

**WINCHESTER HIGH SCHOOL**

80 Skillings Road  
Winchester, MA 018902899  
(781) 721-7020

**Mr. Dennis P. Mahoney**

Principal

[dmahoney@winchesterps.org](mailto:dmahoney@winchesterps.org)

**CONSENT FORM ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

To be signed and turned in to Homeroom or Main Office

I have received a copy and read the Winchester High School Handbook for 20162017. I understand that the handbook contains information that my student and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Name of Student  
(Please Print)

Grade

Signature of Student

Grade

Name of  
Parent/Guardian (Please Print)

Signature of  
Parent/Guardian

**USE OF STUDENT INFORMATION AND IMAGES FOR EDUCATIONAL PURPOSES**

Yes, I give permission for Winchester High School to photograph, videotape, or audio record my child and that this may be used for school department publications, internet pages, and school related video productions and performances. This information may also be released to local news media.

No, I do not give permission for Winchester High School to photograph, videotape or audio record my child for publication.

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**Administrative Personnel**

**Superintendent's Office**

40 Samoset Road Winchester, MA

Superintendent of Schools	Dr. Judith Evans	jevans@winchesterps.org
Assistant Superintendent	Dr. Jennifer Elineema	jelineema@winchesterps.org
Director of Finance	Ms. Ellen Whittemore	ewhittemore@winchesterps.org
Administrator of Special Education	Ms. Pamela Girouard	pgirouard@winchesterps.org
Director of Personnel	Mr. Sean Walsh	swalsh@winchesterps.org
Administrator of Counseling, Health, & Wellness	Ms. Carolyn Troy	ctroy@winchesterps.org

**School Committee**

Ms. Susan Verdicchio, Chair  
 Ms. Cindy Bohne , Mr. Chris Linskey, Mr. Chris Nixon,  
 Ms. Michelle Bergstom

**WHS Administration**

80 Skillings Road  
 Winchester, MA 01890

Principal	Mr. Dennis Mahoney	dmahoney@winchesterps.org
Assistant Principal	Mr. Gerald Chapman	gchapman@winchesterps.org
Assistant Principal	Ms. Paula Conis	pconis@winchesterps.org
Administrative Assistant to Principal	Ms. Mia Gustin	mgustin@winchesterps.org
School Resource Officer	SRO/Sgt. Dan Perenick	dperenick@winchesterps.org

**Directors/Coordinators**

Mr. Marc Arria	Athletics	marria@winchesterps.org
Ms. Jennifer Levatino	Art	jlevatino@winchesterps.org
Ms. Judy Hession	English	jhession@winchesterps.org
Ms. Anna Tirone	Foreign Language	atirone@winchesterps.org
Ms. Suzanne Ontso	Guidance	sontso@winchesterps.org
Ms. Andrea Zampitella	Library/Media	azampitella@winchesterps.org
Mr. Thomas Haver	Math	thaver@winchesterps.org
Ms. Mary Costello	Music	mcostello@winchesterps.org
Mr. Nicholas Costello	Music	ncostello@winchesterps.org
Mr. Michael Marchand	Science	mmarchand@winchesterps.org
Mr. Christopher Kurhajetz	Social Studies	ckurhajetz@winchesterps.org
Ms. Lisa Berard	Special Education	lberard@winchesterps.org
Ms. Kathy Grace	Technology	kgrace@winchesterps.org

Position	Name	Phone #, Address in Winchester
Title 1 Coordinator:	Dr. Jennifer Elineema	7817217006, 40 Samoset Rd
Title II ADA Compliance Coordinator	Ms.. Pamela Girouard	7817217005, 40 Samoset Rd
Title IV Civil Rights Coordinator	Mr. Sean Walsh	7817217003, 40 Samoset Rd

Title IX Coordinator (employee related)	Mr. Sean Walsh	7817217003, 40 Samoset Rd
Title IX Coordinator (student)	Mr. Dennis Mahoney	7817217020, 80 Skillings Rd
English Language Education	Ms. Laura Shanahan	7817217030, 33 Bates Rd
Homeless Education Coordinator	Dr. Judy Evans	7817217004, 40 Samoset Rd
504 Coordinator	Ms. Suzanne Ontso	7817217020, 80 Skillings Rd
Harassment Coordinator	Mr. Gerald Chapman	7817217020, 80 Skillings Rd

### **Principal's Message**

Welcome to Winchester High School and the 2017-2018 academic year. This year, like every year, we will continue our proud tradition of academic, artistic, athletic and social excellence. To that end, our school endeavors to maintain an environment that is safe, respectful, and conducive to learning for all our students. The WHS handbook should be seen as a living document that grows and changes with our times and is a reflection of our school and community. The information in the handbook is a useful guide to help you, our students, navigate the expectations and policies we have at WHS. These expectations and policies are in place to help ensure your safety and support your learning needs.

It is important that your time at Winchester High School be focused on your own personal journey and positive growth as an individual. Your experiences at Winchester High School and how you learn and grow from them are in your control. Make every day count and take advantage of everything we have to offer at our world class high school.

As always, **GO SACHEMS!**

- Dennis Mahoney, 2017-2018

### **Winchester Public Schools Mission Statement**

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 lifelong 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, realworld 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 lifelong 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 lifelong love for learning.
- A positive school culture and a nurturing climate.

**WHS Mission Statement**

The mission of Winchester High School is to provide, for all of its students, an opportunity to achieve excellence in learning, specifically to foster:

- Critical thinking
- Clear and effective communication Intellectual creativity
- A sense of personal, civic and social responsibility, and
- The ability to apply these essential skills and knowledge to life situations

**Human Rights Statement: Adopted by the School Committee January 24, 2017**

*Winchester is a community that is grounded in respect for every individual, and therefore protects all residents, employees, business owners, students and visitors in the enjoyment and exercise of human and civil rights. It is Town policy to ensure equal treatment and opportunity to all individuals regardless of race, gender, gender identity, ethnicity, religion, ideology, socioeconomic status, health, sexual orientation, age, military status, or disability.*

**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, gender identity, religion, national origin, sexual orientation, or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, or disability his/her complaint should be registered with the Title IX Grievance Officer.

**School Council**

The Massachusetts Education Reform Act of 1993 (MGL Ch. 71, Sec. 59C) calls for a school council at each public elementary and secondary school in the Commonwealth. The school council is responsible for assisting the principal in the identification of the educational needs of the students, reviewing the school's annual budget, adopting educational goals consistent with local educational policies and statewide standards, and formulating a school improvement plan. The school council is made up of the principal; parents of students attending the school who will be chosen in an election held by the parents' association under the direction of the principal; teachers selected by the teachers in the school; and community member(s) not affiliated with the school. The number of parents must equal the number of staff represented.

## **Expectations of Student Learning**

### **Academic Expectations**

The Winchester High School graduate is able to communicate effectively.

- The Winchester High School graduate is able to acquire, integrate and apply essential knowledge.
- The Winchester High School graduate is able to analyze, interpret and evaluate information effectively.
- The Winchester High School graduate is able to make intellectual and practical connections between and among different disciplines.
- The Winchester High School graduate is able to understand and apply technology to his/her learning experience.
- The Winchester High School graduate works to acquire an informed global perspective.

### **Civic and Social Expectations**

- The Winchester High School student demonstrates self respect and an appreciation of diversity.
- The Winchester High School student participates responsibly as a member of the student body.

### **General Information**

**Dining Commons** The Dining Commons is the first area you visit as you enter at WHS. It is the focal point of the school and is used for eating, learning and socializing.

**Main Office** The Main Office is located just off of the Dining Commons and is there to support all aspects of our community. The WHS phone number is 7817217020. A list of extensions will be published in the fall PFA electronic newsletter and on the school website at [www.winchesterps.org](http://www.winchesterps.org)

**WHS Access** Anyone visiting the high school is required to use the buzzer system at the front entrance of the school. Visitors should first press the button outside of the front door, look into the camera, and when prompted please state your name and the reason for your visit before being buzzed into the building. Visitors may also be asked to show identification. All visitors, including parent/guardians, must first report to the Main Office, sign in, pick up a visitor's badge and affix the badge so that it is visible. Anyone seen in the building without a visitor's identification badge during the school day will be escorted to the main office.

**Emergency Information** On the first day of school, each student will receive a Student Information Form. This form contains vital emergency information required by state law. Make all necessary changes and return this form to the Main Office **the following day**.

**Delayed Opening and Cancellation** If the school is cancelled or having a delayed opening the superintendent will use the emergency calling service to inform all families.

Announcements will also be made on:

- Radio stations: WRKO, WBZ, WEZE, WBUR, WHDH
- Television stations: Channels 4, 5, 7 Cable TV (Comcast 8,9,22/Verizon 36,37,38)
- For an hour delay, school will begin at 8:45 and for a two hour delay, school will begin at 9:45 A.M.

**Lockers** A specific locker will be assigned to all students for their four years here at WHS. Students are not to make locker location changes. For safety reasons, books and athletic bags are to be stored in a student's locker or athletic storage rooms. It is the responsibility of the student to report a broken or unusable locker to the Main Office. Lockers are the property of the school. A locker is subject to inspection by school officials at any time. In addition, if there is cause to suspect possession of illegal drugs, alcohol, weapons, stolen property, or other evidence of a violation of law or school policy, the student's belongings are subject to search by school officials.

**Lost and Found** Items, found by staff or students, should be turned into the Lost and Found in the Main Office. Students may check this area for lost items. Unmarked books will be returned to the subject department. All



unclaimed items are donated periodically to a local charity.

**Messages** The school should not be expected to deliver personal messages to students. This would be too disruptive to the school day.

**Cell Phones** Students cannot use cell phones:

- in the corridor, rest rooms, or any other area of the school during class time
- in the classroom\* (exception to the rule ~ see below)

**Students may use cell phones:**

- Students may use their cell phone as an internet resource at the discretion of the classroom teacher.\*
- during a student's lunch block
- in the hallway between classes only
- before 7:15 am and after 2:15 pm

**Violation of the cell phone policy:**

- a staff member may request a student's cell phone if the student is violating the WHS cell phone policy. The phone will be sent to the main office and a parent will have to retrieve the phone.
- failure to give a staff member the phone is insubordination and may result in the student being sent home.

**Parents/Guardians Visiting Teachers** Parents/Guardians wishing to meet with a staff member should first make an appointment. Upon entering the building, parents/guardians should not go directly to a teacher's classroom, but must first report to the main office, sign in, pick up a visitor's badge, and affix the badge so that it is visible.

Students are not allowed to bring guests to school, and shadowing is not allowed at any time during the school day. Individuals who do not attend Winchester High School but are on the school grounds or in the school building without the express permission of authorized Winchester High School staff will be treated as trespassers. This offense is a violation of the General Laws of the Commonwealth and carries a fine and/or imprisonment. Police will be notified.

**Guidance Services** Students are generally assigned to a Guidance Counselor alphabetically, although to balance caseloads students are sometimes assigned out of sequence. Every effort is made to keep a student with the same counselor for all four years. The assigned counselor assists with course selections, course changes, personal issues, and post high school planning. Counselors are trained to help students make college selections and career choices. Each counselor is willing to help students find the source of assistance needed to solve any personal or academic problem. The Guidance Office maintains a cumulative folder of academic records. Requests for official transcripts must be made in ten days in advance through this office.

**Learning Commons (Library)** The Learning Commons provides a collection of resources to support the curriculum and reflect the diverse interests of our school population. The Learning Commons is open 7:00am – 3:00pm on all days that school is in session. Students are encouraged to use the library for research, study, reading, group work, and school related computer work. Computers and laptops are available for student use. The library features a collection of approximately 12,000 books, video, DVD, CD, current magazines and newspapers. Students will find a welcoming environment that supports academic success through an atmosphere of inquiry and productivity.

**Learning Commons Use:**

- Study Hall passes are limited and available on a first come, first served basis online the night before each session. Students can sign up for study hall passes at 8 pm the night before their study hall. Students can go to the library website at [www.whslearningcommons.com](http://www.whslearningcommons.com) and click on Library Study Hall Sign up to log on.
- Students are required to sign in/out for attendance purposes.
- Students should be working.
- Inside voices, please; be considerate of others.
- Learning Commons' computers are included under the Acceptable Use Policy.
- Schoolwide policy: Food, drinks and snacks in the Dining Commons only.

**Health Services** A registered nurse staffs the Health Office during school hours.. All students are required to have an up to date record of physical examination on file, along with an up to date immunization record. Students, who have special medical circumstances such as life threatening allergies, seizure disorder, diabetes, etc., should have appropriate medical records on file.

**New Students** All new students enrolling at Winchester High School must have documentation of the following immunizations as required by the General Laws of the Commonwealth of Massachusetts PRIOR to entering school.

- 5 D.P.T. shots (Diphtheria, Pertussis, Tetanus is usually given in infancy). However, a Tdap immunization must have been received within the last ten (10) years.
- 4 doses of Polio
- 2 MMR shots (Measles, Mumps, Rubella must have been received after the age of 12 months)
- 3 Hepatitis B
- 2 Varicella (Chicken Pox) or medical documentation of history of disease.

In addition, documentation of a physical examination within the past year is required. Unless otherwise provided by the Massachusetts General Laws, students who are not immunized may not attend school.

### **Mandated Health Screenings**

The Department of Public Health mandates the following health screenings to be completed within the school year.

Grade 9 Students ~ Postural Screening

Grade 10 Students ~ Vision and Hearing  
Height and Weight

### **Screening, Brief Intervention, and Referral to Treatment Program (SBIRT):**

Per Bill H.4056, SECTION 15, Section 97, State law requires that middle and high schools each year use a process called SBIRT (Screening; Brief Intervention; and Referral and Treatment) to screen students for substance use issues. Screening instruments are empirically validated and selected by the Massachusetts Department of Public Health. Screening results shall not be recorded in any file subject to inspection. Results for all students screened will be recorded without identifying information and reported to the Department of Public Health. NOTE: A parent/guardian may decide not to have their child(ren) participate in the mandated screenings and the process for opting out of the screening will be identified and communicated annually.

**Student Illness and Medications** Except in an emergency, a student who becomes ill at school should obtain a pass from a teacher before going to the Health Office. When a student is too ill to remain in school, a parent or the person designated on the contact list will be notified. Students must report to the nurse in cases requiring dismissal for health reasons. If they fail to do so, the absence will be considered unexcused.

Students are not permitted to carry prescription or over the counter medications in school. This is mandated by the Commonwealth of Massachusetts. All medications must be registered with the school nurse.

Any student who is returning to school following a contagious disease, extended illness or hospitalization must be readmitted to school by the school nurse. Any student returning to school with a cast, crutches, braces, etc., must be readmitted to school by the school nurse.

