-7019, 75 Johnson Rd
English Language Education	Ms. Laura Shanahan	781-721-7030, 33 Bates Rd
Homeless Education Coordinator	Dr. Judy Evans	781-721-7004, 40 Samoset Rd
504 Coordinator	Ms. Suzanne Ontso	781-721-7020, 80 Skillings Rd
Harassment Coordinator (Ambrose)	Ms. Leigh Petrowsky	781-721-7012, 27 High St
Harassment Coordinator (Lincoln)	Mrs. Kelly Clough	781-721-7017, 161 Mystic Valley Parkway
Harassment Coordinator (Lynch)	Mr. John Dupuis	781-721-7015, 10 Brantwood Rd
Harassment Coordinator (Muraco)	Ms. Laurie Kirby	781-721-7030, 33 Bates Rd
Harassment Coordinator (Vinson-Owen)	Mr. Grant Smith	781-721-7019, 75 Johnson Rd

GENERAL INFORMATION

WINCHESTER PUBLIC SCHOOLS ATTENDANCE POLICY

Education in the Winchester Public Schools requires regular and punctual attendance to enhance high levels of participation on the part of its students. Parents and guardians of children who attend our schools have special responsibilities, one of which is to ensure that their children attend school regularly, as required by Massachusetts General Law Chapter 76, section 1. The law states that all children between the ages of six and sixteen must attend school. Up to seven day sessions and fourteen partial day sessions may be excused by the school district within any six month period.

Absences and Tardy Information

A parent or guardian must call the school office if a student will arrive later than the school's starting time. Students who arrive late must check into the office with a parent/guardian. A parent or guardian must call the school office by 9:00 AM to notify the school that a child will be absent, tardy, or dismissed. If no call is received and a child is missing from his/her classroom, the school will call home to check on the child.

Excused Absence/ Excused Tardy

Students may be excused from school temporarily for the following reasons:

- o Personal illness or quarantine
- o Bereavement
- o Observance of major religious holidays
- o Emergency medical or dental treatment
- o Extraordinary family circumstances (excused at the discretion of principal)

Early Dismissals

The public school day must be left free for school purposes. Children will be dismissed only for medical and dental appointments, which are unable to be scheduled after school, and for emergency situations. All written requests for dismissal are referred to the principal for approval and action.

Whenever a child is to be dismissed during the school day, due to parent request or illness, the child must be picked up at the office by a parent, guardian, or an adult designated by the parent. Children will not be allowed to walk home alone for any reason during school hours nor will children be allowed to wait outside for their rides.

Family Vacations

Scheduled school vacations occur in December, February, and April. Vacations taken at times other than designated school vacations are considered unexcused absences. Parents are strongly advised not to take vacations during school days and/or conferences, as children miss important instruction, discussion, and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Requests for advance work from classroom teachers for vacations during school days will not be honored. Students are responsible for making up missed work upon their return to school. Timelines for the completion of missed work are determined by the teachers. If such an absence is unavoidable, students are encouraged to keep a journal of their activities that may be shared with their classmates when they return to school. Families of students in Grades 3, 4, and 5 are reminded to be aware of MCAS testing dates in the spring.

Staying after School

Children may remain after school for special help, completion of work, or disciplinary reasons. The teacher and/or principal will notify and make appropriate arrangements with parents before a child remains after school. Children will not be detained after 3:15 unless transportation has been arranged.

Inclement Weather

"No School" Announcements

The Superintendent of Schools determines when school will be cancelled. Every effort will be made to call in "No School" announcements to the following television channels before 6:00 AM: WBZ (4); WHDH (5); WHDH (7); WFXT (FOX -25); WinCAM ((/37); and www.winchesterps.org

Normally, the decision is not made until the early morning hours of the day in question. The Superintendent may notify parents of a "No School" Announcement via an automated call placed through the school district's School Messenger system. It is imperative that the school office has updated contact information for all students at all times.

Delayed Opening

Due to weather conditions, the school district may call a Delayed Opening. Like the "No School Announcement," a "Delayed Opening" announcement may be reported on the television stations listed above, made to parents via an automated call made through School Messenger and/or reflected on the District's website at: <http://mail.winchesterps.org>

Please do not drop your child/children off more than 15 minutes prior to the stated delayed opening time. There is no adult supervision before this time. This is an important safety factor.

