

**McCALL MIDDLE SCHOOL  
STUDENT HANDBOOK  
2017-2018**

**Winchester Human Rights Statement**

“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.”

**Jorge Goncalves, Principal**

**Jeannine Lavoie, Assistant Principal**  
**Grade 6 (All Teams)**  
**Grade 7 (Globetrotters & Olympians)**

**Leslie West, Assistant Principal**  
**Grade 7 (Marathoners & Voyagers)**  
**Grade 8 (All Teams)**

**Pamela Cremens, Special Education Supervisor**

**Guidance Counselors:**

**Grade 6**

- Ashley Sullivan (Discovery, Gemini, & Titans)
- Shareen Dolan (Oracles)

**Grade 7**

- Melissa Suvak (Marathoners & Olympians)
- Shareen Dolan (Globetrotters & Voyagers)

**Grade 8**

- Nicole Parsons (Silver & Diamond)
- Christine Nunziato-Bonenfant (Platinum & Gold)

**School Registrar:** Donna Skeffington  
**School Secretary:** Laurel Anthony  
**School Nurses:** Mary LaMuraglia and Marie Saba

**This Student Handbook belongs to:**

**Student's Name:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**McCALL MIDDLE SCHOOL  
458 MAIN STREET**

**WINCHESTER, MASSACHUSETTS**

**Phone: 781-721-7026**

**FAX: 781-721-0886**

[www.winchesterps.org/schools/mccall\\_middle\\_school/index.php](http://www.winchesterps.org/schools/mccall_middle_school/index.php)

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**2017-2018**

**WELCOME**

Welcome to McCall Middle School and the start of the 2017-2018 school year. On behalf of the entire faculty and staff, I am delighted to greet the Class of 2024 who will be attending McCall Middle School for the first time as 6<sup>th</sup> graders. I am also pleased to celebrate the return of the classmates from 2023 and 2022 that comprise our 7<sup>th</sup> and 8th grade students. Additionally, I wish to extend a very special welcome to our students who are new to Winchester or new to our school.

The entire McCall community is looking forward to another great year of academic and personal growth, challenges, and accomplishments. Our entire faculty and staff work with students to achieve high academic and social standards as well as personal and community responsibility. With active parent participation, we work to make each day a positive experience for our middle school students. Personal and academic growth, as well as building skills in self-advocacy during the middle school years, will prepare students for high school and beyond. Our learning approach is to offer a balanced instructional program in a team setting that emphasizes academic integrity while making a connection with students as they continue to develop their social skills.

The real strength of our school is found in the strong core and exploratory educational programs that will be offered to students by a knowledgeable, caring, and experienced teaching staff. A large support staff (cafeteria workers, custodians, counselors, librarian/media specialist, nurse, administrators, secretaries, and special education personnel) stands ready to help students. During the 2015-2016 school year, we were able to offer an extensive list of extracurricular activities program, which included the following activities and clubs: 3D Fab Club, Anime Club, Art Club, McCall Buddies, Digital Photography Club, Global Concerns Club, Grade 6 Math Team, Grades 7 & 8 Math Team, Green Team, Heritage Singers, Homework Club, Intramural Athletics, Jazz Band, Mindfulness Club, Multicultural Club, Photography Club, Poetry Club, Rubik's Cube Club, Solo Vici, Student Council, Student Help Desk, Student Leadership Club, WHS Tutoring Program, & Yearbook Club.

We receive some funding for our extracurricular program through the school budget and raise funds for the remainder of the budget for this program. We work hard every year to raise the funds necessary to support these excellent programs for our students free of charge. In addition, the Winchester Recreation Department's Youth Center (located in the back of the building) will be open every day until 5:00 p.m. (3:00 p.m. on Early Release Days) for those students who choose to participate in this fee-based program.

Please review this handbook carefully, as it contains McCall Middle School's Statement of Purpose, expectations for students, and key policies and rules of our school. It is important that students and their parents and guardians are familiar with this information as it will help establish and maintain the positive learning environment that is so essential for a successful school experience. Working together, I anticipate that we will have a wonderful year of success and accomplishments.

**Students should return the completed and signed Student Handbook 2017-2018 Sign-Off sheet to their homeroom teachers indicating that they and their parents or**

**guardians have reviewed and discussed the contents of this handbook.**

Sincerely,  
Jorge S. Goncalves  
Principal

## Winchester Public Schools

### Mission

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

### Vision

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

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

### We Value ...

- Quality teaching by teachers who are passionate learners capable of inspiring and motivating students through their mastery of content and pedagogy and their joy for teaching and learning.
- The unique strength of every student – and we commit to nurture each as an individual and as a partner in learning.
- A rigorous and comprehensive academic program and the tools and materials to support it.
- Respect and sensitivity toward self and others.

- Rich interaction between students and teachers.
- An environment that promotes and cultivates a life-long love for learning.
- A positive school culture and a nurturing climate.

## FEDERAL LAWS GOVERNING STUDENTS' RIGHTS TO EDUCATION

Federal laws outline the rights of certain classes of students to an education. These laws are discussed briefly below. More detail governing these rights of students can be obtained in the principal's office.

**Homeless Students:** Every child without a permanent home has a right to the same appropriate public education as provided to all other children. A homeless child may enroll in school even though he or she does not have a permanent address.

**Title IX:** This law prohibits discrimination under any educational program or activity receiving federal aid on the basis of the student's gender. The district coordinator for Title IX is TBA.

**Section 504:** This law prohibits discrimination based upon any physical or mental handicap that substantially limits one or more major life activities, including but not limited to walking, hearing, performing manual tasks, learning, and working. The district coordinator for Section 504 is Ms. Carolyn Troy.

## NONDISCRIMINATION POLICY

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 Winchester 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 School 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, ethnicity, sexual orientation, or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, or disability, his or her complaint should be registered with the Title IX compliance officer.

## **STUDENT ACCEPTABLE USE POLICY**

### **Introduction**

This Technology Acceptable Use Policy for the Winchester Public Schools (WPS) is enacted by the School Committee to provide the parents, students, and staff of the Winchester School Community with a statement of purpose and explanation of the use of technology within the Winchester learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Winchester Public Schools.

Students and parents/ guardians as well as all staff members of WPS must also read and sign the accompanying Statement of Responsibilities.

### **Purpose**

The Winchester Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The Winchester Public Schools provides access to a wide range of information technology to support teaching and learning, and communicating and collaborating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

### **Implementation of this Policy**

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Winchester Public Schools as well as with applicable laws and this policy.

### **Definitions**

“Technology devices, digital resources, and network infrastructure” is defined as the Winchester Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and non published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning. “Devices” refer to district owned/leased, staff owned devices, and student owned devices.

### **Children’s Online Privacy Protection Act (COPPA)**

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s on- line privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on

December 19, 2012 that became effective on July 1, 2013.

Winchester Public Schools works diligently to comply with COPPA requirements. Winchester Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Winchester Public Schools will use an internal school district identification number to represent each student user.

## **Technology Related Services Provided by the Winchester Public Schools**

### What are Google Apps for Education?

Winchester Public Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Winchester Public Schools have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows users to easily share documents and files with teachers and other students, so users can turn in assignments electronically and collaborate on projects with classmates.