Students who need to be excused from active participation in physical education class for a medical reason must provide the nurse with documentation from a physician in order to obtain a PE excuse.

Academic participation will still be required.

Students, with a doctor's note or a parent note stating that they cannot use the stairs because of an accident, injury, etc., may obtain an elevator key card at the Nurse's Office with a \$10.00 refundable deposit. A lost or unreturned key card will result in an additional charge of \$10.00 dollars. Students who are injured during school hours must report to the school nurse and file an accident report if necessary. If an injury occurs during an after school activity, it should be reported immediately to the advisor, trainer or coach.

### **Registrar's Office/Guidance**

**Registration** Students planning to attend Winchester High School must complete school forms and submit a copy of a birth certificate. All students must register using the legal name on the birth certificate. Students are also

required to have a physical examination, along with state mandated vaccinations, prior to entrance to school. Any physical examination up to twelve months prior to entrance will suffice. A student should, have a copy of their latest transcript or report card when they register so that appropriate classes can be scheduled.

**School Transfer** A student who plans to move, leave school early, or withdraw from Winchester High School for any reason prior to graduation should secure a Withdrawal form from the Registrar. This form needs to be completed and returned to the Registrar and should signify that all books have been returned and that all course work has been completed. Upon request the high school will forward student records to a school in which the student seeks to enroll **only** upon return of the completed Withdrawal form.

**Leaving the District** If a twelfth grade student moves out of Winchester but wants to finish senior year at WHS, the student must be a student in good standing. (Good attendance, no discipline issues, and good academic standing).

**Permit Employment Application** All forms may be obtained from your Edline Account. Once completed, all forms should be submitted to the Registrar for completion of the working papers. The forms can also be found on the Guidance Website under General Information.

- Permit Employment Application Forms (14 to 18 years of age need to be filled out **prior** to receiving Employment Permit)

### **Academic Policies and Regulations**

WHS academic goals are clearly outlined in the WHS Mission Statement and Expectations. Our purpose is to educate students. We, as professionals, are expected to provide a school and classroom learning environment that is thoughtful, active, productive, and challenging. Many of our policies support our goal of high academic expectations for our school. School Committee policies can be found online at [www.winchester.k12.ma.us](http://www.winchester.k12.ma.us).

**Academic Integrity** WHS expects that all academic work be produced only by that student without plagiarism, cheating or academic dishonesty. Incidents of plagiarism and cheating are counter to our expectation of academic integrity. Penalties are listed in the Discipline Code section of this Handbook

### **Winchester高中的诚信法则**

作为Winchester社区的成员，我们尊重在学业和个人行为的真诚信诺。我们坚持诚实，尊重，有责任 and 信任的价值观。在学业和个人行为的诚信是我们对以下四个基本价值观的承诺：

- 诚实是每一个人说出真相并捍卫真相的价值。
- 尊重是己所不欲，勿施于人。
- 有责任是对我们的行为负责并坦然接受我们行为的后果。
- 信任是坚定地相信一个人的诚信和品格。

以上的诚信法则代表了我们的学校至关重要的价值观，这些价值观要求我们对每个学生在其诚信和个人成就上持有很高的标准。在评价我校学生的诚信和信誉时，我们是以其道德行为为基准的，这是我校的基本信念之一。这是我校所有学生和老师们都应该持有的标准。在此承诺的指导下，我校学生及老师们将会在学术和个人品格的发展中发挥其最大程度的潜力。

### **Responsibilities**

#### **Teachers will:**

- Maintain and support the personal and academic integrity of all members of the school community.
- Clearly present the school wide Honor Code and individual teacher assignment guidelines, including specific guidelines for collaboration (if permissible).
- Instruct students in proper research techniques and citation methods.
- Ensure a supervised and secure testing site.
- Report any suspected Honor Code violations to an assistant principal, his/her director, and the student's guidance counselor.

#### **Students will:**

- Maintain and support the personal and academic integrity of all members of the school community.
- Understand the school wide Honor Code and individual teacher assignment guidelines.
- Clarify with the instructor any ambiguities about potential violations of the Honor Code on an assignment.

- Neither give nor receive information inappropriately; both are acts of dishonesty.
- Ensure that other students do not make inappropriate use of their work.
- Follow the proper methods of citation.
- Ask for help when unsure about citations.
- Report any suspected Honor Code violations to a teacher, administrator, or any staff member.

**Parents will:**

- Support the academic and personal integrity of all members of the school community
- Become knowledgeable of the school wide Honor Code.
- Support the implementation of penalties if the Honor Code is violated.
- Support the school community in adhering to the Honor Code.
- Communicate school concerns through teacher first. This could be followed with communication with administration.

**Administrators will:**

- Support and maintain the Honor Code.
- Maintain and support the academic and personal integrity of all members of the school community.
- Make the Honor Code available to all students, parents/guardians, faculty and staff.
- Present the Honor Code to students at a schoolwide assembly.
- Enforce the Handbook consequences for Honor Code violations.
- Maintain a record of Honor Code violations.

**Definitions**

**Cheating:** the dishonest violation of rules, or giving or receiving unauthorized information in academic, extracurricular, or other school work, so as to give an unfair advantage.

Examples of cheating include but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, electronic information, etc.
- Using unauthorized materials and methods, including the use of study aids, cheat sheets, notes, books, formulas, or information in calculators/computers, cell phones, or other sources.
- Unauthorized prior knowledge of examinations, including sharing or receiving test information from students taking the same class.
- Submitting the same work to more than one teacher for class credit without prior approval.

**Plagiarism:** copying the language, structure, idea, and or thought of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited.

Examples of plagiarism include but are not limited to:

- Copying and pasting information from a webpage into a paper or presentation without proper citation.
- Using images from electronic or print sources without proper citation.
- The unauthorized use of translation services or devices.

**Consequences** The following consequences will be administered in response to violations of the Honor Code. If multiple offenses occur in different subjects and/or within different school years, the offenses will be considered cumulative when assigning consequences. The consequences listed below are not discipline. If it is determined by the administration that the conduct may also be subject to discipline, discipline up to and including suspension may be administered in accordance with the discipline code and required procedures.

**For any offense (violation):**

- Student will be notified of the violation.
- The director, guidance counselor and assistant principal will be notified.
- Zero will be given to the homework, graded assignment, project, quiz, test, midyear or final exam.
- Parent/Guardian will be notified by the teacher and/or an assistant principal.
- Referral to the administration for possible further consequences, including but not limited to: loss

of the privilege of participating in school activities, loss of student leadership positions, and loss of candidacy for or membership in the National Honor Society.

**Course Expectations** Every teacher is responsible for publishing a Course Expectations Sheet for each of his or her courses. These expectations will include behavioral guidelines, homework policies and grading standards. Students will receive a copy during the first week of school and parents will receive a copy at the Fall Open House.

### **WHS Homework Policy**

**Purpose and Benefits of Homework** Homework are assignments that are given for study, preparation, or completion outside of regular class time. The primary purpose of homework is to reinforce, enrich, and/or extend learning and help students practice or enhance knowledge and understanding of important content and concepts. Homework is also intended to help students develop college and career readiness skills such as working in a self directed manner, learning to manage time, and developing personal responsibility.

High quality homework assignments that most effectively develop student skills and understanding strike an appropriate balance between repetitive practice of skills and application of those skills. It is important that students and parents/guardians understand that effort, patience, challenge, discovery as well as frustration and even struggle at times contribute to and enrich the learning process.

Daily homework is a general expectation for high school students in most or all of their courses. The type of homework will vary widely across subject areas and should be considered of equal importance regardless of the nature of the assignment or subject. Projects and long term assignments should also be expected as integral components of each class. In all cases, homework should provide a meaningful challenge.

Homework is most valuable when the following roles and responsibilities are implemented:

#### **Teachers' Role and Responsibilities:**

- Give homework assignments that are aligned with the student's current learning needs and that require accessible materials and resources.
- Communicate expectations for quality to students in advance of the assignment.
- Clearly communicate when collaboration is allowed on homework assignments.
- Post all assignments and provide time for students to record them.
- Review homework, graded coursework, and feedback to students in a timely manner.
- Notify parents when a student consistently is not completing and submitting homework.
- Check in periodically with students on the quantity of homework and length of time needed to complete homework assignments.
- Be mindful of the district's Accommodations for Religious and Ethnic Observances policy when assigning homework.
- Recognize the need for balance across classes as well as the many learning opportunities and activities in a student's life.

#### **Students' Role and Responsibilities:**

- Understand and appreciate the value of homework.
- Allocate the appropriate time each day to complete homework and review for quality and accuracy.
- Submit homework assignments on time and in the manner requested by the teacher.
- Ask your teacher questions if assignment content or procedures are not clear.
- Plan ahead to make efficient use of the time that has been allotted to complete long term assignments.
- Recognize the need for balance in life especially when choosing courses and extracurricular activities.

#### **Parents' Role and Responsibilities:**

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a place, and resources needed to help students complete homework.
- Provide supervision and support, but do not do the assignment or project for the student.
- Recognize the need for balance among the many learning opportunities and activities in the life of a student, especially when helping students choose courses and activities.

### **Administrators' Role and Responsibilities:**

- Support teachers as they implement the high school's homework policy and guidelines into their classroom policy and practice.
- Recognize the need for balance among the many learning opportunities and extracurricular activities in the life of a student.

**Quantity of Homework** The time to complete a homework assignment can vary widely among students. While there is no established Winchester High guideline for the amount of time that should be devoted to homework at each grade level, student surveys indicate that Winchester High students spend an average of two to three hours per night. If a parent or student has concerns about the amount of homework relative to the course load, please consult the teacher. Students taking multiple Advanced Placement (AP) and honors courses should expect more than the average.

**Homework during Vacations** Teachers are encouraged to not assign homework during the Thanksgiving and three weeklong vacations. In the event that homework needs to be assigned, the expectation is that assignments will be limited to the equivalent of a daily assignment. However it should be understood that classes preparing for end of course standardized exams (e.g. AP and SAT II subject tests) may require more homework during vacation periods. For a longterm project assigned prior to a vacation, the vacation days will not be counted as "work days" on the assignment.

**Course Change Policy** It is expected that students who enroll in an AP class will remain in the class for the entire year. Seniors will not be allowed to drop any AP classes or Honors classes at the end of the first semester.

Requests for schedule changes after the start of school will only be granted if:

- A student did not pass a class that was a prerequisite for another class.
- Summer school coursework necessitates a change in the student's schedule.
- A level change form for all level changes has been completed (required).
- A course change is necessary for a grade 12 student to fulfill a graduation requirement.
- An error has been made in recording a student's course choices.
- Authenticated health reason.

**Throughout the school year level changes can only be made with the completion of a level change form.** Level changes will not be allowed during the last two weeks of a quarter. After the third quarter, students will not be allowed to drop a course to a lower level.

### **Students may drop a class to add a study hall while still maintaining a minimum load of 30 credits.**

Students who wish to withdraw from a class within the first two weeks of a course must see their guidance counselor for proper paperwork. The student must continue to attend the class until a new schedule has been issued. If a student does not follow proper procedure, he/she will receive a failing grade. Students who withdraw after the first two weeks of a course will receive a "W" for that class. Students who withdraw after the sixth week of a class will receive a WF (withdraw fail), WP (withdraw pass), or WM (withdraw medical).

Unless extenuating circumstances exist, any other schedule changes will not be made after the start of school.

**Exams** WHS schedules semester/final exams in January and June. These exams challenge students to summarize and condense a large body of knowledge and to demonstrate skills developed over a semester or the year. The exams also prepare students for the type of test taking that they will be confronting when they apply to post secondary institutions.

No final exams will be administered early except through administrative approval. Students who have been granted permission to leave school prior to final exams must return in the summer to take their exams. Exams taken in the summer will not be graded until September and their results will not be available until that time. Seniors with an average of B or above for the second semester and who do not have any unexcused absences in the course, will be exempt from taking that course's final.

**Grades** All grades are letter grades and are used in all classes. Appropriate weight is given to each grade to determine the Grade Point Average (GPA). WHS uses a two level grade weighting system. Courses taken at the College Level CP, Honors and AP are assigned the weight listed in the right column below and those courses

taken at the Advanced Placement or Honors Level are assigned weights listed in the middle column.

Grade Earned	Numeric Grade Range	AP and Honors Credit	CP Credit
A+	97100	4.5	4.0
A	9396	4.2	3.7
A	9092	4.0	3.5
B+	8789	3.8	3.3
B	8386	3.5	3.0
B	8082	3.2	2.7
C+	7779	2.9	2.4
C	7376	2.5	2.0
C	7072	2.2	1.7
D+	6769	1.9	1.4
D	6366	1.5	1.0
D	6062	1.2	0.7
F	059	0	0

**National Honor Society** Membership in this national organization is based on outstanding academic success. To be eligible a student must have a GPA of exactly a 3.6 or above. The application process for NHS students must also provide additional examples of their character, service and leadership both in their school and in their community. A faculty committee reviews all NHS applications for final approval.

**Progress Reports** Progress Reports keep students and parents informed of academic progress. Progress reports for all students are posted in Aspen midway through each quarter.

**Report Cards** Report cards are prepared four times a year at the end of each quarter and are posted in Aspen.

**Summer School Policy**

The main purposes of summer school are:

- Upgrading of poor marks to meet prerequisite requirements, for which no credits will be accrued.
- For subjects failed, to regain credit
- Acceleration/Enrichment (with PRIOR administrative approval/no credits)

Administrative approval of summer school courses for remediation is required. In reviewing eligibility for summer school, the Principal will consider both the student's record of attendance in the course failed, as well as the number of hours and the content of the summer school course proposed for remediation. Except where extenuating circumstances exist, students must have been enrolled and attending classes in a course for the entire academic year in order to qualify for summer school. Any student failing a subject or failing to meet a prerequisite grade at the close of school will be scheduled for the fall term with these failures in mind.

**Procedure for Obtaining Course Approval** A student must receive written permission from the Administration prior to registering for any course.

- The “Course Approval Form” is obtained from the Guidance Office.
- The student must complete the Form, attach a course description to the Form, and submit both to the appropriate academic department Director for his/her approval and signature.
- The student must then obtain the approval and signature of the Principal. The approved and signed forms must be returned to the Guidance Office.
- Upon completion of the course, it is the student’s responsibility to have an official transcript of the course grade mailed to the Guidance Department. **No credit for failed courses** will be awarded until the official transcript is received.
- Adjustments in the student’s schedule will take place only upon receipt of the official transcript.

Grades from summer school courses will be recorded separately on the student’s permanent record. The original grade for the course will not be changed. The summer school grade will *not* be included when determining the student’s grade point average (GPA).

**ATTENDANCE POLICY**

The expectation is that each student will attend ALL of his/her classes, studies, activities and programs on EVERY school day, unless he/she has a document and verified reason per the Attendance Policy.