Emergency School Closing

Rarely, school is cancelled during a day that school is in session. If school is cancelled because of an emergency during the day (e.g., no heat in a building, impending severe storm, etc.), you will be contacted through the School Messenger system. Please be sure that the school has your most updated information and list of adults who have permission to take your child/children home should you be unavailable. Please note, also, that per standard dismissal procedures (such as when a child misses a bus), that children will not be dismissed to the custody of other parents, neighborhood families, etc., unless the school records (student information forms) indicate that it is permissible. These children will remain with school personnel until you or a designee arrives to pick them up.

Early Release Days

An early release day schedule for the year is distributed by the school and published in the local paper each fall. These afternoons are used for professional development and conferences with parents. Please check your school's early release day dismissal time. Lunch is not served on these days.

ACCOMMODATION FOR RELIGIOUS AND ETHNIC OBSERVANCES POLICY

The Winchester School District serves children from many different religious and ethnic backgrounds. Out of respect for our students' different religious and ethnic traditions, and to ensure fair and sensitive treatment of all students, the district shall:

- Place responsibility for implementation of this policy on the school principal;
- Distribute school calendars to teachers, staff, and families that include those major religious and ethnic holidays whose observance would require absence from school or other accommodations;
- Impose no penalty or detriment on students who participate in observances of their family's major religious and ethnic holidays;
- Provide ample and flexible accommodations to allow students to make up subject material, assignments, and assessments within a reasonable time (assuming students will not do school work or study during their absence);
- Take major religious and ethnic holidays into consideration when scheduling test preparation, tests, and long-term assignments;
- Avoid scheduling one-time events (field trips, athletic events, music or theatre performances, auditions, group photographs, back-to-school functions, and graduation) when possible on major religious and ethnic holidays. Some major religious holidays begin at sundown on the preceding evening (for example, Jewish Holidays of Rosh Hashanah, Yom Kippur, and first day of Passover);
- Not require students observing major religious or ethnic holidays to participate or face penalties for their non-participation in school-scheduled events, such as in try-outs, athletic contests, or music performances;
- Not prevent coaches and advisors from holding optional athletic practices on major religious and ethnic holidays;
- Not deprive any student absent from school because of a religious or ethnic holiday of any award or of eligibility or opportunity to compete for any award because of such absence.

SCHOOL LUNCH PROGRAM, SNACKS AND FOOD IN CLASSROOMS

Lunch

During the lunch period, children are afforded the opportunity to eat their lunch and socialize with peers. Students in grades K-5 may bring their own lunch to school or they can purchase a school lunch. School lunch menus are published monthly. The decision on whether to bring a lunch or purchase a school lunch is made on

a daily basis. Classroom teachers collect school lunch orders when they take morning attendance. Milk (white, low fat or chocolate) is included with the school lunch. Milk or orange juice can also be purchased separately.

Lunch prices for the school year 2016-2017 are as follows:

Lunch: \$3.00 each or Point of Sale purchase
Milk: \$3.00/strip of 5 tickets or Point of Sale purchase
A la Carte: \$6.25/strip of 5 tickets or Point of Sale Purchase

Menus can be found at: <https://schools.whitsons.com/ma/winchester-public-schools?page=menu>

Winchester schools participate in a federally subsidized lunch program for qualified families. Information is provided at the beginning of the school year.

Snacks

Teachers in grades K through 5 typically give students an opportunity to have a snack at some point during the school day. In grades K, 1, and 2, there is a snack period. In grades 3 through 5, students are encouraged to bring a snack, which can easily and neatly be consumed during work periods.

Food in Classrooms

During the school day, all elementary schools will require that parties and celebrations be food-free. Food will not be used as a reward or incentive for any student. Children are not allowed to share snacks or food with each other, either in school, on the bus, or at school sponsored events such as Field Trips.

PUPIL REPORT CARDS AND PARENT CONFERENCES

Common district report cards are issued three times per year.

Parent conferences are scheduled for each fall and spring. Parents or teachers may request conferences at other times, as needed.

HOMEWORK

We are committed to providing meaningful and relevant homework that fosters a love of reading and allows students the time to develop their skills and to explore their passions.

VOLUNTEERS

We value a strong home/school partnership and welcome the support of all members of our community. All volunteers serve at the discretion of the school faculty and staff and are subject to the Winchester Public School Volunteer Policy that is distributed in the fall and is available for parent and community viewing in the Principal's office.