### **WPS Student Google Account Setup**

WPS student accounts are created using only student local identification numbers and year of graduation. The student's username is his or her local student ID such as 123456

#### Gmail

Gmail is the powerful email program that comes with Google Apps for Education. With Gmail users can communicate with staff and students within the Winchester Public Schools domain.

#### Google Calendar

Google Calendar allows users to maintain multiple calendars for all needs. Users can keep calendars private, or they can share them with others determined by the user. Users can also invite people to specific events on your calendar.

#### Google Drive

Google Drive gives all users unlimited cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

### **Google Drive includes, but is not limited to, the following programs:**

Google Docs - word processor similar to Microsoft Word

Google Slides - multimedia presentation tool similar to Microsoft PowerPoint

Google Sheets - spreadsheet program similar to Microsoft Excel

Google Forms - survey/data collection tool for creating forms and collecting data from an audience  
Google Drawings - simple graphic design program

### **Uses for Student Gmail**

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email regularly. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other

students to collaborate on group projects and assist with school classes.

### **Student Gmail Permissions**

Winchester Public Schools' Gmail system controls who can send and receive emails. WPS Students cannot send email to parent accounts or anyone outside of the Winchester Public Schools domain. All WPS students cannot receive email from outside of the domain.

Therefore, students should not use their WPS email for setting up accounts that need to be verified via email or receive notices via email (unless directed by faculty).

## **Student Emails to Staff**

Students are encouraged to email staff concerning school related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

## **General Email and Online Chat Guidelines**

Below is a general summary of guidelines related to email and any form of online chat or instant messages:

- Email and online chat are to be used for school related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

## **Content Filtering**

The Winchester Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Winchester Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Winchester Public Schools educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response.

WPS provides these educational opportunities as part of the Winchester Public Schools K12 Information and Digital Literacy Goals.

## **Monitoring**

The Winchester Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Winchester Public Schools network. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the Winchester Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Winchester Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Winchester Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Winchester Public Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Winchester School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the WPS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

### **User Access and Explanation of Guideline**

Access to information technology through the Winchester Public Schools is a privilege, not a right. Students, parents, and staff shall be required to read the WPS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Winchester Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web-enabled devices, and network infrastructure will be governed by the Winchester School committee disciplinary policies as outlined in the policy manual of the district and the student's school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

The Winchester Public Schools provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

### **Scope of Technology Policies**

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated

on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and the student management systems.

### **Expectation of Privacy**

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

### **Consequences for Violation of Technology Policies**

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

## **Unacceptable Uses of Technology Resources**

*Inappropriate technology use includes but is not limited to the following:*

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks. Accessing, modifying, or deleting files/data that do not belong to you. Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials. Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from Winchester Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources. Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote control software.
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.

*Saving inappropriate files to any part of the system, including but not limited to:*

- Music files
- Movies
- Video games of all types
- Saving offensive images or files
- Programs which can be used for malicious purposes
- Any files for which you do not have a legal license
- Any file which is not needed for school purposes or a class assignment.

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

### **Due Process**

The Winchester Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Winchester Public Schools administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit.

## **Winchester Public Schools Limitations of Liability**

The Winchester Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Winchester Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Winchester Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Winchester Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Winchester Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this WPS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Winchester Public Schools and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Winchester Public Schools network. Parents and guardians agree to reimburse Winchester Public Schools for any expenses or damages incurred in the use of district owned devices such as iPads in 1:1 school deployments. Parents and guardians will have access to optional third party insurance carriers.

### **Modification**

The Winchester School Committee reserves the right to modify or change this policy and related implementation procedures at any time.

SOURCE: WINCHESTER

LEGAL REFS: 47 USC § 254

CROSS REFS: IJND, Access to Electronic Media

*Winchester Public Schools would like to thank Burlington Public Schools for sharing their Acceptable Use Policy, adopted by Burlington School Committee August 20, 2013*

**STUDENT  
ACCEPTABLE USE  
POLICY**

**Student Expectations**

I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Winchester Public Schools and that Winchester Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

**Parent/Guardian Acceptable Use Signature**

Parent collaboration and consent working together is a crucial focus of Winchester Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful. As the parent or guardian of this student, I have read the Winchester Public Schools Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Winchester Public Schools, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to this Acceptable Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Winchester Public Schools and that Winchester Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Winchester Public Schools.

**Parent/Guardian Student Images for Educational Purposes**

Winchester Public Schools attempts to provide students with the best educational practices and resources. Winchester schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. The information, which may be released for publication, includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs and video recordings may also be taken during school activities for use on Winchester Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Winchester

Public Schools owns the photographs and video recordings and all rights to them.

\_\_\_\_\_  
\_\_\_\_\_  
Parent or Guardian Name **(please print)**

Student Name **(please print)**

\_\_\_\_\_  
\_\_\_\_\_  
Parent or Guardian Signature & Date

Student Signature & Date

I have read and understand the WPS Technology AUP.  
WPS Technology AUP.

I have read and understand the

**McCall Middle School**  
***Excellence in Every Classroom***

**McCall Middle School Core Values**

- Respect for self and others
- Service to others
- The learning-centered school
- Creative, independent, life-long learning

**INTRODUCTION**

This handbook contains the school's statement of purpose, key goals for students, policies, rules, and discipline policy – all of which are aimed at ensuring a safe, productive, and enjoyable environment for learning. Students and their parents or guardians are required to read and discuss this handbook, then sign and return the Student Handbook 2016-2017 Student & Parent/Guardian Sign-Off sheet.

**STATEMENT OF PURPOSE**

McCall Middle School is a community of learners committed to academic and personal growth. As educators, our purpose is to help you:

- Develop intellectually and socially as fully as possible.
- Think creatively and critically and solve problems constructively.
- Clarify and strengthen your goals and values.
- Develop self-discipline, personal responsibility, self-respect, and pride in your work.
- Master organization and time management skills.
- Develop your tolerance and respect for others, especially those who are different from you.

Why should these goals be important to you? Simply put, the more you learn and the more you are able to get along with different people at McCall, the better prepared you will be to:

- Further your own education and advancement in high school and thereafter.
- Create and take advantage of the many opportunities in your future.
- Work successfully on teams and with others in diverse workplaces.
- Be an independent, responsible, knowledgeable, and contributing citizen in our society.

To maximize your opportunities to learn and grow, we believe our school needs to:

- Be safe for all students.
- Have high expectations for everyone: students, teachers, and staff.
- Be challenging and rigorous to enable and stimulate each student to achieve his or her best.
- Offer varied and appropriate curricula for early adolescents, including opportunities for exploratory and hands-on learning.
- Provide academic and emotional support.
- Be a place for fun and enjoyment as well as learning.



## WHAT IS A MIDDLE SCHOOL?

As you settle into McCall, you will see that our school is designed for students your age. It is different from the elementary and high schools in a variety of ways.

First, you have a team of core teachers who work cooperatively to plan and integrate curricula, coordinate homework assignments and tests, and facilitate your learning. This should help to make McCall Middle School a more personal school for you.

Second, a major goal is to teach you how to learn. Your teachers will encourage and challenge you to think for yourself, learn the art of asking useful questions, seek answers on your own, and study more effectively.