A full day’s attendance is required in order to participate in any after school activity, game, dance, etc. In extraordinary circumstances that result in an absence, the principal or their designee may rule on eligibility for participation in the after school activity.

**According to state law, only a school official may excuse a student from class or school attendance. State law and school policy regulate such excuses.**

For more information on truancy and attendance, please refer to **Appendix A., Chapters 76 and 77 of the Massachusetts General Laws relating to Education in the Commonwealth of Massachusetts**, which specifically state the responsibility of parents, pupils, and the school regarding attendance. These laws allow for the following reasons to excuse an absence:

1. Illness of the student /medical \*
2. Serious illness or death in the family
3. Family emergency
4. Religious observance
5. Court Appearance/Subpoena/Jury Duty
6. Suspension
7. School sponsored event
8. College visits with documentation from the visited school \*\*

\* It is recognized that students may occasionally be absent due to illnesses. Being called in sick to school by a parent or guardian is considered an excused absence. However, with respect for the concern of a student’s well being, any student absent more than four (4) days in a row will be required to bring in a note from a doctor stating that they have been seen for their extended illness. This is required in order for absences longer than four (4) days to be excused.

\*\* We expect that most college visits should be done during weekends, school vacations, and over the summer; However, we do understand that this cannot happen in all cases. A college visit on a school day will be considered excused when a student submits a note from the visited school indicating the date of the visit.

**Unexcused Absence**

By state law, parents/guardians do not have the option of keeping a student out of school for anything other than the reasons listed above. Even if the absence meets the approval of parents, the administration will make the final determination as to whether it is classified as excused. Unexcused absences include, but are not limited to:

Appointments (non-emergency)

- |                  |  |            |
|------------------|--|------------|
| Oversleeping     | Truancy  | Missed Bus |
| Family Vacations | Non-school-sponsored extracurricular/team events | Working    |



See Unexcused Absence/Cutting Classes and N-Rule for disciplinary consequences.

### **Attendance Reporting**

In order to keep students and parents informed of student's attendance records, an attendance report is available through the school's Aspen student/parent portal. Parents and students are expected to check attendance on a frequent basis. It is the student's responsibility to call any errors to the attention of the appropriate teacher and then report it to the Main Office within seven (7) school days of the incident. For more information, please refer to the section on Loss of Credit/ N rule, which follows. Any questions regarding attendance/absence may be addressed to the appropriate Assistant Principal.

### **Absence Procedures**

The student's parent/guardian should email the school(from the parent's email) using [whsabsentline@winchesterps.org](mailto:whsabsentline@winchesterps.org). The email should provide the student's full name, grade and reason for the absence **each day** that the student is absent. Parents/guardians may still call the absent telephone line with the same information at 781-721-7020 ext. 3054, although email is the preferred communication.

### **Tardiness to School**

Students who are tardy to school are to report immediately upon their arrival to the desk in the main foyer, and scan their ID card to sign in. Students who neglect to sign in will automatically be given an unexcused absence and an office detention. A student who incurs an unexcused tardy may not participate in any extracurricular activities or events (practices, games, rehearsals, meetings, dances, concerts etc.) that day. Excusable reasons for tardy follow the same guidelines as excused absences. Families should send an email to [whsabsentline@winchesterps.org](mailto:whsabsentline@winchesterps.org), or they may write a note, or call 781-721-7020 to report the tardy. Reporting the tardy does not mean that the tardy is excused.

A student's number of unexcused tardies will be tracked by the Assistant Principals. If a student misses a quiz or test, or fails to turn in a paper or project, due to an excused tardy he/she must see the teacher the same day and take the test or quiz or turn in the paper or project after school that day or by arrangement with the teacher.

The consequences for unexcused tardiness to school in a given semester are as follows:

- Third Unexcused Tardy: Office Detention
- Sixth Unexcused Tardy: Office Detention and Parent Meeting
- Ninth Unexcused Tardy: One day In-School Suspension and parent re-entry meeting

### **Tardiness to Class**

All teachers will explain to students (and to parents on Back to School Night) their practices with respect to tardiness to class. They have been requested to report all cases of excessive unexcused tardiness (3 or more times) to the Assistant Principals for possible action. Teachers have the authority to assign either their own detention or a school detention if a student is tardy to their class three times. If the student arrives after the bell has rung to begin the period, and past the previously expressed expectation of the teacher, he/she will be considered tardy to class. The student should speak with the teacher at the end of the class period concerning the tardiness and any subsequent action to be taken. Any questions about the definition of tardiness and/or reasons for which the school will excuse tardiness should be addressed to an Assistant Principal. Questions about an individual teacher's policies with respect to tardiness should be addressed directly to that teacher.

On the fourth school tardy, a parent must accompany the student to school and sign the student in with the Assistant Principal. On the fifth school tardy, the parent and student will meet with an administrator to formulate and sign a contract which will address the consequences of any future tardiness.

### **Dismissals**

Only a parent or legal guardian may dismiss a student. If a student is to be dismissed, an email request from the parent's email (sent to [whsabsentstudent@winchesterps.org](mailto:whsabsentstudent@winchesterps.org)), should include the name of the student, the time of dismissal and a

parent/guardian phone number for verification. If needed, a parent or guardian may also send a hand-written and signed note with the above information to the administrative assistant at the Main Office counter or call the absent line at 781-721-7020 ext. 3054 no later than 8:00 AM on the day in question.. Par. **All dismissal notes** must be written and signed by a parent or legal guardian. No student handwritten notes with only a parent or legal guardian signature will be accepted. At the time of the early dismissal, it is the student's responsibility to sign out at the front desk in the foyer. Any student who fails to do so may be given one (1) detention. Students who are dismissed and return to school that same day must report to the office in order to sign back into school and be readmitted to class.

**In cases of illness, dismissals must be approved by the School Nurse.** All students who are ill must see the nurse, who will make the determination for dismissal due to illness. Student dismissals by parent or guardian and not the School Nurse will be considered **unexcused dismissals/absences**. Students who are dismissed before 10:30 AM and do not return will be marked as absent for the day and not receive credit for the day's attendance.

### **Make-up Work**

The student has the obligation to secure the missing work and appropriate due dates from his/her teacher upon returning to school. The student is to have at least as much time to make up work as the number of days of class absence. Unexcused absences may result in no opportunity for make up. All teachers will explain to students their practices with respect to absence and make-up work. Every effort will be made to assist students in making up work which was missed due to excused absence, and sufficient time will be provided for make-up.

### **Medically Excused**

Students may be medically excused by the School Nurse or School Administration. Students who are absent from school for an extended period of time due to medical illness may be granted extended time for making up missed school work. The amount of time and work will be determined by the classroom teacher, school nurse, guidance counselor and school administration. This decision will be solely based on the best interest of the student. A medical excusal will only be granted with the submittal of appropriate medical documentation and prior approval of the school nurse and school administration. Please see the school nurse or the appropriate assistant principal for further information.

### **Medical Policy**

Students who are absent or unable to attend classroom instruction for at least 10 days either consecutive or related to the same medical condition, with accompanied medical documentation, may be eligible to receive an "M" (indicating medical consideration) for a term or exam (midterm or final). An "M" may be approved by school administration or nurse and is done in consultation with the student's guidance counselors, teachers, and transition program team. If one "M" is given for a term, full credit may be earned for the year, and the final grade will be a result of the other three terms averaged in with the mid-term and final exam. If 2 "M's" are given, full credit for the year may still be received. This will be the average of the other two terms in conjunction with the mid-term and final exam. If any more than 2 "M's" are received in one academic year, a student may receive half year credit for a full year course (2.5 credits). If a student experiences a long-term absence around mid-term or final exams that student may be excused from taking those exams by administration or the nurse, with appropriate medical documentation and in consultation with the student's team (guidance, counselors, nurse, teachers etc.). "M's" will likely involve a mastery of core concepts around missed instruction seeing that many courses are cumulative in nature. The work will not be graded or scored, and is meant to prepare the student for re-entry into classes. Students who miss direct instruction for an extended period of time due to a medical reason are encouraged to make up school work by consulting with the classroom teachers with the use of time extensions and/or an "Incomplete."

### **Incomplete Policy**

An incomplete or "I" may be given for term grades, mid-year exams, or final examinations due to a student falling behind in their academic work due to a medical condition or previously approved situation. A designation of "I" for any term grades or exams will require that all classroom work, tests/quizzes, projects, etc. will be made up. The identification and approval of Incomplete grades is coordinated through the guidance counselor in conjunction with the classroom teacher. Although students are given an extended period of time to complete work, a reasonable timeframe will be worked out with the classroom teacher and guidance counselors or administrator. Incompletes approved for final exams or quarter 4 must be made up no later than two weeks prior to the start of the following school year.

**Loss of Credit / N Rule**

Credit reduction does not affect a course grade, but can affect a student’s ability to be promoted or to graduate.

Students accumulating three (3) days of unexcused absences or class cuts in a course in any one quarter may lose partial credit for that course. Students accumulating ten (10) total days of unexcused absence or class cuts, or any combination, in a course over the length of the school year will lose partial or all credit for that course for the year. Administrative decisions concerning loss of credit cases will be made quarterly. Students who lose credit for excessive unexcused absences will be expected to continue in all their classes until the end of the school year so that they may be eligible for summer school. Teachers will make every effort to notify students and parents once a student has two unexcused absences in a quarter. School administration will notify parents when a student has received a third (3rd) and final fourth (4th) unexcused absence.

Excessive absences, five (5) consecutive days or more, that are attributed to illness must be validated by a doctor's note to be considered excused.

Loss of credit is singularly an Administrative decision. Appropriate notification of absences will be forwarded to the parent/guardian within the ten(10) day time period . The Assistant Principal will notify the parent/guardian in writing (letter or e-mail) that the 3, 4, and 9 day points have been reached.

**Call to Parents and Attendance Plan if Needed** Parents and guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents will be contacted as soon as practical and in any event within three (3) days of the student’s absence if the Parent(s) or Guardian has not contacted the school regarding an absence. Parent(s) or Guardians will also be notified when a student who has at least five (5) days in which the student has missed two (2) or more classes/periods (unexcused) or who has five (5) or more unexcused absences in the school year, and a meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an action plan to improve the student’s attendance. In all circumstances, Parents/guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

**Unexcused Absences/Cutting Classes** Any absence which is not excused by a parent phone call or note, as described above, will be considered a cut class. When a student cuts school, the student is truant and may be referred to the truancy officer of the police department. Students who cut assigned classes and/or Academic Blocks will be subject to detention/suspension and may not make up any work missed, including tests, quizzes and papers or projects that are due on that day.

**Disciplinary Actions for Class Cuts Offense Action:**

1st Cut	1 detention w/teacher or office
3 unexcused tardies = 1 cut	1 detention w/teacher or office
2nd Cut	office detention, parent contact
3rd Cut	office detention, possible suspension, parent contact and administrative review
	Consequences may include any combination of parent contact, suspension, loss of credit, and/or removal from class and assignment to an academic block.

All “tardies” in this section refer to tardiness to an individual class over the semester or year, depending on the length of the course.

**Activities Attendance Policy** To participate in a sport, extracurricular activity, or other school events such as dances, the student must attend all scheduled classes that are assigned on the day of the practice, game, or event is to be held. Chronic attendance problems may result in removal from a team or activity. Tardiness or dismissal will only be accepted under rare circumstances and must be cleared through the administration prior to the tardiness or dismissal. If the event is held on a weekend or a holiday, the above statements will apply for the school day preceding the weekend or holiday.

**Dismissal from School** Students who are to be dismissed from school must be excused with an explanatory note or telephone call from a parent to the Main Office **PRIOR TO THE DISMISSAL. A NOTE AFTER THE FACT WILL**

**NOT BE ACCEPTED.** A student may also be dismissed from school at the discretion of the Assistant Principal and the school nurse. Parents will be contacted prior to dismissal. Any student who leaves school grounds without following the dismissal policy is subject to school suspension.

If a student has an excused dismissal, he or she must see the teacher no later than the following day or the first day the student returns to school to make arrangements to make up the quiz or test and receive information regarding future projects or assignments.

**Off Campus** All students are expected to remain on campus at all times during the school day. Only juniors and seniors may leave campus for lunch. Students may not go to their cars during school. Loitering in the parking lot or in vehicles is strictly prohibited. "Campus", for the purpose of this definition, shall be construed as WHS property on the school side of the railroad embankment. Students who are off campus by the above definition or loitering in parking lots will be suspended.

**Family Vacations/Personal Trips** Parents and students are reminded that Massachusetts's law requires compulsory attendance for students. We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations/personal trips interrupt the education process of each course in ways that makeup work cannot reverse. If family vacations/personal trips for longer than two (2) days are planned, the Family/Personal Trip Absence Form must be filled out at least one (1) week in advance to afford students the opportunity to obtain makeup work. These forms are available from the Registrar's Office. The form must be signed by the parent/guardian and each teacher, and returned to the office prior to the trip. It is the student's responsibility to initiate a meeting with each of his/her teachers to arrange for makeup work. Teachers are not required to provide makeup work unless the family/personal trip form has been filed in a timely manner.

**Note:** All vacations and personal days count toward the absence policy.

**Return to Learn Concussion Policy** Students who are diagnosed with traumatic brain injuries (TBI) can experience temporary or permanent impairments to their physical abilities which change how the student thinks, acts and learns in school. A concussion is a type of TBI. The goal of this protocol is to assist students, teachers, parents, and other faculty by providing a clear framework of expectations and procedures for reducing the student's cognitive activity while providing a clear progression of steps (Stages 14) to successfully return the student to the classroom.

**Diagnosis:** The school nurse must be notified by the parent/guardian as soon as possible after a student is diagnosed with a concussion so that the Return to Learn Classroom Protocol can be activated.

If the student is injured during a WHS activity or while participating in a WHS athletic program notification can be provided by the WHS Athletic Trainer.

All notifications must include medical documentation.

**Protocol Implementation:** The school nurse informs the student's guidance counselor of the injury and subsequent medical documentation related to the student's recovery. The guidance counselor will serve as the point person for communications between the student "team" – administrators, nurse, teachers, student, and parent/guardian by providing copies of the Return to Learn Protocol Clearance Sheets to teachers as the student's recovery progresses. Parent/guardians and students must take an active role in communicating with the student team.

Progression from each Stage will be approved by the school nurse following medical documentation updates provided by the student's parent/guardian.

Student Athletes will be required to follow an additional **Return to Play Protocol** supervised by the WHS Athletic Trainer which begins during Stage 4 of the Return to Learn Protocol. Regardless of the speed of his/her recovery, NO student will be allowed to participate in any WHS sponsored physical activity (including athletics) for a minimum of 5 school days following a concussion diagnosis.