CORI checks

M.G.L. c. 71, § 38R requires all schools in Massachusetts to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students and those who may have direct and unmonitored contact with children. The CORI law requires a school or district to notify all persons for whom a CORI is requested that such information is being or may be obtained. Prospective employees and volunteers are required to complete and sign a CORI Request Form, which is available through the administrative assistant at each of our six elementary schools. The Request Form is used to document that we have provided you with notice that a CORI is being conducted and to verify your identity through a government issued form of photographic identification (usually a driver's license).

SCHOOL SAFETY

Fire Drills, Evacuation, and Relocation

In the event that a need arises that requires the evacuation of a school building, students will immediately leave the building accompanied by the staff and report to assigned locations. They will remain outside the building until the building is deemed safe by the proper authorities. If a situation arises where students must be evacuated and relocated, the school staff will escort them to a safe, predetermined location and the automated School Messenger system will be activated to notify you as to how you can pick up your children.

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some measures are helpful in any emergency. Each school has an Incident Management Team (IMT) comprised of Administration, Allied Health Care, teachers and other staff as needed. The Central Office also has an IMT. The school district has an IMT team made up of a representative from each school and the Central Office as well as representatives from Police and Fire. This team is co-chaired by Police, Fire, and a School representative. This team acts as a steering committee, developing plans, procedures and providing additional support to the school during an incident, including post incident evaluation and debriefing.

Intruder/ Shelter-in-Place

In the event that a circumstance outside is cause for a school to be secured (for example, a potentially dangerous individual in the area of a school or some kind of chemical polluting the air, etc.), the school would

go into Intruder or Shelter-in-Place. An intruder means that each classroom will be secured by locking the doors, the students would be moved to an area of the room away from doorways and windows and wait quietly until the Incident Commander or the authorities informs the staff that the intruder is over and they may resume normal activities. No one will be allowed in or out of the building at that time. Shelter-in-Place would require locking all outside doors and closing windows and possibly turning off the ventilation system. Students and staff would be free to move about within the interior of the building only.

SPECIAL EDUCATION SERVICES

A student may be eligible to receive special education or related services under state and federal guidelines. Following a series of pre-referral activities such as the District Curriculum Accommodation Plan and Teacher Resource or Strategy Team, a child may be referred for a Special Needs Diagnostic Evaluation. After a comprehensive battery of tests, the child's parents/guardians and the diagnostic team members meet to discuss the test results and identify if an Individual Education Plan (IEP) is necessary. Upon completion of the evaluation, the evaluation team must answer the following questions:

1. Does the student have a disability? If so, what type of disability?
2. Is the student making effective progress in school? If not, is the lack of progress a result of the student's disability?
3. Does the student require specially designed instruction in order to make effective progress in school or does the student require related services in order to access the general curriculum?

Special Education services available in the schools include resource room, speech and language therapy, occupational therapy, and physical therapy. These providers deliver specialized or remedial services to children to help them develop strategies and skills, which allow them to continue to experience success in the classroom. Children may be seen due to a specific learning disability, language processing, fluency, and voice disorders or a developmental delay.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a Civil Rights Act, which prohibits discrimination against qualified persons with a disability in any program receiving Federal financial assistance. Section 504 defines a "disabled" person as anyone who: "Has a mental or physical impairment, which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working, or the person has a record of such impairment or is regarded as having such impairment by others."

Notification of Non-Discrimination Policy:

The Winchester Public Schools prohibits discrimination on the basis of a disability and will not exclude such persons from participation in, deny to such persons the benefits of, or otherwise subject such persons to discrimination under, any program which receives Federal financial assistance (43 C.F.R. § 104.4).

Winchester Public Schools has the responsibility to identify and evaluate a child, to afford eligible children equal access and opportunity to receive all appropriate educational services.