Third, you will use several different approaches to learning, such as listening, reading, writing, creating things with your hands, and thinking to solve various problems. Sometimes you will learn from information your teachers give you, and sometimes you will work and learn on your own. At other times you will work in groups with your classmates.

McCall offers you many opportunities to expand your knowledge, develop new interests, discover new skills, build new friendships, and have fun. The time to explore and venture into new areas of learning is now. Make the most of it and enjoy your years at McCall!

## EXPECTATIONS FOR STUDENTS

McCall's teachers and staff expect and want students to grow during the years here academically, socially, emotionally, morally, and ethically.

### **Academic Growth:**

- Becoming an independent learner, a critical and cooperative thinker, and a problem-solver through a variety of challenging and interactive learning experiences.
- Developing skills in reading, writing, listening, and speaking.
- Developing skill in the understanding and use of mathematics, sciences, information management, and technology.
- Increasing an appreciation for the arts and for the aesthetic dimensions of every discipline.
- Developing good study skills and producing high quality schoolwork and homework, on time.
- Taking advantage of opportunities for self-evaluation, reflection, and planning.

### **Social and Emotional Growth:**

- Working effectively in a group.
- Dealing with challenges and successes as well as frustrations and disappointments.
- Relating well with many other people; exhibiting self-control, cooperation, good manners, respect, and tolerance for differences.
- Advancing and defending a personal point of view more effectively.
- Making healthy lifestyle choices that promote physical, emotional, social, and mental well-being.
- Strengthening a sense of civic responsibility and service to others.

### **Moral and Ethical Growth:**

- Practicing honesty, fairness, and trust.
- Recognizing, appreciating, and respecting differences in other people and the diversity in the school and world at large.
- Developing a sense of responsibility for oneself and others; accountability for one's

actions; and pride in one's skills, accomplishments, and work.

- Respecting the school environment and the personal and private property, including the work product, of others.

## GENERAL SCHOOL INFORMATION

**The Office:** Visitors to McCall will use the buzzer system at the front entrance of the school. Visitors should first press the blue button outside of the front door, look into the camera, and when prompted state their name and the reason for visiting before being allowed entry into the building. Visitors may also be asked to show identification. All visitors, including parents and 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. Visitors in the building without a visitor's identification sticker during the school day will be escorted to the main office.

**Parents and Guardians Visiting Teachers:** Parents and guardians who want to meet with a staff member should first make an appointment with that staff member. Upon entering the building, parents and 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. An office administrative assistant will notify the teacher of your arrival.

**Nurse's Office:** Students who feel ill or who have sustained an injury during the school day should go to the nurse's office. A student may be accompanied by another student. If necessary, first aid will be administered and parents/guardians will be contacted.

Note: Only the school nurse may dismiss a student for illness or injury.

Students who receive medications during the school day must first consult with the school nurse. Medications are to be kept in the original container in the nurse's office, and a signed permission slip must be on file. Self-administration of prescribed emergency medications such as an inhaler or Epi-pen is permissible on a case-by-case basis, upon review by the school nurse. The nurse's office can be reached at 781-721-7026 Ext. 1119.

**Parents/Guardians Bringing Student Items to School:** An important part of our job as parents and middle school educators is helping our students develop the key attribute of responsibility. This is an important challenge we face as adults who live and work with middle school children. With the importance of this challenge in mind, I request that you help your McCall student remember the main items he or she needs to take to school such as lunch, books, homework, instrument, appointment notices, etc. Please work with your child to develop strategies to insure that he/she brings all necessary materials (i.e. lunch, homework, charged Chromebook, etc.) to school daily. Parents are discouraged from bringing these items to school for their children.

If a parent does bring an item to school, we will not be using the Public Address System to call students to the office. There are three bins located in the main office labeled Grade 6, Grade 7, & Grade 8. If a parent/guardian is dropping off an item for their child, we ask that the child's name be written clearly on the item and the item be placed in the appropriate bin. Students should check the bins between classes if they are anticipating someone bringing something to school for them. Your support in this regard will be most appreciated.

**Elevator Policy:** Students must obtain an elevator key from the nurse in order to be able to use the elevator. A note from the parent/guardian or physician is required. The student is expected to return the elevator key to the nurse once he or she no longer needs to use the elevator and will be responsible for the replacement cost of any lost key. A student who needs help in carrying school materials may be accompanied by one other student.

**Physical Education Policy:** Notes from parents/guardians are required in order for a student

to be excused from Physical Education class. If a student will be excused for a period exceeding two consecutive physical education classes, authorization from a physician will be required. Physical Education excuses from a physician should be delivered to the nurse at the start of the school day and should include the number of days that the student will not be able to participate in Physical Education or specify the extent to which the student may participate in Physical Education classes.

**School Property Policy:** The staff, especially the custodial staff, work very hard to keep the building clean and to maintain school equipment in good working order. Students have the responsibility to respect and protect all school property and spaces including, but not limited to classrooms, bathrooms, hallways, cafeteria and outside areas, and all furnishings. Do not litter or damage anything in or around our school premises.

**Lockers:** At the beginning of each school year, students will be assigned a locker. Students must keep the locker combination confidential to ensure that belongings will be safe. The school is not responsible for the loss or theft of items in lockers. If a student forgets the locker combination or has a broken locker, he or she can speak to a secretary in the main office.

Students having difficulty opening their locker are encouraged to ask a staff member for help. Lockers should be locked at all times in order to keep personal possessions safe and secure.

The same guidelines apply to gym lockers assigned to 7th and 8th graders.

Lockers can be decorated with removable items but no tape, stickers, or permanent markers may be used. Lockers are the property of McCall Middle School and are subject to inspection by the administration with or without notice.

**Search and Seizure:** School officials may search a student when they have reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may include, but are not limited to, clothing, bags, lockers, personal computers, cell phones, school-issued network accounts, or school-issued email accounts.

- Members of the administrative team or their designees will be responsible for conducting all searches.
- Evidence and items found during the search may be held by the school until turned over to the police or returned to the student or a parent/guardian.
- A warrant is not required for searches of students suspected of violating a school rule or criminal statute.
- Following any search, parents/guardians will be notified.
- Students who refuse a search may be suspended pending a meeting with their parent/guardian.

**Backpacks:** A backpack may be used to bring books and other items to and from school.

Bags, including rolling backpacks, must be stored in the student's locker during the school day.

**Phone Use:** With permission of the classroom teacher or office staff, a student may use a classroom phone or office phone.

**Cell Phone Use:**

Students are not permitted to use their cell phones during the school day unless part of a learning activity directed by a teacher. Prior to homeroom each morning, students must turn

off their cell phones and secure them in their lockers. If a student is found possessing or using a cell phone, he or she will be required to turn the item over, and the student's parent or guardian will be notified and required to come in to pick up the item. Repeat offenders may be required to turn their phone into the main office at the start of each school day.

**Passes:** Students who leave a class must sign out/in on the Sign-In/Sign-Out log located in the classroom. In addition, students will be provided a pass by their teacher to carry with them or will need to complete the Hall Passport section of their agenda planner. Students should never be out of class without a pass.