Every student recovers at his/her own rate and experiences different symptoms and triggers. The goal is for students to increase their cognitive rest while avoiding activities that trigger symptoms to speed recovery and prevent additional injuries.

### General Timeline For Stages of Recovery

Stage 1	RED	24 days (but could last weeks)
Stage 2	ORANGE	35 days
Stage 3	YELLOW	35 days
Stage 4	GREEN	

**Stage 1: Student typically does not attend school based on medical recommendation for full cognitive rest.**

- Student's absences are medically excused.
- Teachers will provide class notes or assign a classmate to provide notes.
- Student will be excused from all assessments assigned or conducted during this time.  
The student is **NOT** required to makeup these assessments (excluding MidYear or Final exams) after his/her return but **IS** required to learn the material for future cumulative assessments. Students are encouraged to meet with their teachers to confirm understanding of materials covered and teachers are encouraged to conduct ungraded verbal assessments to confirm student understanding.
- Student may not participate/attend any school activities including sports practices, games, dances, meetings, etc. even as an observer.

**Stage 2: Student returns to school on a modified schedule.**

- Student may not attend any "high noise level" classes (Band, Physical Education, Woodshop, etc.).
- Guidance counselors will work with the student team to develop a schedule that meets the student's physical needs and allows for partial attendance in all classes with the exception of those deemed "high noise".
- Student may audit classes but should avoid note taking. Teachers will provide class notes or assign a classmate to provide notes.
- No homework assignments given.
- Teachers will begin to identify NEW classroom assignments into two categories:

Excused – not to be made up.

Responsible – must be completed AFTER student returns to full time.

- Student will eat lunch in a low volume setting separate from the Dining Commons such as the nurse's office or guidance open area. Students with open campus privileges will be required to remain at the high school during their lunch period.
- Student will have unlimited access to the nurse's office for rest.
- Student may not participate in any school activities including sports practices, games, dances, meetings, etc. even as an observer.

**Stage 3: Student returns to school full time.**

- Student is restricted to one assessment per day.
- Student is responsible for notifying teachers when multiple assessments are scheduled for the same day so that a schedule can be created
- Teachers are encouraged to consider untimed assessments and a reduced homework load.
- Student has unlimited access to the nurse's office for rest and lunch period.
- Student team evaluates decision to attend high noise level classes.
- No physical education class participation.
- Student may observe but not participate in school activities including sports practices, games, dances, meetings, etc.

- Student Athletes begin Return to Play Protocol supervised by the WHS Athletic Trainer.
- Stage 4: Student is attending all classes full time and symptom free.**

- Student resumes full expectations of classroom teachers.

All Athletic Policies are found at: <https://www.familyid.com/organizations/winchesterhsathletics>

### Field Trips/ Foreign Exchange

#### Field Trips

- Students are accountable for all missed work. It is the student's responsibility to see the teacher prior to the field trip for makeup work.
- In order to participate students may not have any behavioral issues including cuts and tardies.
- In order to participate students must be passing all courses.
- Students may not attend any more than (2) two field trips per quarter. If a student plans to go on an exchange trip, he/she may not go on any other field trips that semester
- For students approved to attend field trips financial aid is available in appropriate circumstances; see Principal.

#### Foreign Exchange Trips/Overnight Trips/All Field Trips

##### Qualifications:

- Students must have good academic standing and good attendance in all courses.
- Students must not have any disciplinary problems.
- Students must be currently enrolled in the language of the host country and demonstrates an ability to communicate in the language. If a student has completed the formal curriculum prior to the exchange and is thus not taking the language he/she may participate with the approval of the exchange leader.
- Participation in the exchange is subject to the approval of the exchange leader and completion of the required application materials. Students must apply for participation in the exchange by providing the following:
  - A formal application, which includes an essay describing the reason for wanting to go on the exchange. This is to be accompanied by a refundable deposit.
  - A teacher approval form. Participants in the exchange will be required to get recommendations from their current or previous year's teachers (depending on the time of year the process begins) before being accepted into the program.
- Exchange trips will not be counted toward the absence policy.
- Students may not participate in more than one exchange per semester. Expectations
- Exchange students must get assignments from teachers and make arrangements for makeup of missed quizzes and tests prior to departure. There will be a clear schedule for makeup established in writing with all teachers.
- If a disciplinary, academic or attendance issue arises after acceptance into the exchange, students may be required to withdraw from the exchange and risk financial loss.
- Students are expected to do schoolwork while away and the group leader will arrange time and space for studying wherever possible.
- Students are expected to attend classes at the host school every day that there is not a program excursion or other group activity planned.
- Students will be expected to maintain a journal and/or do a project as assigned by their language teacher.
- **Consumption, possession, or even knowingly being in the presence of alcohol or drugs is strictly forbidden.**
- **Chaperones may at any time check student rooms to ensure that the alcohol and drug policies are strictly enforced. Based upon reasonable suspicion chaperones may at any time also check student bags/luggage/backpacks to ensure that the alcohol and drug policies are strictly enforced.**
- Exchange students and students on trips are expected to adhere to the standards of behavior required of them at WHS, including but not limited to all conduct/discipline rules. Students must

participate fully in all exchange/trip activities and follow the rules of the host family. Any student who fails to comply with these standards will be subject to the same penalties he/she would incur at home. **Students who commit infractions may be sent home early at their own expense.**

**Activities and Clubs** There is a wide variety of clubs and activities available for WHS students. Each club is run by an Advisor and has announced meeting times. It is strongly recommended that you join as many clubs and play as many sports as you can because it is a great way to make friends and be a part of the school community.

If a student would like to start a new club he/she needs to write up a proposal with the name of an Advisor and a description of the purpose and activities of the club and present it to the Assistant Principal in charge of Extracurricular Activities. Athletic information can be found at:  
<https://www.familyid.com/organizations/winchesterhsathletics>

**Eligibility Rules** In order to participate in an activity representing Winchester High School, a student must obtain a passing grade in at least 20 credits of work or its equivalent in the marking period immediately preceding that activity. First quarter, second quarter, and third quarter, grades determine eligibility, for winter and spring sports. The final grades for the previous year determine eligibility for the fall. Scholastic eligibility of pupils is official on the date report cards for that grading period has been issued to all students.

All obligations must be met before a student can participate in any extracurricular/athletic activity.

**If a student is involved in something that requires disciplinary action and holds a leadership role (such as, but not limited to, class office, club office, sports captain, peer educator), the student may be removed from the leadership role a minimum of the remainder of the school year.**

**Dance Policy** WHS Dances are traditionally sponsored by a class. WHS joins with the Winchester Coalition for a Safer Community to cosponsor and chaperone these events. A dance proposal must be presented, reviewed and approved by the WHS principal.

Students may not purchase a ticket to the dance without having signed a Dance Contract specifying expectations and specific guidelines. Parents are also expected to sign this contract.

Unless receiving prior approval from an administrator, every student must be present in school for the entire day of the dance, including any assigned detentions, in order to attend. Students with unapproved absences or cuts in classes or Academic Blocks on that day will not be allowed to attend the dance.

### **Winchester High School Clubs**

*There may be other clubs not yet listed here.*

Aberjona Yearbook ~ Students in this club plan, design, and produce the WHS yearbook. It's challenging work, but it is definitely worth the time.

Art Club ~ If you are interested in expanding your art talents, this is the perfect place to be after school. Instruction is provided and time is allotted for project completion. This is a great club for students who enjoy art but may be unable to schedule it as a course.

Badminton Club ~ Provides an opportunity for students to compete on the intramural level and against other schools.

Band Front/ Flag Corps ~ This club provides an opportunity for all students, with or without experience, to learn how to twirl a flag or a rifle and to participate with in the marching band at the football games and parades.

Connect & Commit Club ~ This student club is part of the Connect & Commit community service learning program. Students organize service learning projects to take action and raise awareness about hunger, homelessness, human needs, environmental issues, human rights and inequalities and other issues. Also, students can sign up for group or individual community service activities at club meetings or through the Connect & Commit office.

Curtain and Cue ~ WHS Drama club involves students in performance and behind the scenes preparation

for a fall play.

Electric Vehicle Club~ This club has converted a van to run on vegetable oil and recently completed converting a truck to be an electric vehicle. Projects range from working with engineers from the community to design systems to basic auto mechanics. If you are interested in cars or engineering this club will afford you the opportunity to work with professionals from the community to learn more and apply your skill. Meets Monday evenings.

Environmental Club~ The purpose of the environmental club is to increase awareness about environmental issues around the school, increase public awareness around town, and plan group activities that will be enjoyable and educational.

French Club~ An extension of classroom discussion including social and educational activities.

Harvard Model UN~ This club will take you to Harvard University where you will participate in a simulation of the United Nations. You will be assigned a country to research and then you will spend a weekend sharing your observations with other students from across the nation.

Health Care Occupations Club~ This club will give students a chance to hear from those working in the medical field.

Italian Club~ Student study Italian culture. Activities include Italian movies, trip to the North End, Italian food and games. The club web page is now posted on the foreign language department website.

Junior Statesmen of America~ JSA is a nationwide program to promote political awareness among students and to make students more involved citizens. Students will be involved through debates and mock trials.

Latin Club~ Latin club has many social activities which include a Classics Day at B.U., winter dance, and a weekend trip to the State JCL Convention.

Literary Magazine~ Students work with an advisor to produce a magazine fostering creative expression and an appreciation for literary and visual arts.

Marching Band~ An opportunity for musicians to actively participate in parades and perform at football games.

Math Team~ Math Club provides an opportunity for students to engage in math competitions with other students from WHS and other high schools.

Musical~ This musical performance involves a large number of students who love music, acting and performing. Opportunities are also available to do "behind the scenes" work.

National Honor Society~ NHS provides a vehicle for recognizing students of outstanding scholarship, character, service and leadership in both their school and community.

Members must meet eligibility requirements.

Outdoors Club~ Outdoor expeditions and outdoor education are the focus of all events. Activities range from hiking, canoeing, or biking to listening to speakers or viewing films on the outdoors.

Pan Asian Club~ The club celebrates various Asian cultures through crafts, cooking, discussions, film, music, and dance.



Peer Alliance Link ( PALS) ~ Is a student organization that assists incoming freshmen at the beginning of the year, and helps out at the eighth grade moving up day.

Photography Club ~ This club provides time and instruction for those students unable to schedule photography during the school day and for those students who are taking photography but want extra help and time in the darkroom.

Red and Black ~ This is WHS's very own school newspaper. Students write every article printed and it is published monthly. Students report news and express their opinions and concerns on just about everything. This is a good experience for those who are interested in journalism and advertising or who just want to speak out.

Robotics Club ~ The focus of the robotics club is to develop a mechanical/electronic proto-type vehicle which is entered into a National competition.

Spanish Club ~ Spanish club celebrates Spanish culture through social and educational activities such as an international film festival, evening dinners and field trips.

Spectrum ~ This is the gay/straight alliance group. This club is a place where students can explore and discuss diversity. Through these discussions students support each other and spread knowledge to others in the community. This is a wonderful place to be able to hang out and just talk!

Student Council ~ The Student Council is a group of elected students that help to organize school activities, elections, service projects and community events. Membership is by election. Potential members should be interested in serving their school and community and representing their fellow students as their voice in school policy.

S.U.R.E. ~ Students United for Receptive Fellowship. A group of students who work to build a greater sense of community spirit within WHS.

Theater Light and Sound Crew ~ Students learn how to maintain and use the light and sound systems for stage productions at WHS. Assistance is also provided for school and town groups that are using the auditorium for their productions.

Ultimate Frisbee Club ~ The primary purpose of this club is to organize groups of students to play ultimate Frisbee.

Winchester Wildlife Protection Club ~ This club will work to make a positive impact in wildlife protection and put our good ideas and energy to use in the real world.

Youth Enacting Student Support ~ This is a support group for all students at WHS. Past Activities include the making of a video, membership in the WSAC and presentations to community groups in Winchester.

**Communication with Parents/Guardians** The following methods have been developed to provide the best communications possible in our school.

Aspen ~ Aspen is an electronic communication and student information system used between the school, teachers, students and parents with any school related information.

Daily Announcements ~ These are sent home everyday to parents, students and staff.

Team WHS Blog~ The Team WHS Blog will be updated routinely and all families, students and staff will have equal access. This will include weekly updates and scheduling.

Parent Contact~ Parents should contact teachers by email. A teacher's email address consists of the teacher's first initial and last name (one word) plus winchesterps.org For example, John Smith's address is jsmith@winchesterps.org.

Public Address~ Announcements are made to the entire school during a designated period only. Check your Aspen account for daily announcements.

The Red and Black~ The student newspaper is published throughout the year. This publication reports news and sports and contains features and editorials.

The Parent/Faculty (PFA) Newsletter~ is a monthly electronic mailing.

Twitter~Twitter and other online social media sites are used to chronicle the events of our community.

WHS Student /Parent Handbook~ This publication is distributed at the beginning of the school year to each student.

WHS Student Guide and Course of Studies~ is distributed to students each spring when signing up for courses the following year and is on the school website.

Report Cards~ Report cards contain course grades, attendance records, a summary of course credits, teacher comments, and course levels. All report cards are emailed home.

Progress Reports~ Progress reports are reported on Aspen midway through the quarter.

**Fall Open House** An evening for parents to visit their son/daughter's classes will be held on **Thursday, September 28, 2017.**

**Computer Use and Internet Access: Acceptable Use Policy** Winchester High School offers students Internet access throughout the school. The sole purpose of computer use and Internet access is to support education, research and learning. All students who use computers and the Internet are expected to read the Acceptable Use Policy in this handbook and sign the emergency card. Without the student's signature, Internet access will be denied. Adherence to the policy is a condition for all student use.

Computer and Internet use is a student privilege that may be revoked should a student attempt to abuse such access and use. No student can change, alter, add, or delete any computer settings found in control panels, extensions or operating systems. No installation of software is allowed. Student access accounts may be assigned and may not be shared or altered in any way.

**Purpose** The Winchester Public School System intends to make utilizations of Internet capabilities and integral part of curriculum and instruction, whenever appropriate.

Consequently, the school system will provide Internet access to all staff and students for the sole purpose of supporting educational excellence and enhancing teaching and learning. Internet use must be consistent with the educational goals of the Winchester Public Schools and may include activities such as finding relevant information and resources, facilitating educational collaboration, and promoting constructive dialogue.

Use of Internet is a privilege that comes with individual responsibilities. Users are expected to adhere to all Winchester guidelines and procedures including those contained in this handbook. Toward this end, all users will be required to acknowledge in writing, receipt and understanding of all administrative regulations and procedures governing use of the Internet. Failure to fully comply with all procedures and guidelines will result in suspension of Internet privileges, disciplinary action consistent with the policies and procedures of Winchester Public School and

possible criminal prosecution.