What to do if you disagree with the school's determinations:

If the parent or legal guardian disagrees with Section 504 Team determinations or related actions by the Winchester Public School professional staff, he/she has a right to a meeting to reconsider these determinations/actions by a school Administrator. Please send a letter stating your reason for the meeting within 30 days of receipt of the Section 504 Team's decision. Send request to:

Suzanne Ontso,

Director of Guidance/504 District Coordinator Winchester
High School

80 Skillings Road

Winchester, MA 01890

Telephone: 781-721-7020

You are also entitled to pursue a remedy through the United States Department of Education (USDOE) located at the Office for Civil Rights, New England Office:

U.S. Department of Education

33 Arch Street, Suite 900, Boston, MA 02110-1491

Telephone: 617-289-0111, TDD: 877-521-2172 Email: OCR Boston @ed.gov

<http://www.ed.gov/ocr/complaintprocess.html>

Parent and Student Rights under Section 504

1. To take part in and receive benefits from public education programs without discrimination due to handicapping conditions.
2. To have equal opportunity to participate in non-academic and extracurricular activities offered by the district.
3. To receive education in facilities comparable to those provided with non-handicapped students.
4. To be advised of your rights under federal law.
5. To receive notice with respect to a specific change in the placement of your child.
6. To receive all information in your native language and primary mode of communication.
7. To have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluative data used and placement options.
8. To examine records related to identification, evaluation, educational program and placement.
9. To obtain copies of educational records at a reasonable cost.
10. To a response from the school system for reasonable requests for explanations and interpretations of your child's records.
11. To request amendment of your child's records if there is reasonable cause to believe they are inaccurate or in violation of child's privacy rights. If the school denies this request, you will be notified within a reasonable time and advised of your right to a hearing.
12. To have transportation provided to and from alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the district.
13. To file a grievance with the school district over an alleged violation of Section 504 regulations.
14. To request an impartial hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement.
15. You and your child may participate in the hearing and have an attorney represent you. You have a right to ask for payment of reasonable attorney fees if you are successful on your claim.

If you believe that your child has been subjected to discrimination on the basis of disability, you may file a grievance under this procedure.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date you become aware of the alleged discriminatory action.
- A complaint must be in writing, containing your name and address. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Winchester Public Schools relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- You may appeal the decision of the Section 504 Coordinator by writing to the Superintendent within 15 days of receiving the Section 504 Coordinator's decision. The Superintendent shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent you from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Contact Information:

Ms. Suzanne Ontso
504 District Coordinator
80 Skillings Road
Winchester, MA 01890

Life Threatening Allergies

It is the policy of the Winchester School Committee to ensure full access to a free and appropriate education for all students within the Town of Winchester, including students with life-threatening allergies (LTAs), by establishing age-appropriate procedures and guidelines that minimize the risk for students with LTAs. The procedures and guidelines on LTAs exist at both the district and school building levels.

Winchester Public Schools cannot guarantee an allergen-free environment for all students with LTAs, but we are committed to working towards minimizing the risk of exposure to food allergens that pose a threat to those students, educating the community and maintaining and regularly updating a system-wide protocol for

responding to their needs. A system-wide effort requires the cooperation of all parties within the system, beginning with parents notifying school personnel regarding their child's medical condition, including any known allergies.

The goal of the Winchester Public Schools is to engage in a system-wide effort to:

- Prevent any occurrence of LTA reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies

In accordance with the following procedures and protocols, an Emergency Allergy Action Plan (EAAP) and an Individual Health Care Plan (IHCP) will be developed for each student after receipt of written notification from the student's parent of a physician-diagnosed LTA. Parents of children with LTAs, asthma or medical issues should meet with the school nurse to develop Individual Health Care Plans.

HEALTH SERVICES

Winchester School Health Update: A health update request for each student is sent home by the school nurse at the beginning of each school year. Parents are required to complete this form annually and return it to school. This form is necessary to keep student health records current.

Health Entry Requirements

- Immunizations: All immunizations must meet Massachusetts's minimum requirements and must be certified in writing by a licensed physician. The Commonwealth's School Immunization Law, General Laws Chapter 76, requires the following immunizations of all children entering kindergarten:
 - DPT (Diphtheria, Pertussis, Tetanus) - 5 or more doses.
 - DT - Booster every 10 years.
 - Oral Polio - 4 or more doses.
 - MMR (Measles, Mumps, Rubella) - 2 doses.
 - Varicella vaccine or medical documentation of Chicken Pox for all students entering

kindergarten. (2 doses)