**Lunch Program:** The cafeteria is open every full day school is in session and it is supervised by staff members. Parents/Guardians and their child should review the POS System details mailed during the summer. Parents/Guardians may update their child's lunch account by visiting the website [payforit.net](http://payforit.net). Drink-only purchasers may move to the front of the line. Students are expected to eat lunch in school.

Students are expected to behave appropriately, use good table manners, and keep the cafeteria clean. When necessary, the lunchroom supervisors may assign students to sit at identified tables. Before leaving the cafeteria, all debris on, under, and around tables and benches is to be thrown out in the appropriate barrels.

#### **Lunchroom Guidelines:**

Students are expected to adhere to the following lunchroom guidelines:

1. Enter quietly and WALK to your table.
2. Treat food service staff, lunchroom monitors, and custodial staff with respect.
3. Do not push or cut in line.
4. Speak at a conversational level.
5. Remain seated, eight per side, and use appropriate table manners.
6. Students should not visit other tables during lunch.
7. When announcements are being made, stop talking, look at the speaker, and attend to what is being said.
8. Keep your table and immediate area clean, placing litter and recyclable items in the receptacles provided.
9. At the end of lunch exit the cafeteria quietly so as not to disrupt the learning of other students throughout the school.

#### **Possible consequences for violation of lunchroom behavioral guidelines:**

1. Reminder of behavioral expectations from lunchroom monitor
2. Reassigned seating
3. Lunch detention in main office
4. Conference with parents/guardians

Additional guidelines will be shared the first week of school by the lunch supervisors.

**Lost and Found:** Lost and found boxes are located in the cafeteria, in the main office, and outside the PE locker rooms. Students who have lost an item are encouraged to check these locations. Students should PRINT their name in all books and on any item that is brought to the school.

**End of School Day:** The regular school day ends at 2:15 p.m. At that time, all students are expected to vacate both the school and school grounds, including Manchester Field and

Knowlton Stadium, unless they have made arrangements to meet with a teacher or are participating in a supervised activity.

**School Bus:** Students in grade 6 who live two miles or more from school are eligible for a free bus pass to ride the regular school bus. All passes to ride the bus are issued by the school district's business office (721-7001). Students must present the appropriate bus pass to the driver in order to board the bus. Drivers have been instructed not to let any student on the bus without a pass. To avoid suspension of bus services, all students must obey school bus safety regulations while boarding, riding, and exiting school buses.

Parents should refer to the transportation section in the school district's websites for specific information about student transportation at <http://www.winchesterps.org/>

**Bicycles:** A student may ride a bicycle to and from school. A protective helmet must be worn while riding to and from school. Bicycles must be LOCKED in the racks provided. At dismissal time cyclists must wait until all school buses have vacated the parking lot before riding their bikes. Students should walk, not ride, their bikes on the sidewalk. Students who violate these safety rules may be prohibited from riding bikes to and from school. Upon entering school grounds, cyclists should WALK alongside their bike on the sidewalk and lock their bike in the bike rack.

#### **Drop-off and Pick-up Safety Reminders**

The streets around McCall are congested at drop off and pick up times. We ask that all individuals who drive students to or from school use extreme caution when driving on or near school premises. Remember that the both the side and rear parking lots are for buses and staff parking only.

#### **Parents should not drop off or pick up students in either the side or rear parking lots.**

Furthermore, parents/guardians are encouraged to not drop off their children directly in front of the school to avoid congestion. There are identified remote drop-off locations that students are encouraged to use; map may be found at the end of this handbook.

**Drivers should always be alert for pedestrians, students on bikes, buses and other cars. Please be mindful of the safety concerns and use sidewalks and crosswalks appropriately.**

## **ATTENDANCE, TARDINESS, ABSENCES, AND DISMISSALS**

### **MIDDLE SCHOOL STUDENT ATTENDANCE POLICY**

It is important for the continuity and consistency of education that absence from school is kept to a minimum. Chapter 76, section 1 of the Massachusetts General Laws requires all children between the ages of six and sixteen to attend school. A school district may excuse up to seven full-day sessions or fourteen half-day sessions in any period of six months.)

**Attendance:** If a student will be absent or tardy, a parent/guardian must call the school at **(781) 721-7044 Ext. 1** and provide the student's name, grade, and reason for the absence or tardiness. This call should take place before 7:45 a.m. on the day of the absence or tardiness. Absences due to personal illness, death in the family, observance of religious holidays, emergency medical or dental treatment, or other serious emergencies are considered excused. Parents are requested to schedule appointments for physicians, dentists, or special lessons after school hours. Students who have been absent during the school day may not

participate in after-school or evening activities.

Parents/Guardians are strongly discouraged from planning family vacations when school is in session as vacations are considered unexcused absences. In addition to compromising the attendance law, unexcused absences interrupt the educational process of each course in ways that make-up work cannot reverse. Classroom instruction, activities, and experiences cannot be replicated and it is not incumbent on teachers to do so for unexcused absences. It is at the teacher's individual discretion to determine a feasible plan for the missed instruction. If these arrangements are not completed, the student will not receive credit for the work missed. A copy of the current school calendar can be found on the school website and at the beginning of this handbook.

**Student Absence Notification Program:** Absences due to personal illness, death in the family, observance of religious holidays, emergency medical or dental treatment or other serious emergencies are considered excused absences. Absences for recreational and vacation purposes will be recorded as unexcused absences and the parent/guardian must notify the principal in writing at least one week in advance of the absence to [jgoncalves@winchesterps.org](mailto:jgoncalves@winchesterps.org)

**Call to Parents and Attendance Plan if Needed:** Parents/Guardians must furnish the school with a home, work, or other emergency telephone number where they can be contacted during the school day. Parents/Guardians will be contacted as soon as practical and in any event within three (3) days of the student's absence if a parent or guardian has not contacted the school regarding an absence. When a student has missed two or more classes/periods (unexcused) or has five or more unexcused absences in the school year, the parents/guardians will be contacted and a meeting will be scheduled with the 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 remedy the causes of a student's absences.

Please note: For chronic tardiness or absenteeism, parents/guardians may be asked for medical documentation.

**Make-up Work for Excused Absences:**

- Students will be allowed to make up work after an excused absence.
- Students excused from class for extracurricular activities and field trips must get assignments from the teacher prior to the absence so that all work can be turned in on the date due.
- No credit will be given for work not turned in or made up within the time prescribed by the teacher.
- If a student is absent on the day of an exam or when a major paper or project is due, the student must be prepared to meet the obligation upon return to school.
- Students receiving an incomplete grade on the report card because of excused absences will be given until the midpoint of the next marking period to make up the work. Failure to do so will result in a failing grade for the assignments not completed.

Students who are suspended from school will be given the opportunity to make up work as needed to make academic progress, including making up homework, tests, quizzes, etc. that were due during the period of suspension. When a student is suspended for ten consecutive

days or less, it is the student's responsibility to get the work from the teachers and it is the student's responsibility to do the work. The teacher will determine when the work is due, with a maximum of five school days allowed for the make-up. If the student is excluded from school for more than ten (10) consecutive days for any reason, the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan and will be so informed at the time of the suspension.