No Expectation of Privacy Regarding Official Access and Monitoring – Students who use Winchester Internet Services should understand that at any time authorized Winchester High School staff may monitor and assess their use of the system in order to ensure that is being used properly and in compliance with the purpose, rules and conditions of use. Passwords are issued and used solely to prevent other users from accessing a user's activities without the user's permission. The issuance of passwords does not limit or otherwise prevent access and monitoring by authorized staff.

**Student Privileges** Students may use the Internet to locate material to meet their educational needs, participate in distance learning activities, to ask questions of and consult with experts, and to communicate, using appropriate language, with other students and individuals.

**Student Responsibilities** One of the most important student responsibilities is the responsibility of using the vast reservoir of information available through Internet in an appropriate manner, consistent with system wide educational objectives. Students are once again advised that email and/or Internet correspondence is not privileged or confidential. From time to time, communications will be monitored by the administration to assure that Internet use is in support of school system educational goals.

**Liability** Winchester Public Schools disclaims all liability for the contents of materials that a student may access on the Internet, for any damages suffered in the course of or as a result of a student's use of Internet, and for any other consequences of a student's use of Internet.

**Eligibility and Access**The Winchester Public Schools shall provide access for students and employees to the system/network, including access to external networks, for educational purposes. The district will provide each user with copies of the Acceptable Use Policy and procedures.

- Access will be granted to students with a signed access agreement and permission of the building administrator or designee.
- Access will be granted to employees with a signed access agreement and permission of their supervisor.
- Account names will be recorded on access agreements and kept on file at the building level. Passwords are confidential. All passwords shall be protected by the user and shall not be shared or displayed.

**User's Responsibilities** Individual users shall, at all times, be responsible for the proper use of accounts issued in their names. System users shall not use another person's account.

- The safety of student users is of primary importance. Student users shall not supply personal information (addresses, phone numbers, pictures, etc.) about themselves or other students to someone met online.
- Student users should not arrange any personal meetings with someone met online. Students should promptly inform their teacher or school administrator of any online communication that the student feels is threatening, harassing, or otherwise inappropriate.

**Prohibited Uses** The system/network may not be used for illegal purposes, in support of illegal activities or for any activity prohibited by district policy. A user who violates state or federal laws, district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

- Any malicious attempts to harm or destroy equipment, materials or programs are prohibited. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
- Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
- Attempts to read, delete, copy, or modify the files or electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
- Forgery is prohibited.
- Uses of inappropriate language; swearing, vulgarity, ethnic or racial slurs are prohibited.
- Posting chain letters or engaging in "spamming" ("spamming" means sending annoying or unnecessary messages to large numbers of people) is prohibited.

- Transmitting or viewing obscene material is prohibited.
- Transmitting or viewing alcohol or drug related websites is prohibited.
- Commercial use of the system/network is prohibited.

**Media and Web Site Consent Policy** Within the educational range of school activities, classroom settings, sporting events, field trips, special school assemblies, school web site, or other related school activities, your student may be videotaped and/or included in a digital picture or other related media. If you do not want your student to be included, please notify administration at 721 7020.

**纪律守则** 学生们应该要意识到没有任何学生手册可以彻底地涵盖所有可能的违规或违规行为，无论该手册覆盖了多大的范围或作出了多大的努力和尝试。正是因为如此，在有些时候，为了维持有序的教育环境，教师和行政人员必须有当时的酌情的决定权和判断力。尊重和感知他人的权利是最基本的行为守则。如果你对本手册中包含的任何信息，包括你所有的职责或权利上有任何疑问，你可以也应该安排与校长或副校长进行澄清的面谈机会。

**不被接受的学生行为** 以下是在Winchester 高中非专属的不可接受的学生行为列表，从事任何妨碍学校安全有序环境的行为的学生，均受到纪律处分。以下列出的是不被允许的行为**举例**。Winchester高中行政管理部门有权确定什么是属于对学校社区成员产生不利影响和破坏教育环境的行为，或者属于非法或违纪的行为，并有权对违规者实施纪律惩戒。

- 在通行证，笔记，警告或其他学校信件上伪造工作人员或家长的签名
- 作弊
- 在没有被允许的情况下擅自离开学校或逃课
- 学生在任何时候都必须尊重或遵守工作人员，教师和行政人员的要求。否则将导致停课惩罚。
- 从事攻击，暴力行为
- 破坏学校财产（包括人为破坏，胡乱涂写，等）
- 使用亵渎，粗俗或侮辱性语言（包括种族诽谤），手势或行为
- 参与基于种族，肤色，性别或性别认同，宗教，民族血统，种族，残疾，性取向的歧视行为
- 欺凌他人
- 威胁他人-形式包括使用口头语言，书面方式或者在电子设备中
- 戏弄欺辱
- 逃学
- 阻碍车辆或行人交通
- 在学校停车场或其他未经授权的地区游荡
- 违反乘坐校车的规定
- 投掷危险物品，包括雪球，石块等
- 作出任何不具有合法目的的行为，对他人造成危险或导致在身体上的危害，包括拉火警，投放臭弹或危险物品

#### **非法活动**

- 分发，使用或者拥有受管制的物品，包括酒精，药品，药品装备，烟草等
- 分发，使用或者拥有危险物品和禁品，包括武器，烟花等
- 分发，使用或者拥有淫秽材料
- 偷窃
- 赌博

**SURVEILLANCE CAMERAS:** Students, staff, families and visitors are duly informed their behavior on school property and/or adjacent property may be monitored by security cameras. This can be used for disciplinary proceedings. The administration is providing this notice to staff, students and parents/guardians that electronic surveillance may occur on school property.

**Hazing Policy** In compliance with Chapter 269 of the General Laws of the State of Massachusetts, the School Committee prohibits any acts of hazing in connection with initiation into any student organization whether such acts are committed on school grounds or elsewhere. Upon receipt of a hazing report, the following process will be carried out, with referral to the police where appropriate.

Process:

1. Inform the Administration of the incident
2. Investigation and due process hearing
3. Administrative action (see guidelines for penalties)

**Penalties:**

1. Out of school suspension of up to 10 days and/or removal from activity for the remainder of the year for minor infractions as determined by the administration.
2. Longer out of school suspension of up to 90 days in a school year for serious infractions as determined by the administration.

**Discipline**

The Principal, Assistant Principal or designee is responsible for the enforcement of the student expectations and regulations of the school. When a disciplinary action is warranted, the Principal, Assistant Principal or designee may consider the seriousness of the incident, past disciplinary record, and amount of disruption caused to the school. The Principal, Assistant Principal or designee reserves the right to ultimately decide the disciplinary action when an infraction occurs.

**Insubordination** Failing to comply with the lawful directions of a teacher, school administrator or other staff member. Any student who is insubordinate will be subject to an out of school suspension for a minimum of one day.

**Range of Consequences** Specific consequence for an infraction of a school rule or policy is up to the discretion of the administration. Some possible consequences which may be imposed include:

- Communication with parent – phone, conference, written
  - Detention
  - Community Service
  - Suspension from school bus transportation
  - Suspension from the privilege of participating in athletic, social or extracurricular activities
  - Suspension of other privileges (parking, driving)
  - Removal from a particular class
  - Out of school suspension
  - In school suspension
  - Mandatory out of school suspension for any student who initiates or participates in fighting/physical contact i.e. fighting, pushing, shoving.
  - Expulsion

Depending upon the nature of the violation, it is the school's policy that student discipline generally is progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the school's policy that all relevant factors are taken into account in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

**School Disruption** Students involved in any activity that disrupts the school or is a violation of law will be subject to an out of school suspension. Seniors who participate in disruptive activities will be subject to the loss of senior events and graduation ceremonies.

**Teacher Detention** Teachers may assign students detention at a time, duration (not to exceed one hour), and location determined by the individual teacher. Students who fail to report to a teacher assigned detention will be referred to Administration.

**Office Detention:**

- Office detention is held after school 2:25 to 3:10 pm (or by agreement with Assistant Principals).
- Students must arrive on time to detention. Students arriving after 2:25 pm will not be admitted.
- Students must check in with the supervisor on arrival.
- Students must bring schoolwork to detention, which they must do. There will be no talking in detention.
- If a student is asked to leave detention for inappropriate behavior, two additional mandatory detentions will be assigned.
- If a student is asked to leave detention more than once during the school year he/she will be suspended from school for one day and will still have to serve the owed detention.
- If a student is absent from school on the assigned day of detention, he/she is reassigned for the day he/she returns.
- Failure to attend a mandatory detention may result in additional detentions or a suspension with a parent conference scheduled in order for the student to re-enter.

- A student who misses detention may be required to serve a double detention from 2:25 to 3:55 pm.
- A student who misses mandatory detention more than twice without prior permission will be subject to in school suspension.

**Suspension** The Principal or his/her designee may place students on in school or out of school suspension. Except in the case of the “Statutory Offenses” as described in M.G.L. c. 71, §37H and 37H1/2, as set forth below, suspensions are limited to 90 days in a school year, and school staff will generally avoid suspensions of more than 10 days in a school year until alternatives such as positive behavioral interventions and supports have been tried as appropriate. The administration reserves, however, the right to determine that a suspension of longer than 10 days is appropriate based on the facts and circumstances. Alternatives may include the use of evidence based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. Due process rights relating to suspensions are set forth at page 49.

**Out of School Suspension** During an out of school suspension, the student is not to be on school grounds or in the building and if found, the police will be notified and an additional suspension will be assigned. Academic work missed while a student is on suspension may be turned in or made up. The parent and student are expected to meet with an administrator prior to the student’s readmission.

**In School Suspension** At the discretion of the administration, an in-school suspension may be used. All students serving in-school suspension must be prepared to complete homework, class projects, and class assignments. Tests and quizzes may be administered per the discretion of the classroom teacher. Prior to the in school suspension, a student must obtain class assignments otherwise, the student may receive a zero for the day of studies. Students are not allowed to use any electronic devices including cell phones.

**Expulsion** Students are subject to suspension of longer than 90 days or expulsion (i.e., permanent exclusion) by the Principal for the following conduct:

- Possession of a dangerous weapon
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel
- Conviction/adjudication or admission in court of guilt of felony or felony delinquency

**Long Term Suspension (More than 90 Days)** Students may be suspended for more than 90 days upon the issuance of a criminal complaint charging a felony or 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 types of conduct described above are governed by G.L. c. 71, §37H or §37H½ and are sometimes referred to as “Statutory Offenses.” For additional information and procedures that apply to suspension or expulsion from school for such conduct, see pages 53.

**Gun Free Policy** In accordance with the Gun Free Schools Act of 1994, any student who is determined to have brought a firearm to school related event will be excluded from

Winchester Public Schools for a period of not less than one year except as determined by the Superintendent on a case by case basis. The definition of a firearm includes but is not limited to guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices). 20 U.S.C. §8921. For additional information on potential consequences for possession of not only a firearm, but also other dangerous weapons at school or school related events, see M.G.L. c.71 §37H.

**Notification of Attendance Officer** The attendance officer is notified when attendance issues are chronic and other disciplinary methods have been unsuccessful.

**Involvement of Outside Agencies** If school actions are ineffective or if the situation warrants it, the school may notify the Winchester Police Department, the Massachusetts Department of Children and Families or the courts to provide additional support or to provide interventions in the best interest of the student.

**Dress Code** The responsibility for the dress and appearance of the student rests with the individual students and

parents. They have the right to determine how the student will dress, including wearing attire which is part of the students' religious practice, providing that attire is not destructive to school property, complies with health and safety requirements, and does not substantially disrupt school or interfere with the process of educating all students, or create a reasonably foreseeable risk of such disruption. Clothing depicting references to alcohol, drugs, sex, tobacco/smoking products, violence, hate groups, other harassing categories, or evidencing inappropriate or discriminatory language is prohibited. Bare midriffs and exposed undergarments are prohibited. All questions of propriety are under the discretion of the high school administration. Parent and student cooperation is requested.

**WHS Chemical Health Policy** : From the time a student is enrolled at Winchester High School to the end of their eligibility: A student shall not, regardless of the quantity, use or consume, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. Note: This rule is in effect seven days a week, twenty-four hours a day all year, including summer and school vacations.

As educators, our goal is to promote a safe and healthy environment for all Winchester High School students. The Winchester school community is committed to creating a positive learning environment that is not undermined by drug and alcohol use.

Our efforts will also revolve around education and prevention, intervention strategies and collaboration among all members of our community. The success of this initiative requires a coordinated effort among students, faculty, parents, and town officials. Further, the school's policy regarding alcohol or drug use during school hours or school events is not intended to discourage students coming forward to ask for help. Students, who feel they have a problem, and initiate a request for help, will be dealt with confidentially, and will not be subject to discipline at school.

Consequences to be imposed for those found to be under the influence or in possession of alcohol or drugs are within the discretion of the principal and his/her designee based on their consideration of all of the circumstances, with appeal to the Superintendent, as applicable. Thus, the consequences below serve merely as guidelines:

**Substance Use at any School Sponsored Events: i.e.: Dances, Concerts, Athletic Competitions, Field Trips**

If a student is in possession of, using, or has consumed drugs or alcohol at a school function, the student will be subject to an out of school suspension and will be denied privileges of a "Student in Good Standing". Parents will be notified of the infraction as soon as possible. If a state law is violated, local law enforcement officers will also be notified, as noted above.

**Chemical Health Policy During School, On School Grounds, At A School Activity Violation: Minimum Penalties**

**The following procedures will be followed at a School Dance:**

- Any inappropriate behavior at a WHS dance will be addressed. The student(s) in question may be asked to speak with either a police officer or with school and/or parent chaperones. The parent(s) of the student(s) may be asked to take the student home.
- If any student is reasonably suspected (based on behavior or other indicators) of being under the influence of either drugs or alcohol, any or all of the following may occur.
- Evaluation by one or more of the police officers on duty "Close conversation" (inspection of sobriety) with three adults: a parent, an administrator and a teacher.
- A Student may be taken to the police station where parents will be called.
- A student while in protective custody may request a Breathalyzer from the police
- If the student is found to be using, or has consumed, or is in possession of either drugs or alcohol, said student may be prosecuted for possession of alcohol or drugs.

**Consequences for infractions during a school sponsored event:**

**First Offense**

1. Student will be subject to an in-school or out of school or suspension for (3) three days.
2. Student may not attend any school functions until they have completed all disciplinary consequences that were enforced. At a minimum the student will be excluded from the next scheduled school sponsored activity.