- o Hepatitis B vaccine series is required for all children.
 - o Exemption is possible for medical or religious reasons. See the school nurse for more information.
-
- Mandated Preschool Vision Screening: All students entering kindergarten in 2008, or after, are now required to have new stereopsis vision screening by the child's physician.
 - Lead Screening: Required for all students entering kindergarten.
 - Physical Examinations: All students entering as new students (including transfer and kindergarten) must have written proof of a physical exam by their private physician.
 - Fifth Grade Physical Examinations: The Massachusetts Department of Public Health, School Health Unit, now requires all 5th grade students to have a complete physical exam before they transition to McCall. An examination completed between June 1, 2017 and June 1, 2018 will be accepted. Please forward the required documentation to the school nurse in September if your child had an exam during the summer and throughout the school year as the exams are completed.
 - Health History: A health update form is sent home at the beginning of each school year to students in grades K-5. Parents are required to complete these forms to enable the school to keep health records current.

Illness

A child should remain at home for his or her own welfare and for the protection of other students if he or she has any of the following:

- a severe cold
- persistent cough
- sore throat or swollen glands accompanied by a fever
- an undiagnosed rash or skin eruptions
- earache
- red eyes or drainage from the eyes
- vomiting or diarrhea within the past 24 hours

- a fever during the past 24 hours

If a child becomes ill at school, parents will be notified and will be expected to provide transportation for their sick child. Children will not be allowed to leave school alone and should be picked up from the school health office.

Medication

The school nurse is the only school personnel authorized to administer medication. (Other designated personnel may be authorized to give medication to a student while away from school on a field trip or in an emergency, life-threatening situation.) Whenever possible, the medication schedule should be adjusted to fall outside school hours. If it is not possible, a written, signed, dated request must be made by the physician and the parent authorizing the dispensing of medication in school. Written authorization from the parent/guardian only is needed for over-the-counter medications.

An authorized adult should deliver the medication to the school nurse or secretary. No student should carry medications on the school bus or in the school building. If a parent prefers, he/she may come to school and administer the medication.

Screening

The following health screenings are administered to all students:

- VISION - *screening performed annually in grades K-5*
- HEARING - *screening performed annually in grades K-3*
- POSTURAL - *screening performed annually in grade 5*
- HEIGHT & WEIGHT - *measured in grades K-5*
- PEDICULOSIS - *grades K-5*

Communicable Diseases

- *Chicken pox*: Isolation from school for (1) week following appearance of rash. All eruptions must be dry and scabbed over. Most children are now immunized.
- *Strep Throat* (including Scarlet Fever): Children may return to school after being on adequate antibiotic medication for 24 hours and after being without fever for 24 hours.
- *Rashes*: Undiagnosed rashes are considered contagious and children should remain at home until a diagnosis has been made.

Pediculosis (Head lice) Guidelines

- Provide effective management of head lice in school.
- Minimize student absences due to head lice infestation
- Educate community about head lice: prevention, identification, and management.

Pediculosis Procedure:

If a child is found to be infested with lice, he/she will be referred to the parent or guardian for appropriate treatment. The child may return to school after adequate treatment in consultation with the school nurse. The nurse may exclude a student until the treatment is deemed satisfactory for re-entry. If there are two or more identified cases in one classroom parents will be notified. When a parent/guardian discovers head lice on their child, please notify the school nurse so appropriate precautions can be taken to prevent their spread to classmates.

TRANSPORTATION POLICY

Bus - for All Students

School Bus schedules and routes are published in the Winchester Star newspaper approximately one week before the start of school. Bus schedules and routes may also be obtained by contacting the Winchester School Department Business Office. If the published route or schedule does not meet your needs, please contact the School Department Business Office at (781) 721-7001 to discuss possible modifications or alternatives. There is a fee for bus service for all students who live less than two miles from school in grades K-5. Students must have a bus pass in order to board the bus. The application and fee structure can be found on the district's website.