**Make-up Work for Unexcused Absences:**

- Students will be allowed to make up work after an unexcused absence.
- Teachers are under no obligation to provide students' work before an unexcused absence.
- It is at the teacher's individual discretion to determine a feasible plan for the missed instruction.
- No credit will be given for work not turned in or made up within the time prescribed by the teacher.
- If a student is absent on the day of an exam or when a major paper or project is due, the student must be prepared to meet the obligation upon return to school.

**Homeroom:** Every day will begin with a five-minute homeroom period. Students will be dismissed from their homeroom to begin the day's instruction. At times, homeroom period may be extended.

**Early Arrival:** Students may arrive at school as early as 7:00 a.m., but those arriving before 7:30 a.m. must report directly to the cafeteria or to a teacher they have prearranged to meet. Breakfast is available for sale in the cafeteria from 7:00 a.m. through 7:30 a.m.

**Punctuality:** The school day officially begins at 7:45 a.m. Students are considered tardy if they are not seated in their homeroom by 7:45 a.m. It may be helpful to plan to arrive by 7:30 a.m. to ensure punctuality.

**Tardiness:** Any student not seated in his or her homeroom by 7:45 a.m. must report to the Main Office and exchange a note of explanation (signed by a parent or guardian) for a tardy slip. Excessive tardiness places a student at a great disadvantage and disrupts the learning environment. A student may be tardy **six times** (this includes BOTH excused and unexcused) in any **semester**. If a student is tardy a **seventh** time during the **semester**, he or she will have an after-school detention assigned by an administrator. **Any subsequent tardy in that semester will result in an additional detention.** At that time, the parent/guardian may be asked to come to school with the student to meet with the administration. A student who is tardy seven times during the **semester** may be placed on School Probation (see page 31).

**Dismissals:** A student may be dismissed for reasons of illness, injury, or urgent medical appointments. Students intending to be dismissed must bring a note to the Main Office prior to homeroom. The note should be written and signed by a parent or guardian requesting early dismissal. The student will receive a dismissal slip to present to his or her teacher at the time of dismissal. Work missed should be made up as soon as possible and at a time convenient for both the student and teachers.

Parents/Guardians must come to the Main Office to escort their children from the school premises. In the case of dismissal due to illness or injury, parents/guardians must meet their children in the Nurse's Office.

Please Note: Students cannot be dismissed during the school day unless met by a parent,

guardian, or other authorized adult. A student may not leave the building on his or her own.

### **ACCOMMODATION FOR RELIGIOUS AND ETHNIC OBSERVANCES POLICY**

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

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

SOURCE: Winchester

Legal Ref: M.G.L. Ch. 151C, Sec. 2B

Cross Refs: IMD – School Ceremonies and Observances

JH – Student Absences and Excuses

JH-E – Excused Absence Guidelines

JI – Student Rights and Responsibilities

Winchester Multicultural Network Publication – Accommodating Our Religious Holiday Observances – “A Learning Tool”

ADOPTED BY SCHOOL COMMITTEE: June 16, 2016

AMENDED BY SCHOOL COMMITTEE: March 22, 2016

### **ACADEMIC PROGRAM**

**Homework Policy:** Homework is an important component of being a successful student at McCall Middle School. Students should expect to receive daily homework assignments in their core classes. Homework is meant to foster student initiative, enrich classroom experiences, reinforce concepts, enhance learning skills, promote personal responsibility, and inspire students to work together with their teachers to become the very best students they can be.

During the school year, students will be given a broad variety of daily, short-term, and long-term assignments. Homework assignments will vary from week to week. The time needed to complete assignments will vary from student to student. Plan to allow a block of time each day in order to complete assigned work. At the start of the school year, set up a distraction-free study environment. We believe that the student, teachers, and parents must support each other in making sure that assignments are understood, that lines of communication remain open, and that adequate time is allowed each day to complete homework assignments.

McCall Middle School teachers use a grade-leveled team approach. Teachers work together and communicate regularly to plan the academic calendar to avoid excessive overlap of tests, quizzes, and long-range projects. It is recommended that students allow the following amount of time to complete daily homework assignments:

- 6<sup>th</sup> Grade- 1 to 1 1/2 hours
- 7<sup>th</sup> Grade- 1 1/2 to 2 hours
- 8<sup>th</sup> Grade- 2 to 2 1/2 hours

If a student frequently spends more than this amount of time completing homework assignments, he or she is encouraged to speak with teachers or talk with their guidance counselor. Additional support may be needed. When to “draw the line”: If a student is not able to complete a nightly homework assignment, a parent/guardian may intervene and choose to draw a line to indicate the point where a student had to end working on it. The date, time, explanation for the incomplete assignment, along with the parent signature should be written at the top of the page. Completing the assignment will be subject to the teacher’s discretion.

## **HOMWORK GUIDELINES**

### **Students agree to:**

- Come to school each day with completed homework assignments.
- Work with parents to set up a focused, quiet, and distraction-free location to do homework.
- Do their own work.
- Complete homework that is neat, timely, and accurate.
- Follow teacher guidelines that are given. If they aren’t clear, please ask for clarification.
- Use classroom support tools such as Aspen, teacher and team websites, agenda planner, and weekly online calendars to assist in staying in step with current assignments, deadlines, and announcements.
- Make individual arrangements with teachers to complete all required tests and homework in a timely manner.
- Understand that homework is an important component in being a successful McCall Middle School student.

### **Parents/Guardians agree to:**

- Be knowledgeable of what’s being asked of their child and assist them by providing necessary school supplies and providing a quiet, distraction-free study area.
- Encourage their child to do his or her own work. Do not do the work for them.
- Check Aspen periodically for information regarding their child’s progress.
- Use the tools available at McCall to help their child succeed: subscribe to the school newsletter, record teachers’ e-mail addresses, attend parent/teacher conferences, and refer to the team/teacher websites regularly.

- Maintain an open line of communication with their child's teacher.
- Contact the teacher or guidance counselor if their child has frequent need for additional support in meeting homework requirements.
- Notify the school if their child must be absent so that missed homework can be provided; please see Attendance policy in this handbook.

**Teachers agree to:**

- Give homework assignments that will not exceed the recommended grade-level range of time needed to complete the work.
- Provide classroom homework guidelines to parents and students at the start of the school year along with contact information and curriculum support materials.
- Assign homework that is meaningful, enriching, and related to the classroom curriculum.
- Provide a balance between short-term and long-range assignments.
- Provide written instruction for long-term and complex assignments.
- Not assign homework during vacation periods or over legal holidays.
- Not assign homework that interferes with the observance of district approved religious holidays.
- Give clear directions/instructions for homework assignments and allow students time for questions and/or clarification of assignments.
- Encourage a student buddy system for homework support.
- Work with students to complete missed required homework/tests due to absence, illness, or scheduling conflicts.
- Maintain communication with parents throughout the school year (via Aspen, team website, school newsletter, email, phone,) to inform them of student progress, upcoming events, performance tracking, etc.
- Offer organizational assistance to students as needed to enhance study skills, test preparation, and project completion skills.
- Not give assignments over weekends that are longer than one daily assignment.

**Group Projects:** Students can benefit from the collaborative aspect of group projects. It is understood that the collaborative part of a required group project must take place during the school day.