3. Please refer to the Chemical Health Policy for Athletics and Extracurricular activities further consequences.

**Second Offense (within 365 days):**

1. Student will be subject to out of school suspension for (5) five days.
2. Student will be referred to a community based facility to complete a substance abuse program for a minimum of eight hours and provide the school with evidence of attendance and completion.
3. Please refer to the Chemical Health Policy for Athletics and Extracurricular activities further consequences for repeat violations.

If a senior is in possession of, using, or has consumed any alcohol or drugs before, after and/or during the Senior Prom, the student will not be allowed to participate in the Graduation Ceremonies. If a student holds a leadership role (such as, but not limited to, class office, club office, sports captain, peer counselor), the student may be removed from office for a minimum of the remainder of the school year.

**Substance Use During the School Day** If a student is in possession of, using, or has consumed drugs or alcohol during the school day, on or off campus grounds, the student will be subject to an in-school or out of school or suspension for up to a five day (5) period and will be denied privileges of a Student in Good Standing. Parents will be notified of the infraction as soon as possible. If state law is violated, local law enforcement officers will also be notified, as noted above. Search of locker and/or book bag or clothing may be deemed appropriate. As reflected above, the school's policy regarding alcohol or drug use during school hours or school events is not intended to discourage students coming forward to ask for help. Students who feel that they may have an alcohol or drug dependency or addiction and who initiate a request to staff for assistance will be dealt with in confidence will be given such assistance and advice as is within the qualifications of staff, and will not be subject to discipline based upon such disclosure. The sole exception to the confidentiality provision in the preceding sentence is where staff reasonably determines that there is a substantial risk of harm to the student or to others unless disclosure is made to appropriate third persons.

**InSchool Infraction**

Students who are clearly under the influence of alcohol or drugs during the school day will not be permitted to attend classes or school functions on that day.

Consequences for infractions during the school day:

1. Student will be subject to an in-school or out of school suspension for five (5) days
2. Student will be required to attend a school sponsored substance abuse program/treatment evaluation after returning from suspension.
3. Families will utilize a school or community based education program. The community based program must be approved by administration.
4. Student may not attend any school functions until the school sponsored substance abuse program is completed. At a minimum, the student will be excluded from the next two (2) scheduled school dances, the semi or prom.
5. If a student holds a leadership role (such as, but not limited to, class office, club office, sports captain, peer counselor), the student will be removed from office for a minimum of the remainder of the school year.
6. Please refer to the Chemical Health Policy for Athletics and Extracurricular activities further consequences for repeat violations.

**Perceived to be using, in possession of or consuming Alcohol and Other Drug Use During the School Day**

There are occasions when students are perceived to be involved with drugs or alcohol by a staff member. It is important that the school be able to intervene immediately and effectively in these cases, even if no formal punishment is meted out. In incidents where school rules have clearly been violated, the consequences described above will be implemented. In cases where use/possession is suspected, the procedures described below will be employed. Our main message is that school is not a place where drug or alcohol use will be ignored or tolerated, and that we will act energetically if we are aware of, or even suspect, a problem. Drug or alcohol use that is not responded to has the effect of endangering individuals and compromising community values.

**Procedure:**

- If a staff member has reason to believe a student may be using, in possession of,



or consuming drugs or alcohol, he or she will report these concerns to the School Nurse, Clinical Counselor, School Psychologist, Guidance Counselor or Administration immediately.

- If possible, an immediate assessment will be made, which will include the school nurse if medical issues are implicated.
- Parents or guardian(s) will be notified, and asked to come to the school to take the student home.
- The following day, the parents or guardian(s) may be asked to meet with school support staff to discuss concerns and to plan further intervention or assistance if needed.
- Any subsequent difficulties regarding substance use/abuse in school will be addressed individually, but could include further intervention and/or disciplinary action.
- Substance Abuse Separate from the School Day or a School Function ~ Through the Memorandum of Understanding between the Winchester Police Department and the Winchester Public Schools, the school is informed of all violations of law involving students. If the school is notified that a student has violated any part of the MIAA Chemical Health Rule, including violations that occur while not on school time, i.e., nights, weekends, and/or school vacations, the Athletic Director will be informed and the MIAA sanction will be applied.
- The Administration will apply appropriate sanctions, both within the definition of the MIAA standard and the more stringent Winchester standard, up to 365 days following the violation. Out of season violations will carry over to the athlete's season.

#### **Chemical Health Policy for Athletics and Extracurricular activities: Minimum Penalties**

**School Sponsored Athletics/MIAA teams:** When the Principal, or their designee confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for 25% of their athletic season, enrol in the school sponsored substance abuse program and write a letter of reflection that must be submitted to the substance abuse program educator. All previous conditions must be met before being allowed to participate in a game/event. Based on the decision of the Principal or their designee, the student may continue to practice. While serving the suspension, the student is not allowed in game uniform and their presence at the competition site will be determined by the principal.

**Second and Subsequent Athletic Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next 60% of the athletic season. Penalties shall be cumulative over each student's high school career. The student must attend the school sponsored substance abuse program each time a violation has occurred and write a letter of reflection each time a violation has occurred. If the student is a team captain of any sport they will lose that status and not be reinstated at any time. If the penalty period has not been completed during the season which the violation occurred, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

**Sponsored Extracurricular Club or Activity (non-athletic):** When the Principal, or their designee, confirms, following an opportunity for the student to be heard, that a violation occurred, said student, who is participating in any school sponsored (non-athletic/MIAA) extracurricular club or activity must perform 20 hours of community service. Such service must be pre-approved by the high school administration, said student must participate in the school sponsored substance abuse program and write a letter of reflection that will be submitted to the substance abuse program educator **before** they are allowed to participate again in their activity. No exception is permitted for a student who becomes a participant in a treatment program.

Should second and subsequent violations occur, the minimum penalties shall be enforced again. Additional community service hours may be added to the minimum of 20 hours at the decision of the Principal or designee.

**"In the Presence Of" Policy:** Regardless of the quantity or intent, when the Principal or their designee confirms, following an opportunity for the student to be heard, that said student was found to be "In the presence of" but not "in use or in possession of" any of the chemical health policy violating substances, it will be considered a violation of the "In the Presence Of" policy. A student who is found to be present at a home or in a vehicle, without a directly related responsible adult family member, where this policy is being violated will be considered to be violating the "In the Presence Of" policy. Any student who is found to be in violation of the "In the Presence Of" policy and who is participating in any school sponsored athletic, extracurricular club or activity must perform 20 hours of community service, that must be pre-approved by the high school administration. In addition, said student must participate in the school sponsored substance abuse program and write a letter of reflection that will be submitted to the substance abuse program educator. The student may only continue to participate in their school sponsored activity at the decision of the Principal, or their designee.

Should second and subsequent violations occur, the minimum penalties will be re-enforced. Additional community service hours may be added to the minimum of 20 hours at the decision of the Principal or designee.

Extracurricular advisors or coaches will be informed of the penalty as soon as the report is complete in the Main Office or Athletic Office.

**Note:** The timeline for all penalty based community service hours to be completed will be determined solely by the Principal, or their designee, with input from the offending student. Failure to complete the community service hours may affect the students future participation in any school sponsored extracurricular activity, club, athletic team, school sponsored event or graduation.

**Note:** This rule is in effect seven days a week, twenty-four hours a day all year, including summer and school vacations.

#### Memorandum of Understanding

### MEMORANDUM OF UNDERSTANDING BETWEEN WINCHESTER PUBLIC SCHOOLS AND WINCHESTER POLICE DEPARTMENT

#### I. GENERAL PRINCIPLES

The WINCHESTER PUBLIC SCHOOLS and the WINCHESTER POLICE DEPARTMENT agree to coordinate their efforts and share information in order to prevent violence involving the students of the WINCHESTER PUBLIC SCHOOLS, to prevent the use, abuse and distribution of alcohol and other controlled substances involving the students of WINCHESTER PUBLIC SCHOOLS and to promote a safe and nurturing environment in the school community.

We agree to respond effectively and cooperatively for everyone's protection to incidents of student delinquency, truancy and criminal behavior. The joint effort of cooperative response will focus on incidents that take place on school property, at school sponsored events, and at other locations in which students of the WINCHESTER PUBLIC SCHOOLS are involved or affected.

We also agree to keep all information disclosed pursuant to G.L. c. 12 § 32; G.L. c. 71 § 37H1/2; G.L. c. 71 § 37L; 603 CMR 23: and 20 U.S.C. § 1232g, from public dissemination in accordance with state and federal law.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and pertains to issues of violence, attempted violence or threatened violence, the use, abuse and/or distribution of alcohol or other drugs, or other incidents that would require a law enforcement response to a school, during any school sponsored activity (on or off school grounds), or involving students of the WINCHESTER PUBLIC SCHOOLS. It is to be read in conjunction with any and all policies, procedures and reporting requirements set forth in the WINCHESTER PUBLIC SCHOOLS student handbook.

It is agreed and understood that it is the sole prerogative of school officials to impose discipline for infractions of school rules and policies not amounting to criminal or delinquent conduct. See the school handbook for specific policies and procedures in this regard.

\*For more information please contact the Superintendent's Office

#### **No Smoking Policy and Tobacco Products Policy**

Winchester High School is committed to ensuring a smoke free, tobacco free, and nicotine free environment for all members of the school community, including students, faculty, staff, and visitors. State and Federal law and Town of Winchester bylaws, Chapter 15, provide that Winchester Public Schools must be tobacco-free facilities. Therefore, the use or possession of tobacco products and smoking related products (including nicotine delivery devices such as e-cigarettes and vape pens) on school property and in vehicles used in the transportation of students is strictly prohibited. This ban will apply to all school-related functions, during and beyond the regular school day, as well as to activities sponsored by outside groups renting or using the buildings or grounds.

Violations of this policy may result in suspension, and will result in the additional consequences set forth below. No person shall use a tobacco product in any school building, on any school grounds or at any school-sponsored events.

**Tobacco Paraphernalia:** Any device used to aid, ingest, light, burn, or consume any tobacco product as defined herein, including but not limited to: pipes, vape pens, electronic cigarettes, rolling papers, matches or any component or part of a tobacco product. No person shall possess any tobacco product or tobacco paraphernalia in any school building, on school grounds or at any school-sponsored events.

**Tobacco Product:** Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or electronic cigarettes, electronic cigars, electronic pipes, vape pens, electronic hookah, or other similar products, regardless of nicotine content, that rely on vaporization or aerosolization. "Tobacco product" includes any component or part of a tobacco product. "Tobacco product" does not include any product that has been approved by the United States Food and Drug Administration either as a tobacco use cessation product or for other medical purposes, and which is being marketed and sold or prescribed solely for the approved purpose.

**Possession of Smoking Products** Students found in possession of tobacco products, nicotine delivery devices (e.g., "e cigarettes" and "vape pens") or tobacco related paraphernalia, such as cigarette lighters, matches, pipes, papers, and cigarette holders, on school property, will be required to relinquish those items to a member of the school faculty or administration. These items will not be returned. See Tobacco Paraphernalia and Tobacco Product.

**NOTE:**

Tobacco use is a violation of the MIAA Chemical Health Rule and will be reported to the Athletic Director with appropriate consequences to follow. **1st Offense:**

- No immediate fine
- Mandatory 2 hours of Tobacco Education (2, 1 hr. sessions) with the Winchester Community Health Institute.
- Fined \$25 if violation involves a tobacco product and student doesn't complete Tobacco Education
- Individual Nicotine Dependency Treatment (optional)
- Notification of parents
- Notification of sports and activities advisors
- Notification of Winchester Board of Health
- One day out of school suspension

**2nd Offense:**

- \$50 fine – mandatory if violation involves a tobacco product
- \$25 fine if violation involves a tobacco product and Nicotine Dependency Treatment is opted and completed
- Notification of parents
- Notification of sports and activities advisors
- Notification of Winchester Board of Health
- One day out of school suspension

**3rd Offense (and thereafter):**

- \$100 fine mandatory if violation involves a tobacco product
- Nicotine Dependency Program (optional)
- Meeting with student, parent(s), administration and Board of Health
- Notification of sports and activities advisors
- One day out of school suspension

**Visitors in Violation**

1<sup>st</sup> Offense ~ Verbal notification of no smoking policy

2<sup>nd</sup> Offense ~ Request to leave school property

**Ticketing Agents** Fines for violations of the "No Smoking Policy" which involve tobacco products are authorized

by the Winchester Bylaws, Chapter 15, Sec. 5.3 and will be issued in the form of tickets, payable to the Winchester Town Clerk's Office. All members of the Winchester High School administration, faculty, and staff are required to report any student or staff member violating the policy and the circumstances of the violation to the Assistant Principal. Following each report, the Assistant Principal will meet with the violator and impose consequences according to the policy. Each Assistant Principal is a deputized ticketing agent of the Winchester Board of Health under the Winchester Bylaws, Sec. 4.1 and as such is authorized to issue tickets for violations of the "No Smoking Policy" which involve tobacco products.

**Perceived to be Smoking** No loitering is permitted in the lavatories and only one student is allowed in a stall at a time. Students caught smoking in the lavatories (with lit cigarettes in their possession) will be subject to the consequences listed above under "No Smoking Policy." Any student or students observed in a closed lavatory stall from which smoke is emanating will be reported to the Assistant Principal for suspicion of smoking. Upon the discretion of the Assistant Principal, the student(s) will be disciplined for:

- A smoking violation; or
- Reasonable suspicion of a smoking violation.

A smoking violation will result in the consequences listed above under "No Smoking Violation." A suspicion of smoking violation will result in three (3) Office detentions with a warning that any further violations of the no smoking policy, including a subsequent reasonable suspicion of smoking violations will result in a smoking violation complete with associated consequences.

**Nicotine Dependency Program** Individuals wishing to enroll privately in a Nicotine Dependency Program may do so at any time through Winchester Hospital.

**Payment of Fines** Fines issued for violations of the school No Smoking policy which involve tobacco products must be paid to the Winchester Town Clerk's office within 21 days of receipt. Failure to pay a fine may result in a criminal complaint.

**Parking and Driving on Campus** During WHS reconstruction, student parking is limited this year to off campus parking at Borggaard Beach and Wildwood Cemetery Access Road. Students should be encouraged to carpool, walk or bike to school due to very limited parking. No student parking is permitted on the school site or on Nelson, Holland and Spruce Streets. Students must obtain a WHS parking permit. Permits may be obtained from the School Resource Officer in the main office beginning on September 6, 2016. The Winchester Police Department will begin monitoring the student parking on September 12<sup>th</sup>. Violations of the parking regulations will be ticketed and/or towed. Violators may also be denied the privilege of parking in the student lot. Students are expected to follow all the rules of the road.

While parked, a student's car can be searched by the administrations at any time if there is reasonable suspicion about illegal substances or safety issues.