在学校公交车上的学生行为准则

写给司机和家长：

我们会以填写适当表格的方式向校长报告在校车上发生任何不良行为。如果某学生第二次破坏该行为准则，校长将书面通知其父母将会暂停该生享有的交通权利。如果发生第三次的不良行为，在与学区区长或指定人协商之后，该学生享有的乘坐校车的权利有可能被永久剥夺。在这种情况下，该生家长必须承担起其接送的责任。

在校车站上下车：

想要乘车的学生必须准时。司机是不会等迟到的人的。乘车者必须在规定的停车站上下车，遵守秩序和尊重他人的私有财产。在上下车以及乘车途中，乘车者必须遵守司机的规定和指示。

校车上必须遵守的行为准则：在校车开动期间，乘车者必须保持在其座位上。禁止吹口哨或大声喧哗。禁止使用粗俗不敬的语言。禁止抽烟/使用毒品/酗酒。以下不良行为也是禁止的：

1. 骚扰他人

2. 欺凌他人
3. 推攘或摔角
4. 扰乱他人的安静或动用他人的物品
5. 试图和司机交谈
6. 在校车里/向窗外乱扔东西
7. 攀爬座位
8. 探身窗外
9. 乱丢垃圾

学生家长必须承担其学生对校车的任何可能的损坏。每年开学之初，学生和家都会收到有关的规定。在上课期间适用的各种行为标准和书面规则在校车上也是同样适用的。

选择走路上学的学生

1. 不能偏离人行道。确保不要在大街中央或私有地区上行走。
2. 左右都要看好之后再横穿街道。

反欺凌政策

Winchester公立学校致力于向每个学生提供安全，积极和富有成效的教育环境，帮助学生达到最高的学习成果。任何学生都不得在我校社区内成为欺凌或网络欺凌的受害者。根据马萨诸塞州法律的要求，Winchester公立学校已采取了反欺凌政策。为了防止欺凌，以下描述了适合学生年龄段的应避免的行为：

如何防止欺凌的发生

如果你遵循以下的行为准则，你可以帮助防止欺凌现象的发生。

1. 友好待人。
2. 不要使用会导致同学感到悲伤，不安或羞愧的话。
3. 约束自己的手。不要踢，打，捏或触摸其他同学。不要以可能伤害他人的方式触及同学。
4. 在你说话之前，要先考虑别人的感受。尽量不要伤害别人。
5. 不要说或做任何对其他同学造成威胁的话或行为。
6. 不要说或做任何对其他同学感到害怕的话或行为。
7. 不要戏弄，嘲笑，模仿，羞辱你的同学，或使其感到困窘。
8. 如果你被欺负，应立即告诉成年人。
9. 如果你知道另一名学生被欺负，要立即告诉老师，校长，家长或其他成年人。
10. 阅读并遵守我们的反欺凌政策。
11. 如果你欺负另一个学生，你将受到包括长期停学的纪律处分。

如何防止网络欺凌的发生

如果你遵循以下的行为准则，你可以帮助防止网络欺凌现象的发生。

1. 不要在电子邮件，短信，推特，脸书或任何其他电子论坛中写任何你不想让所有人都听见的内容。请记住，在这些信息发送或发布后，你是无法控制其的传播的，即使在删除原内容之后，副本可能会继续存在。
2. 将上述关于防“欺凌”的规定用到网络中去。
3. 请记住，哪怕只有一条短信，推特，一封邮件，或是一行脸书文字，都是可以算成网络欺凌的。我们鼓励家长和学生一起阅读我们的反欺凌政策，以确保大家都了解网络欺凌的各种定义。

4. 如果你在网络上被欺负了，应立即告诉成年人。
5. 如果你知道另一名学生在网上被欺负，要立即告诉老师，校长，家长或其他成年人。
6. 阅读并遵守我们的反欺凌政策（其中包括网络欺凌）。
7. 如果你在网络上欺负另一个学生，你将受到包括长期停学的纪律处分。

学生的行为准则

根据马萨诸塞州法律第71章第37,37H和37H½的要求，Winchester公立学校通过了一项关于学生行为准则的综合政策，其中包括了持有个人学习计划（IEP）和504计划的学生纪律准则，以及如何处理学生之间的受辱事件。

以下列出的行为准则可以帮助学生避免作出可能导致其纪律处分的各种行为。

骚扰他人

Winchester公立学校系统致力于为所有在校员工和学生们提供一个在身体和情感方面都感觉安全的学习就业的环境。为此，各个学校以及办公的地方不能有骚扰或顾及人生安全的现象的存在。与我校系统有关的所有在校职工，包括但不限于学校委员会，行政管理部门，教职工和学生，都应随时进行自我检查监督，以为彼此提供安全无骚扰的工作学习氛围。我们也强烈要求以上提到的每个人都大胆报告任何违反此规定的现象或个人。