If a teacher feels that a component of the collaboration should take place outside of school, the teacher must notify parents prior to the start of the group project. Parents may request that their child work individually rather than in a group.

**Grading System:** A report card will be provided for students and their parents at the end of each quarter and trimester. At the midway point in the trimester, Progress Reports will also be available through EdLine for all core academic subjects.

Letter grades are as follows:

- |                        |              |
|------------------------|--------------|
| ● Superior Achievement | A (90-100)   |
| ● Good to Excellent    | B (80-89)    |
| ● Average              | C (70-79)    |
| ● Below Average        | D (60-69)    |
| ● Failing              | F (below 60) |
| ● Incomplete           | INC          |
| ● Pass                 | P            |
| ● Medical Excused      | M            |

A “+” mark indicates the upper end of the numerical equivalent (for example, B+ = 87-89, inclusive). A “-” mark indicates the lower end of the numerical equivalent (for example, B- = 80-82, inclusive).

Effort and behavior evaluations are as follows:

- None Normal Development
- 1 Attitude/behavior needs improvement
- 2 Attitude/behavior unsatisfactory
- 3 Effort needs improvement
- 4 Effort unsatisfactory

**Academic Honor Roll:** Students will qualify for High Honors if they receive four A’s (or A-’s) and one B- or better in all core courses carried. Students must also receive a passing grade in those courses marked on a pass/fail basis. Students only carrying four core courses must receive four A’s (or A-’s) in those subjects for High Honors. However, students in a special course of study approved by the administration may achieve High Honor Role status with three A’s (or A-’s) and one B- or better in all core courses carried. These students must also receive a passing grade in those courses marked on a pass/fail basis.

Students will qualify for Honors if they receive B-’s or better in all courses carried and passing grades in those courses marked on a pass/fail basis. Students receiving a 2 or a 4 (attitude-behavior/effort designation) with any of their grades will not be eligible for Honor Roll.

**Final Exams:** All students at McCall will take a final exam or participate in a culminating project. These exams and projects are designed to help prepare for such exams and projects in the future and to demonstrate how well the curriculum has been mastered.

Exams and projects must be given in English, foreign language, math, science, and social studies and may be given in other areas. The exam or project itself will count towards 10% of a student’s final grade, except in Grade 6 where the exam or project will be incorporated into the Trimester 3 Grade.

**Study Hall:** All study halls are conducted in a quiet atmosphere so that students have the assurance of being able to concentrate. Students are expected to have all study materials with them, arrive on time, and begin work immediately. Students that do not have any assignments to complete must make sure they bring some school-appropriate reading material with them.

**Cheating:** Giving or receiving unauthorized information during a test, or copying another student’s homework or another student’s work will result in a zero (0) and the parents/guardians will be contacted. Infractions may result in suspension from school and exclusion from the Honor Roll.

**Promotion Policy:** In order to be promoted a 6th grade student must achieve a passing end-of-the-year grade in English and a passing end-of-the-year grade in two out of three of his or her other major courses (math, science, social studies).

In order to be promoted from Grades 7 and 8 a student must achieve a passing end-of-the-year grade in English, and a passing grade in three of four of his or her other major courses (math, science, social studies, foreign language).

**Access to Student Records by Non-Custodial Parents:** Since 1998, Massachusetts law (General Laws, Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more

information, please contact the school principal.

## **STUDENT SUPPORT SERVICES**

**Extra Help:** Extra help is available and students are encouraged to take advantage of it. Teachers will tell students when they are available; it may be before or after school. Sometimes they will set a specific time to meet with the student because they are aware that he or she is having difficulty with some of the work. Sometimes the student will have to take the initiative and let the teacher know help is needed.

**Parent/Guardian Conferences:** Parents/Guardians will have an opportunity to meet with their child's teachers during the January conferences. These conferences are scheduled during four early-release days in January. However, if at any other time during the year parents would like to meet with a teacher or team to discuss their child's progress, they may contact the teacher or guidance counselor to set up a time to meet.

**Guidance:** Guidance counselors respond to a wide variety of issues. The counselors work with teachers, students, and parents regarding academic scheduling and school related concerns. Students are welcome to stop by anytime to make an appointment with their guidance counselor. The best time to make an appointment is between classes or before or after school. Parents are also welcome to call and make an appointment as needed.

**Library:** The library is an area for quiet study, research, and reading enjoyment. Students may use the library during class time with the permission of library staff and a pass from their classroom teacher. Books are signed out for two (2) weeks and may be renewed. Students are responsible for either returning all borrowed library materials or paying for lost library items.

**School Social Worker:** The McCall social worker provides supportive counseling to individuals and small groups of students with social or academic concerns. The social worker also facilitates home-school communication to help assure the success of students at McCall.

**Special Education:** Winchester Public Schools has a range of special education and related services available for students who have been identified as having special education needs. Students are identified through an evaluation process set forth in Chapter 766 and related federal laws. Students not eligible for services under Chapter 766 may be eligible for accommodations under Section 504. Parents or teachers may initiate a referral for a special needs evaluation for a student at any time.

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

**Notification of Non-Discrimination Policy:** The Winchester Public Schools prohibits discrimination on the basis of a handicap condition and will not exclude such person from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program which receives Federal financial assistance (43 C.F.R. § 104.4). Winchester Public Schools has the responsibility to identify, evaluate - and if the child is determined eligible under Section 504 - to afford equal access and opportunity to receive all appropriate educational services.

**What to do if you disagree with the school's determination?**

If the parent or legal guardian disagrees with Section 504 Team determinations or related actions made by the Winchester Public School professional staff, he or she has a right to a meeting to reconsider these determinations and 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:

Ms. Carolyn Troy  
Administrator of Counseling, Health, and Wellness  
40 Samoset Road  
Winchester, MA 01890  
Telephone: 781-721-7000

You are also entitled to pursue a remedy through the USDOE located at:

Office for Civil Rights  
New England Office  
U.S. Department of Education  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
Telephone: 617-289-0111  
TDD: 877-521-2172

<http://www.hhs.gov/ocr/office/file/index.html>

**Parent and Student Rights under Section 504**

1. To take part in and receive benefits from public education programs without discrimination due to handicapping conditions.
2. To have equal opportunity to participate in non-academic and extracurricular activities

offered by the district.

3. To receive education in facilities comparable to those provided with non-handicapped students.
4. To be advised of your rights under federal law.
5. To receive notice with respect to a specific change in the placement of your child.
6. To receive all information in your native language and primary mode of communication.
7. To have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student.
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 amount of 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. To 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 in your claim.

### **Section 504 Grievance Procedures**

It is the policy of Winchester Public Schools not to discriminate on the basis of disability. Winchester Public Schools has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. 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. It is against the law for Winchester Public Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

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 and contain 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.

Winchester Public Schools will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings.

**Contact Information:**

Ms. Carolyn Troy  
Administrator of Counseling, Health, and Wellness  
40 Samoset Road  
Winchester, MA 01890  
Telephone: 781-721-7000

**SPECIAL PROGRAMS AND OFFERINGS**

**Dance/Activity Nights:** Dance/Activity Nights for all students have been scheduled for the school year. The activities are planned by students under the guidance of the Student Council and are held on Friday evenings with faculty supervision. Activities include dancing in the gym and use of Youth Center facilities. Dance/Activity nights take place from 7:30-9:30 p.m..