### **Students in Good Standing and Open Ends**

#### **Students in Good Standing**

- Juniors and Seniors are eligible to leave campus at lunch with the proper paperwork turned into the Main Office.
- Under no circumstances can freshmen or sophomores leave campus.

#### **Open Ends Seniors Only**

- If a Senior in Good Standing is scheduled for an Academic Block either first or last block, they may come to school at the close of first block or leave school at the beginning of last block with the proper paperwork returned to the Main Office. **Privileges do NOT include Academic Blocks during the school day.**
- Students who qualify for open ends and choose not to participate will be assigned to an academic block. Students who occasionally come in early or stay for the last block must report to the cafeteria. Failure to follow this policy may result in the loss of the opened privilege.
- The privilege of having Open Ends will be removed if the student violates school rules.
- Administration reserves the right to revoke privileges at any time.

**Student Safety** At all times the administration and staff promote a safe environment for all students. Accountability

for the whereabouts of each student is of prime concern.

**Academic Blocks** Academic blocks are supervised times and places for quiet study. Students are automatically scheduled for an Academic Block when they are not scheduled in a class. No grades or credit are given for Academic Blocks. Card playing and games are not allowed. Students are allowed to sign up to work during an academic block in the Learning Commons. Students can sign up for passes to access the Learning Commons at 8 pm the night before. They should go to [www.whslearningcommons.com](http://www.whslearningcommons.com) and click on the page called "Library Study Hall Sign Up". Spaces are first come, first served.

**Attendance in Academic Block is mandatory.** Students listed as absent without permission will be reported to the Administration. Students are subject to office detentions and suspension from school.

**Areas of Building and Grounds for Student Use**

- Playing ball or other games in corridors is prohibited. Games may be played on the athletic fields.
- Roaming corridors and loitering are prohibited.
- Only junior and senior students with Good Standing are allowed to leave campus during lunch.
- Students are not allowed to gather or loiter in parking lots or in vehicles.
- Students leaving the school without permission **will be suspended.**

**Bicycles/roller blades/skateboards** The campus is reserved for pedestrian traffic. Students who bike, roller blade, or skateboard to school should lock their bikes in the bike racks; remove roller blades or skateboards for storage in lockers.

**Dining Commons and Lunch** Students should conduct themselves in such a manner so as to insure a clean, pleasant atmosphere for both the eating of lunch and the social use of the Dining Commons. Each student shall assume responsibility for keeping the Dining Commons clean and orderly during the day. Failure to do so will result in disciplinary consequences.

- Inappropriate behavior in the Dining Commons may result in detentions or temporary loss of café privileges.
- Lunch area is restricted to the Dining Commons. No students are allowed to eat in the hallways or in non-designated areas. Failure to comply will result in detentions or possible suspensions. Not remaining in the Dining Commons during lunch may result in detentions or a suspension from school.
- Students need to be responsible for their own trash pickup in and around the school.
- Food and drink cannot be consumed in the hallways.
- Students are not allowed to loiter on the second or third floors during their lunch blocks.
- Students are not allowed in the Dining Commons during their non-lunch block.
- Food in classrooms is strictly prohibited except with teacher permission.

**Emergency Evacuation of Building** As part of the safety procedures during the school year, there will be lockdowns, evacuation of the building and fire drills. Students should be familiar with exit routes from every area in the building.

- During an emergency all students are to remain with their class and are to follow directions given by the teacher in charge.
- Once outside the school, students are to remain on the sidewalk and must clear all access routes to the building and grounds.
- Students are not to enter or drive automobiles or motorcycles during the evacuation.

**Evacuation During Lunch** If the building needs to be evacuated during lunch block, students in the Dining Commons will exit to the front of the building and remain there until they have been accounted for by an Administrator.

**Evacuation Before School or Between Periods:**

- If we need to evacuate before 7:45 AM, students are to meet their teachers from their first period block, whichever is scheduled for that day, at the predetermined meeting place.
- If we need to evacuate between classes, students are to meet the teacher of their **prior** period class, at the predetermined meeting place.

**During an evacuation school officials have the right to search lockers.**

**Hall Pass Policy** Any student requesting to leave a class must obtain the official classroom pass from the teacher,

sign out, and sign back in when they return. **No student should be in the hall without a pass.**

**Personal Property and Valuables** The high school administration strongly discourages students from bringing excess money or valuable items to school. Likewise excess money or valuable items should not be stored in lockers at Winchester High School.

Under NO circumstances does the Town of Winchester, Winchester High School, its administration, or its staff assumes liability for personal possessions brought to school.

#### **District Policies and Related Laws**

**Equal Educational Opportunity Statement** Winchester High School provides equal educational opportunity for all students and does not discriminate on the basis of race, color, sex, gender identity, religion, ethnicity, national origin, sexual orientation, or disability. Students have equal access to admission to school courses, extracurricular activities, and employment opportunities. Students who believe they have been victims of discrimination are hereby notified that grievance procedures are available to them and that they should contact the Principal for more information. Counseling services are available to help students address their individual needs.

**Civil Rights and Safety Policy Statement of Policy** It is the policy of Winchester High School to provide a safe and secure learning environment for all its students without distinction based on race, color, religion, ethnicity, disability, gender, gender identity, or sexual orientation. Discrimination, sexual and bias motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or biasrelated harassment (referred to as "wrongful harassment") or violate the civil rights of any pupil, teacher, administrator, or other school personnel. Conduct amounting to hate crime is a serious infraction that will result in referral to law enforcement agencies.

Winchester High School will act to investigate all complaints, formal or informal, verbal or written, of sexual or biasrelated harassment or violations of civil rights and to take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Winchester High School will enforce Massachusetts Law, Chapter 92, of the Acts of 2010, An Act Relative to Bullying in Schools. The requirements of this law are codified in statute, M.G.L. c. 71, § 370.

#### **AntiBullying Policy**

On May 3, 2010, Governor Deval Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying and retaliation in all public and private schools and requires schools and school districts to develop a Bully Prevention and Intervention Plan to address bullying incidents. Winchester High School is committed to maintaining a school environment where students are free from bullying, including cyberbullying, and the effects of such conduct. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment. **Definitions:**

**Advocate of Safety:** a person who steps in to stop a bullying incident or who reports an incident after witnessing or becoming aware that one has occurred.

**Aggressor:** a student or school staff member who engages in bullying, cyberbullying, or retaliation

**Bullying:** Repeated use by one or more students or by a school staff member of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

**Cyberbullying:** bullying through the use of electronic devices such as telephones, cell phones, computers, websites, blogs, or the Internet. It includes but is not limited to the creation, forwarding, or perpetuation of email, instant messages, text messages, and postings of pictures or videos. This can occur directly or by a person(s) impersonating the identity of another.

**Hostile Environment:** an environment created when bullying causes the atmosphere in school to be permeated with intimidation, ridicule, or insult so that it severely alters the target's education.

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

**Target:** a student against whom bullying, cyberbullying or retaliation has been directed.

**Acts of bullying, which include cyberbullying, are prohibited:**

- on school grounds or property immediately adjacent to school grounds;
- at schoolsponsored or schoolrelated activities whether on or off school grounds;
- at school bus stops;
- in vehicles used by the school district;
- through the use of technology or an electronic device owned, leased, or used by the Winchester Public Schools;
- anywhere that causes there to be a hostile environment at school for the target or substantially disrupts the education process or the orderly operation of a school or infringes on the rights of the target at school.

The high school has adopted an Anti-Bullying Code for all students and personnel.

- We will treat all members of the school community with civility and kindness.
- We will help students who are being treated in a socially cruel way.
- We will make a point to include students who are left out.
- If we know someone is being bullied, we will advocate for his or her safety by reporting it to an adult.

**Students can deal with bullying:** Calmly tell the person to stop in a clear, firm voice or say nothing, walk away, and report it to an adult. Reporting is not tattling. It is advocating for your safety and the safety of others.

Reporting methods include:

1. Report to a staff member at the school
2. Complete and submit the "Alleged Bullying Reporting Form" located on the Edline home page
3. Complete a Bullying Report Form and return to the Assistant Principals.

**Adults help:** The high school staff is committed to a bully free environment. Adults who have been made aware of or have observed a possible bullying incident will immediately respond and report such incident to the administrative office. All reports will be investigated following the protocol as stated in the District Bully Intervention and Prevention Plan.

**Students who bully others or who retaliate will face immediate consequences that can include: mandatory counseling, detention, prohibition from social activities, exclusion from certain areas of the school, suspension, or other disciplinary actions deemed appropriate for the action.**

Students who are involved in a bullying incident will be provided support so that a feeling of safety is restored.

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 7813383700. Hard copies of this information are also available at the Superintendent's office.

### **Harassment, Threats, and Civil Rights Violations**

The School Committee prohibits any acts of harassment based upon race, color, gender, gender identity, national origin, ethnicity, religion, sexual orientation, or disability. Harassment includes not only "in person" conduct, but also acts or threats conducted by mail or by use of telephone, including text messaging, or other electronic means.

It is important that students and faculty understand and be sensitive to the fact that what might seem to be said *or done* in jest, or even well intentioned, can easily be hurtful and demeaning to the recipient and should be avoided. Examples of harassment include but are not limited to: name calling, put downs, threats, sexually suggestive remarks, unwelcome

physical contact or threat of physical contact, unwelcome and comments and gestures, damage to property, and the display or circulation of written materials or pictures that are degrading to any individual or any ethnic, religious, or gender group.

Negative conduct based upon bias relating to the protected classifications above is sometimes referred to as a “civil rights violation.” In addition, the Massachusetts Civil Rights Criminal Statute prohibits interference with someone’s enjoyment of constitutional or statutory rights by threat, intimidation, or coercion. The behaviors may also constitute hate crimes under Massachusetts law. Violations of these statutes may lead to significant criminal penalties.

To facilitate the carrying out of this policy the assistant principal will serve as the Civil Rights Administrator for the High School.

**All members of the High School community:**

- Are expected to adhere to the above policy.
- Are strongly encouraged not to tolerate, even by silence, any violation of it by others.
- Should report violators of the policy to the school Civil Rights Administrator.
- Consequences for violation of this policy may include but are not limited to mandatory counseling, prohibition from social events, and suspensions from school ranging from one to ten days, and notification to the police. Repeated or extreme forms of harassment may result in long term suspension from the High School.

**Commitment to Prevention** Winchester High School is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and nonviolence in school settings.

**Zero Tolerance for Known Civil Rights Violations** Required Reporting and Intervention to Stop Harassment

- School employees must intervene in ongoing civil rights violations and episodes of wrongful harassment whenever witnessed or reported, to the extent of the law.
- Intervention can be done safely. School employees must report a civil rights violation or episode of wrongful harassment to the school civil rights administrator. Designated administrators must intervene in ongoing matters of civil rights violations and episodes of wrongful harassment, summoning assistance as necessary.
- The primary objective of school intervention in a civil rights matter is to put a swift end to, and prevent any recurrence of, any wrongful conduct, so as to ensure the safety of all students and a school environment free of wrongful harassment and civil rights violations. Intervention should be undertaken immediately, as needed on a shortterm basis, and more comprehensively once a civil rights violation has been found to occur. The school will take all necessary steps within its authority to implement the objective of stopping continuing civil rights violations and wrongful harassment, and restoring and preserving an environment free of such conduct.
- Effective, and if need be escalating, measures should be used to definitively stop harassment and violence. School officials should immediately consider and use regular administrative actions to defuse a civil rights situation wherever possible: separating victim or complainant and offender, ordering the offender to stay away from the victim, or assigning additional security. Relevant school disciplinary hearings should begin and proceed on an expedited basis where there is a threat of ongoing interference with civil rights. Disciplinary action appropriate to the offender’s conduct should be taken when a violation is found. Potential criminal conduct should be reported to law enforcement, and legal remedies pursued as necessary to protect civil rights.

**Designation of Civil Rights Administrators** The Principal of each school in the Winchester district will designate at least one employee whose responsibility it will be to respond to matters of civil rights that arise in the school setting. The designee shall be given a title and prominently identified as available to receive reports and complaints of civil rights violations from students, faculty, or staff. The designee will receive specialized civil rights training and take responsibility for upholding school civil rights and safety policies. The designee will also serve as a liaison with law enforcement agencies, and Assistant Principal and Superintendent in making referrals of possible criminal matters to law enforcement.

**Identification of Prohibited Conduct** Definitions

- **BIAS INCIDENT** means any act, including conduct or speech, directed at or which occurs to a person or property because of actual or perceived race. Race, color, religion, national origin, ethnicity, disability, gender, gender identity or sexual orientation. A bias incident may or may not be a criminal



- act.
- **BIAS INDICATORS** are objective facts and circumstances, which suggest that an action was motivated in whole or in part by a particular type of bias.
  - **BIAS MOTIVES** recognized at Massachusetts's law as causing hate crimes include prejudice based on race, religion, ethnicity, disability, gender, and sexual orientation.
  - **CIVIL RIGHTS VIOLATIONS** involve interfering by threats, intimidation, or coercion, with someone's enjoyment of constitutional or statutory rights. Rights protected against interference include nondiscrimination in access to advantages and privileges of a public school education. The term "civil rights violation" also covers bias-related and sexual harassment and bias crimes, so the term is applied generically to any civil or criminal law infractions.
  - **DISCRIMINATION** consists of actions taken against another(s) which treat them unequally because of race, color, religion, national origin, ethnicity, disability, sexual orientation, or gender, or gender identity bias.
  - **HARASSMENT** consists of unwelcome verbal, written or physical conduct targeting specific person(s), which is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, humiliating, or offensive school environment, or substantially interfere with the progress of a student's education.
    - o **BIAS-RELATED HARASSMENT** will present bias indicators, most commonly epithets: namecalling derogatory to a particular racial, religious, or sexual orientation group;
    - o **SEXUAL HARASSMENT** covers instances of physical or verbal conduct of a sexual nature, not limited to but including sexual advances, which foster a hostile educational environment for the victim.
  - **HATE CRIMES** include any criminal acts to which recognized types of bias motives are an evident contributing factor. Criminal bias-motivated conduct entails, at a minimum, threats. Criminal conduct includes acts putting someone in fear of immediate physical harm (assaults), and actual physical violence (assault and battery), and grows most serious if a victim suffers any bodily injury. Repeated threatening or menacing actions like following someone can amount to the crime of stalking.
  - **HOSTILE ENVIRONMENT** exists when a student has been or is subjected to threats, intimidation, or coercion by another (or others) or is reasonably in fear for his or her safety. Whether a school environment has become hostile must be evaluated based on the totality of the circumstances. Repeated instance of bias-related and sexual harassment create a hostile environment for the victim. A single act of harassment can also create a hostile or intimidating environment if sufficiently severe. A hostile environment does not necessarily entail that a student exhibits quantifiable harm, such as a drop in grades.
  - **STALKING**, a felony, consists of intentional conduct involving 1) or more acts directed at a specific person, 2) which would cause an average person substantial distress, 3) where the perpetrator has made threats causing the targeted person fear of death or injury.