对于“骚扰”的定义：骚扰是指冒犯，侮辱或威胁他人的行为或语言。这项政策是指但不限于，针对他人的肤色，种族，性别，宗教，性取向，国籍，身体特征，性别认同或残疾的侮辱性，有害的评论或行为。骚扰的例子包括但不限于，骂人，威胁，未经同意的身体接触，不受欢迎和侮辱性的评论和手势，以及展示或散发对个人，种族，宗教或性别团体不敬的资料或图片。

请参阅学校委员会关于[骚扰（包括性骚扰）](#)和其他形式的非法歧视的全部政策和程序。

欺辱

1. 禁止以可加入某团队，团体或者小组为由，指使你的同学做任何有害或使其受到羞辱的活动或事情。
2. 在活动中尽量包括所有人，禁止要求他人先通过某种“测试”或执行某项任务才能加入此活动。
3. 如果你被人欺辱了，或者知道有人被欺辱了，应该立即告诉成年人。
4. 如果你参加了欺辱别人的活动或者没有向成年人报告欺辱他人的事件。

破坏公共财产

1. 小心保护自己和别人的物品。
2. 确保不要在别人财产上留下印记或损害表面。
3. 如果你看到有人在损坏别人的财产，立即通知老师，负责人或者是校长。
4. 不要携带任何有可能在书桌上，衣物上或其他物品里外留下印子的尖锐的物品。
5. 不要在任何建筑物的表面留下印记。

抽烟

根据1993年“教育改革法”，禁止在所有学校场所以及学校举办的活动中吸烟。

有特殊需求的学生群体

1. 所有学生都应遵守本手册中规定的行为要求。IDEA和M.G.L.c.要求为有特殊需求的学生提供额外的规定。这些有特殊需求的学生是在其特殊评估组的作出评估后决定的，并持有特殊教育计划（IEP）。

A) 破坏纪律规定的有特殊需求的学生可能受到高达连续10日的停课惩处。该惩罚可以在没有进一步或其它步骤的前提下实施。根据M.G.L.c. 71B和“残障人教育法”，有特殊需求的学生也有可能受到超过累积10日的停课惩处。

B) 超过连续十（10）日或累积十（10）日的停课或停校处分也是可能发生的，条件是该学生被处罚的行为不是因其残疾的原因，而且该校区将会提供适当教育服务，以确保该学生在停课期间接触其基本课程，并朝着他/她的目标前进。

2. 如果发现某残障学生在校期间，学校活动中或学校场地上携带危险武器或非法/受管制的物品，或在学校销售或唆使销售该物品，或者有可能对他人/自己造成严重伤害的危险，IDEA和M.G.L.c. 71B允许该学校教职人员将此生转移到一个临时的非传统的教育环境（IAES）中去，保留时间最多可达四十五（45）个学校日。该学生的个人学习计划小组可以为其安排临时的非传统教育环境。

3. 如果怀疑某残障学生在所在环境中有可能对自己或他人造成伤害，IDEA和M.G.L.c. 71B还允许学校教职员工要求听证官或法庭将其学生移交至临时的非传统的教育环境中去，保留期可达到45个学校日。

4. 如果某特殊教育的学生在一个学年里受到了连续或累积10日以上的停学处分，并且此处分导致其在安置方面有了重大的变化，该学生的IEP小组将举行审查会议以确定此行为是否有更深层的含义。IEP组中有关的成员通过此会议在审查相关文件和该学生的不良行为之后，将回答以下两个问题：

该不良行为是由于没有落实该学生的IEP而引起的吗？

该不良行为是由于该学生的残障引起的吗？或者与其残障有着直接或重要的关系？

审查会议摘要的书面记录将尽快提交给其学生的家长/监护人，不得迟于审查会议后五（5）个学校日。

5. 如果该小组发现该学生的不良行为并不是由于其残障的原因引起的，学校将根据此学生手册上的条例对该学生实施惩戒。该学生在此停学或停校期间会收到合适的课程教育服务。如果该小组发现该学生的不良行为是由于其残障原因引起的，学校仍有可能执行IAES（请参看第三项）。如果不可能执行IAES，该学生将被留在现处的教育环境中。但是该小组将安排一个对该学生的功能性的行为评估（如果此评估还没有在该学生上执行的话），或者是发展新的或修改现有的行为更正计划。