Students are expected to stay the full time unless they are picked up by a parent or guardian who must enter the school and speak to an activity supervisor. Parents/Guardians should pick up their child promptly at conclusion of the event. Dance/Activity Nights are for McCall students and for middle school students who live in Winchester but attend school outside of Winchester. Students who do not attend McCall but wish to attend a McCall School function must have their parent/guardian contact the McCall Middle School administration. Students must be in school during the day to attend a Dance / Activity Night.

**EXTRACURRICULAR ACTIVITIES**

**Intramurals:** The Intramural Program provides an opportunity for the athlete and non-athlete alike to participate in a variety of physical activities offered throughout the year.

**Activities and Clubs:** In addition to the intramural program, a number of clubs meet after school during the year. The extracurricular activities available to students during the 2016-2017 school year were as follows: 3D Fab Club, Anime Club, Art Club, McCall Buddies, Digital Photography Club, Global Concerns Club, Grade 6 Math Team, Grades 7 & 8 Math Team, Green Team, Heritage Singers, Homework Club, Intramural Athletics, Jazz Band, Mindfulness Club, Multicultural Club, Photography Club, Poetry Club, Rubik's Cube Club, Solo Vici, Student Council, Student Help Desk, Student Leadership Club, WHS Tutoring Program, & Yearbook Club. An updated list of 2017-2018 clubs and activities will be made available by the beginning of October. This list will be posted on the McCall website.

Students interested in setting up a club in a particular field of interest should contact the advisor of the student council. Students must be in school during the day to participate in any

extracurricular activities after school or in the evening.

The running of intramurals and clubs offered in the activity program will be dependent upon available funds and level of participation.

**Field Trips:** Students at McCall will have the opportunity to take part in a number of field trips subject to parent permission and school approval.

In order for a student to maintain field trip eligibility, he/she must consistently demonstrate:

- Good attendance. This refers to both absences, lateness to school, and early dismissals
- Respectful behavior in class, during passing time, at lunch, on school grounds and at any school related event.
- Academic effort

All out-of-state field trips require School Committee approval. Each student participating in these trips must pay his or her own way, but financial aid will be made available to parents/guardians as needed. If a student intends to participate in a field trip that will result in missed class time, he or she is responsible for completing all missed work from his/her teachers and complete those assignments on the due date determined by the teachers.

Assignments not completed on or before the due date may result in no credit or a grade of zero. All McCall rules contained in this handbook must be adhered to when students attend field trips.

### **Athletics Concussion Policy and Student Athlete Responsibilities**

The School Committee voted an Athletics Concussion Policy. The first paragraph of the policy outlines the requirements and individuals affected by the policy.

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

### **Athletic Concussion Regulations (JJIF-R)**

The Athletic Concussion Regulations, approved by the School Committee, include the following Student Athlete Responsibilities (Section X):

1. Complete district concussion test prior to participation in athletics.

2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/or school nurse.
5. Follow recovery plan ordered by your physician.
6. Tell your teachers if you are having difficulty with your classwork.
7. See the athletic trainer and/or school nurse if there is a reoccurrence of symptoms.
8. Return to sports only when cleared by physician and the athletic trainer.
9. Report any symptoms to the athletic trainer and/or school nurse and parent(s) or guardian(s) if any occur after return to play.
10. Return physician's medical clearance document to school nurse prior to return to play.
11. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

The regulations also include the following parent responsibilities (Section IX):

1. Complete and return concussion history form to the athletic department with the pre-participation form.
2. Inform school if student sustains a concussion outside of school hours and provide medical documentation.
3. Complete a school-based or online training provided by the school on concussions and return certificate of completion, with the pre-participation form, to the athletic department.
4. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician symptoms that may include but not be limited to:
  - A. Loss of consciousness
  - B. Headache
  - C. Dizziness
  - D. Lethargy
  - E. Concentrating
  - F. Balance problems
  - G. Answering questions slowly
  - H. Difficulty recalling events
  - I. Repeating questions
  - J. Irritability
  - K. Sadness
  - L. Emotionality
  - M. Nervousness
  - N. Difficulty with sleeping
  - O. Nausea and vomiting
5. Encourage your child to follow concussion protocol.
6. Enforce restrictions on rest, electronics, and screen time.
7. Reinforce recovery plan.
8. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

### **学生行为守则**

**行为准则:** 以下概述的行为准则是为了确保McCall中学持有的理念和目标得到体现而制定的,

并确保为学生和学校员工提供一个有**安全感和受到保护**的环境。这些行为准则的目的是为了培养一个尊重自己和他人的环境，以帮助我们的学生成长为自律，负责和可以依赖的个人。我们McCall社区希望通过拟定明确的，公平一致的标准和行为后果的方式实现这一目标。

我们制定的行为规则和程序最基础的原则包括**自愿承担后果，持有尊严，保持诚信，对人公正诚实，持有正义，尊重他人和负责任。**

- 每个学生应该对其同学，老师和其他工作人员保持尊重和礼貌。不可接受的行为包括但不限于：粗鲁，粗俗或不恰当的语言或手势；使用贬低的语言，戏弄他人和拒绝遵守由老师或其他在校工作人员（包括教学支持人员和成年志愿者）向其提出的请求。
- 在校学生应**遵守所有学校政策**，其中包括“可接受的计算机使用政策”以及“可接受的个人衣着政策”。
- 在教室，走廊，体育馆和礼堂禁止吃糖果和食物以及喝除了装在透明瓶子里的矿泉水以外的任何饮料。在McCall是不允许嚼口香糖的。
- **骚扰，欺凌和报复他人是不被允许的。**有关的具体信息，请参阅第33页的“反欺凌政策”和第35页上的“反骚扰和保护民权政策”。
- **攻击同学或教职员是不被允许的。**这不仅包括不受欢迎的，冒犯性的接触，也包括这种接触造成的直接威胁。
- **参与或挑起斗殴是不被允许的。**这包括了游戏性的摔跤以及报复性质的打架。
- **喊叫，扔东西或者造成扰乱是不被允许的。**
- **损坏学校财产是不被允许的。**确保走廊，上锁橱柜和教室干净整洁。不得损坏学校电脑，书桌，上锁橱柜，书籍或其它物品。
- **偷窃，说谎，作弊，赌博，迟到，逃课和回避留校惩罚都是不被允许的。**以上行为可能导致很严重的后果。
- **向学校带入禁止的物品是不被允许的。**
- **学生持有以下危险物品是不被允许的：**武器，刀具（包括多功能刀和各种小刀），尖锐物品，包括栓钥匙的和腰带式的钱包金属链，激光笔，爆竹或者其他爆炸物品，打火机，火柴和臭弹。

以及没有包括在上面的任何有可能危害另一名学生的安全，自尊或学习过程的行为也会导致相应的纪律处分。

**个人外观以及着装：**学生的外观和着装应该和我校的价值观和要求相适应。你的着装和外观不应该扰乱学校的业务或教育过程的有序进行，也不应对学校任何成员的健康和安全构成威胁。“对于个人外观和着装规定”不仅适用于上学日，而且适用于所有与学校有关的活动，如舞会/活动之夜和其它的课外活动。