Common Bias Indicators:

- Bias-related oral comments or epithets
- Bias-related markings, drawings, or graffiti
- Use of bias-related symbols
- No clear economic motive for an assault and battery
- Crime involving disproportionate cruelty or brutality
- Offender history of crimes with similar m. o. and victims of the same group

Examples of Civil Rights Violations and Bias Incidents

- Unwelcome verbal, written, or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner speaking, and negative references to racial customs. (Racial and color harassment)
- Unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's religion, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti. (Religious harassment)
- Conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs. (National origin harassment)
- Conduct directed at the characteristics of a person's sexual orientation actual, perceived, or asserted such as negative name calling and imitating mannerisms. (Sexual orientation harassment)
- Conduct directed at the characteristics of a person's disabling condition, such as imitating manner of

- speech or movement, or interference with necessary equipment. (Disability harassment)
- Physical conduct putting someone in fear of imminent harm, coupled with name calling of a bigoted nature. (Crime of assault)
- Repeated, purposeful following of someone, coupled with evident bias against the victim's actual or perceived group status. (Civil rights violation or crime of stalking)
- Painting swastikas on walls or other public or private property. (Crime of vandalism)
- Hitting someone because of his or her actual or perceived group status. (Crime of battery)

**Scope of Policy** This policy applies to bias crimes, civil rights violations, bias incidents, and bias related harassment occurring on school premises or property, or in the course of school sponsored activities, including those outside of school if there is a detrimental effect on the school or educational climate.

### **Emergencies, Incident Management Team, Evacuation**

**Incident Management Team** Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency. The first is to establish an Incident Management Team.

By definition, an Incident Management Team (IMT) is those individuals assigned to perform the four functions of an emergency management plan – Mitigation, Preparedness, Response, and Recovery. The IMT is also responsible for implementing the Incident Command System (ICS) during any incident.

Each school has an IMT comprised of Administration, Allied Health Care, Teachers, and other staff as needed. The Central Office also has an IMT.

The District has an IMT made up of a representative from each school and the Central Offices as well as a representative from the 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 schools during an incident including post incident evaluation and debriefing.

The school district has worked diligently to develop comprehensive safety plans in conjunction with the Fire and Police Departments.

**Evacuation and Relocation** In the event of a school evacuation, all students would immediately leave the building accompanied by the staff and report to assigned locations. Students would remain outside the building until the building is deemed safe by the proper authorities. If a situation should arise where students must be evacuated and relocated, the school staff would escort students to a safe, predetermined location, and the School Messenger Parent Notification System would be activated to notify parents as to how they would pick up their students.

**Lockdown/Shelter in Place** In the event that a circumstance outside is cause for the school to be secured (for example, a potentially dangerous individual in the area, or some kind of chemical polluting the air, etc.), the school would go into Lockdown or Shelter in Place. A Lockdown means that each classroom would 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 inform the staff that the Lockdown is over and normal activities may be resumed. Shelter in Place would require locking all outside doors, 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. No one will be allowed in or out of the building at that time.

**Early Dismissal** If students need to be dismissed due to a rare circumstance (such as impending, severe storm, etc.) the school will make every effort to contact parents via the School Management Notification System. The school must have on file the most updated contact information including a list of adults who have the parent's permission to take student home in case the school cannot contact the parent.

### **Student Rights Policy**

**Right to Education** The Commonwealth of Massachusetts guarantees "an adequate publicly supported education to every child resident." This right cannot be denied "on the basis of national origin, ethnicity, sex, economic status, race, religion, gender identity, sexual orientation and physical or mental handicap." Any person pregnant or married has the same right to an education.

In Massachusetts, a child between the ages of six and 16 is required by law to attend an approved educational institution unless legally excused. In addition, all persons from 3 through 21 who have been identified through an evaluation process as requiring special education have the right to an education to suit their individual needs as may be determined through the evaluation process. This process is designed to provide all children unable

to function in the regular educational program with an educational plan suited to their special needs. This plan is created as a result of assessments made by psychologists, social workers, physicians, teachers and other professionals.

The evaluation process guarantees due process rights for parents, individualized educational plans, and careful and nondiscriminatory use of testing, and educational placements in the least restrictive settings. Questions about referrals and eligibility for support services should be directed to the Guidance Counselor.

### **Section 504 Parent/Student Rights and Information**

#### **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 nonacademic 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 child's records if there is reasonable cause to believe they are inaccurate or in violation of child's privacy rights. If 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 student 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 the student 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 of your claim.

#### **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 made 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, Guidance Director  
WHS  
80 Skillings Rd.  
Winchester, MA 01890

You are also entitled to pursue a remedy through the USDOE located at the [Office for Civil Rights, New England Office:](#)

#### **U.S. Department of Education**

33 Arch Street, Suite 900, Boston, MA 021101491

**Telephone:** 6172890111, TDD: 8775212172 **Email:** OCR Boston @ed.gov

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

#### **Winchester Public Schools Section 504 Grievance Procedure**

It is the policy of Winchester Public Schools not to discriminate on the basis of disability. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the

- person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it.  
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.
  - The person filing the grievance 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 a person 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:  
 Director of Guidance/504  
 District Coordinator  
 WHS  
 80 Skillings Rd.  
 Winchester, MA 01890

**Equal Educational Opportunity** The United States Constitution and federal law prohibit discrimination on account of sex. In Massachusetts, the law is more comprehensive than the federal law. For example, Chapter 622 and its implementing regulations include in their coverage the prohibition of sex bias in instructional materials, an area not covered in the federal regulation. It is the policy of the Commonwealth of Massachusetts to afford all persons, regardless of race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, economic status or handicap, equal rights and opportunities in the educational institutions within the State, as described by the guidelines of school policy.

**Freedom of Assembly** Students have the right to assemble peacefully. The Students Rights and Responsibilities Law guarantee "the right to assemble peaceably, with the responsibility to obtain prior approval of school officials." There is an appropriate time and place for the expression of opinions and beliefs. Conducting or participating in demonstrations, which substantially interfere with the operation of the school or classroom, is prohibited. All student meetings in the school building or on school grounds may function only as part of the formal educational process or as authorized by school authorities. Organizations that meet the above conditions are entitled to equal rights of peaceable assembly on school property.

**Freedom of Religion** It is the responsibility of the school to protect the religious freedom of students. Students have the right to practice their own religious beliefs as long as they violate neither the constitutional rights of others nor the Supreme Court's prohibition on the school's extending the mantle of public sanction or support to any particular religion.

Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they might explore any other subject included in the curriculum of the Winchester Schools; therefore, the study of religion and religious holidays as an academic subject or as part of a foreign culture is appropriate.

**Accommodations 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, backtoschool 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 nonparticipation in school scheduled events, such as in tryouts, 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.

**Patriotic Ceremonies** The First Amendment affords certain rights and privileges pertaining to patriotic ceremonies. A student may decline to participate in the salute to the flag, the Pledge of Allegiance, and the singing of the National Anthem. The school may not force the student to leave the room or otherwise punish the student. Students who choose to refrain from participation have a responsibility to respect the rights and interest of others who do wish to participate in the ceremony. The student may refuse to perform the ceremony only in a manner that will not disrupt the ceremony for other persons.

**Right to Privacy** Parents, students and former students are guaranteed the rights of confidentiality, inspection, amendment, and destruction of student records. Specifically:

- A parent has the right to inspect the student/educational records of his/her child and an eligible student has the right to inspect his/her own student/education records;
- A parent and an eligible student has the right to a hearing to contest student/education records that are allegedly inaccurate, misleading, or in violation of the rights of privacy of the student;
- Search of an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student;
- Illegal items as defined by federal, state, or local law or a provision of this policy or which may reasonably be determined to be a threat to health, safety, or security of others may be seized by the school authorities and turned over to the Police Department;
- Items, which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
- Student's final high school records are held at WHS.  
A student has the right to sign off on the release of his/her photograph and information sheet.

**Due Process and Procedures for Suspension for Conduct Other Than Statutory Offenses:**

**A. In-School Suspension For Less Than 10 Cumulative Days During A School Year**

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to

notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the inschool suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the inschool suspension.

3. The administrator will send written notice to the student and parent about the inschool suspension, including the reason and the length of the inschool suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the inschool suspension.
4. The administrator will send written notice to the student and parent about the inschool suspension, including the reason and the length of the inschool suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand delivery, certified mail, first class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An inschool suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found below.

#### **B. Procedures For Short Term, Out Of School Suspensions (10 Cumulative Days or Less in A School Year)**

Except in the case of an Emergency Removal as provided on page 51, prior to imposing a short-term out-of-school suspension (10 days or less in a school year) an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. **Notice:** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
  - a) the disciplinary offense;
  - b) the basis for the charge;
  - c) the potential consequences, including the potential length of the student's suspension;
  - d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
  - e) the date, time, and location of the hearing;
  - f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. **Efforts to Involve Parent:** The administrator will make reasonable efforts to include the parent in the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
3. **Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
4. **Decision:** The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of

removal. The notice of determination may be in the form of an update to the original written notice of hearing.

### C. **Procedures for Long Term Suspension**

Except in the case of an Emergency Removal provided on page 51, prior to imposing a longterm suspension (more than 10 days of suspension, whether in school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for shortterm suspension plus additional procedures as follows:

1. **Notice:** The notice will include all of the components for a short term suspension in Section C above, plus the following:
  - a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
  - b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
  - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  - d) the right to crossexamine witnesses presented by the school district;
  - e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
  - f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.
2. **Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long term suspension, what remedy or consequence will be imposed, in place of or in addition to a long term suspension. The administrator will send the written determination to the student and parent by hand delivery, certified mail, first class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a longterm basis, the written determination will:
  1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  2. Set out the key facts and conclusions reached;
  3. Identify the length and effective date of the suspension, as well as a date of return to school;
  4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
  5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
    - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the longterm suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
    - b) the long term suspension will remain in effect unless and until the superintendent

decides to reverse the administrator's determination on appeal.

No long term suspension will last more than 90 school days in a school year nor extend beyond the end of the school year in which such suspension is imposed.

#### **D. Exception for Emergency Removal**

Notwithstanding the provisions for short or long term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

#### **E. Appeal to the Superintendent**

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.



**Statutory Offenses: Provision of Law and Due Process**

**Mass. Gen. Laws, Chapter 71 Section 37H (Controlled Substances, Dangerous Weapons and Assaults on Educational Personnel) states as follows:**

1. Any student who is found on school premises or at schoolsponsored or schoolrelated events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninetyfour C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff 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.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

- a. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference and an explanation of the evidence against him or her; (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension. (Goss vs. Lopez, 419 U.S. 565, 1975).
- b. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
- c. A letter will be mailed to the parent/guardian of the suspended student stating:
  - a) The reason for the suspension
  - b) A statement of the effective date and duration of the suspension
  - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

**Mass. Gen. Laws, Chapter 71 Section 37H1/2 (Felony Complaints and Felony Convictions) states as follows:**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen on chapter seventy-six:

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

suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal; or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.
3. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2 above. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

#### **Additional Procedures for Students with Disabilities**

The Individuals with Disabilities Education Act (IDEA) and its implementing regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below. In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year.

However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student, as determined school personnel or by the Team when applicable. In addition, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination"). If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion, as determined by the Team. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new Individualized Education Program. The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student. In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days, upon determination that the current placement is substantially likely to result in injury to the student or others. When a parent(s)/guardian(s) disagrees with the Team's decision on the

“manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students with accommodation plans under Section 504 of the Rehabilitation Act of 1973. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from the Administrator of Special Education, Pamela Girouard, who can be reached at (781) 721-7005.

#### **Discipline of Students Not Yet Determined Eligible for Special Education**

The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services. If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion, with services provided under the schoolwide education service plan, if applicable. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA. Additional information regarding the procedural protections for special education students can be obtained from the WHS Special Education Supervisor, who can be reached at (781) 7217020.

#### **Search or Seizure of Property**

Weapons, controlled substances, and other illegal, or inappropriate items are not to be kept in the school’s lockers. Lockers assigned to students remain the property of the Winchester Public Schools at all times and are subject to search by school officials at any time. These searches may be conducted without warning.

Personal locks may not be placed on a locker without the permission of the Assistant Principal. Improperly placed personal locks will be removed.

Students are not to have in their possession, on their person, or in their personal belongings, weapons, controlled substances, or other illegal or inappropriate items. If school officials have a reasonable suspicion that a student is in possession of weapons, controlled substances, or other illegal or inappropriate items, that student and his/her personal belongings will be subject to search. A student refusing to be searched will be considered insubordinate and may be suspended or referred to the police.

**Legal issues** Through United States Supreme Court rulings and Massachusetts Supreme Judicial Court rulings, schools have been given wide latitude for searching lockers, personal possessions and students.

Two significant Massachusetts’ rulings are Commonwealth vs. Carey and Commonwealth vs. Snyder. The sum total of the rulings is that students have no legitimate expectation of privacy for the school lockers that have been assigned to them. In addition, if school officials have a reasonable suspicion that a student is in possession of weapons, controlled substances, and /or other illegal, inappropriate items that student and his/her personal belongings may be subject to search. The search can include the student’s person, clothing, handbag, knapsack, book bag, and automobile, if the car is parked on school grounds or in the parking lot of a facility where a school event is taking place. The search is justified whenever there are reasonable grounds to suspect that a search will uncover evidence that a school rule has been violated.

When school staff has a reasonable basis for believing that a crime has been or is being committed by a student on school property or at school related events, such matter shall be reported to the police. Reportable crimes include but are not limited to possession of a controlled substance or dangerous weapon, assault, vandalism, stalking, and/or hazing.

**Possession or Use of Illegal Weapons or Firearms/Controlled Substances Policy** Weapons of any kind are expressly and absolutely forbidden at Winchester High School. The definition of a weapon includes, but is not limited to, a gun, knife, slingshot, blackjack, metallic knuckles, or any device or object whose purpose or potential

is to inflict harm on another person. If reasonable suspicion exists, the administration has the right to search student possessions for weapons. While possession of any weapon may result in long term suspension or expulsion, federal law requires that any student who brings a firearm to school or to a school related event be excluded for a period of not less than one year except as determined by the Superintendent on a case by case basis. The definition of a firearm includes but is not limited to guns (including a starter gun, bombs, grenades, rockets, missiles, mines and similar devices). 20 U.S.C. §8921. For additional information on potential consequences for possession of not only a firearm, but also other dangerous weapons at school or school related events, see M. G. L. c. 71 §37H on page 53.

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