6. 校长或者其指定人有责任通知特殊教育办公室关于此特殊教育学生的停课惩处的决定，并保留此记录。

有特殊需求并持有504计划的学生群体

1. 所有学生都应遵守本手册中规定的行为要求。持有504计划的学生有可能受到和其他学生一样的惩罚规定。但是，如果该学生受到连续十（10）天以上的停课处分，或者受到超过累积十（10）个天的停学或逐校处分（并由于该处分其安置上有了变化），其学生的504小组将举行审查会议。在此会议中有关成员将通过审查相关文件和学生的不良行为之后，进一步的了解情况并回答以下两个问题：

该不良行为是由于没有落实该学生的504计划而引起的吗？

该不良行为是由于该学生的残障引起的吗？或者与其残障有着直接或重要的关系？

审查会议摘要的书面记录将尽快提交给其学生的家长/监护人，不得迟于审查会议后五（5）个学校日。

关于尚未确定是否符合特殊教育条件的学生的纪律处罚

以上概述的IDEA保护措施也适用于尚未被认定符合IEP服务的学生，前提是该学区“被视为有所了解”该学生在发生纪律处分的行为发生之前有资格获得IEP。

IDEA规定以下情况该学区“被视为有所了解”：

- (1) 该孩子父母已以书面的形式向校区监督或行政人员或其老师表示了孩子可能需要特殊教育和相关服务的顾虑;
- (2) 该孩子父母已提交该学生是否有享有特殊教育服务资格的评估要求; 或者
- (3) 该孩子的老师或其他教育人员基于该学生的一些特定的行为模式已直接向该学区特殊教育主任或其他监督人员表示了关切和顾虑。

然而, 学区在以下前提下不应“被视为有了解”的: 该学区已对此学生进行了评估并发现该生不具备享有特殊教育的权利, 或是该生家长拒绝了对该生的评估要求或学校提供的IDEA服务。如果该学区在对某学生采取纪律措施之前, 并不知道该学生是符合IDEA条件, 此生可能会像其他学生一样受到同样的纪律处分。但是, 如果在该生受到纪律处分的同时, 要求确定其特殊教育资格的评估要求已经发起, 该校区必须以加急的方式进行此评估。在评估结果出来之前, 该生必须保持由学校当局确定的教育安置中, 其中可能包括无服务性的停学或者停校的处分。如果该生的评估结果是有资格获得IEP的, 学区必须根据IDEA向该生提供特殊教育和相关服务。

理解备忘录

Winchester公立学校, Winchester镇警察局和Middlesex县检察院一致同意协调他们对学校发生的暴力和犯罪行为的反应, 以及在学校场所或与学校活动中有关的酒精和其他药物滥用事件。为了确保一个安全的教育环境, 这项在学校行政和执法部门之间的合作努力计划坚持了对药物, 酒精, 武器以及暴力的“零容忍”。在本学校或学校活动中参与此类行为的非本校学生也将按照本校学生的身份进行报告。此完整的协议可在校长办公室中获取。

STUDENT RECORDS

Winchester Public Schools has adopted a [student records policy](#) which implements the Family Educational Rights and Privacy Act of 1974 (FERPA) and Massachusetts regulations, 603 CMR 23.00. That policy, including non-custodial parents' rights, should be considered an important part of this Handbook.

STUDENT ACCEPTABLE USE POLICY

Winchester Public Schools has adopted an [Acceptable Use Policy](#) for students should be considered an important part of this Handbook. A summary is set out below.

STUDENT PRIVILEGES

Students may use the Internet to

- Locate material to meet educational needs.
- Participate in distance learning activities.
- Ask questions of and consult with experts.
- Communicate with other students and individuals for educational purposes.

All students at the elementary school will use the Internet under the direct supervision of the teacher.

STUDENT RESPONSIBILITIES

Students will:

- Treat the people you "meet" on the Internet with respect.
- Treat computers responsibly.
- Act as a representative of the school by showing responsibility.
- Tell a teacher or another adult if any inappropriate sites are accessed by accident.
- Follow all of the instructions given and stay only in the areas the teacher suggests.

- Actively use the information found on the Internet in learning (projects, reports, and discussions).
- Respect documents of classmates-no reading, deleting, copying or modifying of classmates' files.
- Never give out personal information online (addresses, phone numbers, pictures, etc.) or arrange personal meetings with anyone met online.