你的着装应该允许自身灵活自如的进行全方位的运动，包括坐，弯曲，伸展，跑，而不是由于衣着的限制而需要不断的调整。用其它方式来说，你的着装不应该引起分心或走意。在McCall中学不被允许的着装包括以下几种：露脐的，可露出内衣裤/肩带的，非常紧的，透的衣服，开口很大的上衣，露背装，桶状胸围，紧身无袖肩带装，低腰裤，超短裙/裤；或者是其他形式的暴露的，或者被看作有裸露或暴露倾向的，或者是睡衣衣裤式的着装。

袖口不能低到可以看到身体部位。短裤或者裙子要达到你的大腿中部。

你的着装不能带有任何宣扬以下思想的徽章或者标语：酒精，毒品或烟草，种族或种族诽谤，暴力，同性恋恐惧症，沾污神圣不敬，性别偏见，或其它在McCall不允许的任何非法活动。在学校不允许戴帽子或者其他头饰（箍发带除外）。

出于安全着想，我校强烈要求学生避免穿着不跟脚的鞋，其中包括高跟鞋。比如：没有后系带的拖鞋和凉鞋，或者不系带的运动鞋。

如果发现某学生穿着不符合要求，学校的行政处会要求该学生换成或由学校提供的适当的服装或由家长带到学校的服装。

我们建议每个学生在自己的上锁橱柜里放一套适合在学校穿着的衣物以防万一。

## 纪律处分

Winchester的所有公立学校都将会在一定程度上采取所谓的渐进纪律惩罚系统。渐进纪律惩罚系统是指惩罚的程度会由于某学生屡次触犯条款而逐渐加重。特定违规行为的后果将取决于各种因素，包括违规的严重程度和性质，以及该学生以前的纪律史。例如，某学生的第二次和随后的违规行为可能比第一次违规时候受到更为严重的惩罚。纪律处分的例子包括但不限于：

- 1. 上学前或放学后的留校惩罚：**学生可以受到由教职员，副校长，校长等给予的留校惩罚，该惩罚的天数可由给予惩罚的教职员或者管理人员斟酌后决定。如果该学生由于其他重要的事情比如看医生等不能当日留校，其可以在与授予该留校惩罚的老师或者管理人员讨论之后，在第二日进行留校的惩罚。如果该学生被要求在触犯纪律的同一天接受留校的惩罚，老师或管理员将允许该学生在留校之前打电话通知家长让他们知道他/她的下落。如果某学生没有在规定的时间内出现，他/她有可能受到被停课惩罚。
- 2. 和家长的座谈：**副校长，校长或任何在校教职员可能要求该学生让他/她的父母或监护人联系学校办公室进行电话或当面会谈。该会谈可以有以下人员出席：校长，副校长，要求召开该会议的教职员，学生家长和本学生自己。
- 3. 星期六的留校惩罚：**某学生可以受到由副校长或校长酌情后进行星期六的留校惩罚。
- 4. 社区服务：**在校长或副校长的酌情考虑之后，某学生除了受到停课的惩罚之外，另一种惩戒的方式是参加不同的社区服务活动。这些活动包括但不限于：放学后打扫卫生，在主办公室帮忙，或者是和其它的社区机构合作。
- 5. 留校察看：**留校察看包括对该生行为的监控和对其可参加的学校活动进行限制。正常的留校察看日期是2周。在此期间，该生是不准参与任何校外活动的，包括晚舞会或者是其它学校举办的晚间活动。当然，如果情况允许，该生有可能受到更长时间的留校察看处分。留校察看可有校长或副校长加以决定。
- 6. 在校性质的停课处分：**在副校长或校长的酌情考虑时候，某生可以受到停课（一节或者更多节课）的处分。在此期间，该学生将在呆在主办公室里。
- 7. 校外的停课处分：**在McCall中学，校外的停课处分是被认为很严重的惩罚。可能造成校外停课处分的行为包括打架之内的暴力行为，威胁他人，侵犯他人民事权利，携带危险武器，破坏行为，偷窃，伪造等等。其他的可能受到处分的行为还包括拒绝遵守教职员老师的请求，对他人使用亵渎或淫秽的语言或手势，逃学，作弊，吸烟，使用辱骂语言和蔑视权力等等。当某个学生受到校外停课的处分时，他/她至少在2周之内都不得参与学校的任何课外活动，并包括接下来的学校舞蹈/活动之夜。如果某学生由于侵犯他人的民事权利等原因而受到多次停课处分，他/她有可能在剩下的学期时间之内都不得参加任何学校活动。由副校长或校长酌情决定而后受到停课处分的学生可使用包括向校区区长提供上诉的方式申请更合适的处罚方式（见下）。除了M.G.L.在第71章，§37H和37H1/2所述的“法定罪行”外，下面列出，学生在一个学年不得超过90天的停课处分，学校员工应避免对其超过10天的停课处分，除非已采取了其它合适的积极行为干预和支持方式。其它的备选方案可以包括使用循证的方式和方案，如调解，试着解决冲突，恢复正义以及积极的行为干预和支持。
- 8. 开除：**学生可由于以下行为有可能被校长开除：
  - 携带危险武器
  - 携带毒品（如：大麻，可卡因，或者是学校护士没有授权的处方药）
  - 攻击教师，行政人员或其他教育人员

按照M.G.L c.71, §37H1/2. 中规定的标准和程序，校长是 有权对某违反法则的学生进行长期的停课/驱逐的制裁。以上描述的行为是由G.L.c. 71, §37H or §37H½监督的，有时也被称为“法定罪行”。关于适用于停课或逐出校外的行为有关的其他信息和程序，请参见第36-38页。

## Discrimination Prohibited

In no circumstances will the McCall disciplinary system discriminate based on a student's

race, color, sex, religion, national origin, sexual orientation, or disability. If you believe such discrimination has taken place, you should notify an administrator using the same sequence of contact as outlined in the appeals process listed above.

### **Investigations, Confidentiality, and False Reporting**

It is important that all students, staff members, and volunteers at McCall feel safe and respected. Please report known or suspected violations of school rules and policies to a guidance counselor, teacher, assistant principal or principal, school nurse, or other staff member. In all cases, and particularly when charges are made that someone has been bullied, harassed, threatened, assaulted, or had their civil rights violated, charges are taken seriously and are thoroughly investigated and addressed.

Ongoing investigations are to be kept confidential to the extent possible given the district's obligations to investigate and effectively address the allegations. We ask that students, staff, and parents not discuss or spread information about pending investigations.

It is equally important that students who are considering making a false accusation against someone understand that intentional false reporting is a violation of school rules and will lead to disciplinary actions against the student making the false report.

### **Reporting Conduct to the Police**

As reflected throughout this handbook, the police will be notified in cases when conduct relating to school may reasonably lead to criminal charges. In particular, in compliance with the Memorandum of Understanding between the Winchester Police Department and Winchester Public Schools, all assaults (which mean to threaten) and battery (which mean to unlawfully touch) that occur on school premises and during school-sponsored activities will be immediately reported to the police department. There will also be immediate reporting to the police department for incidents in which students are in possession of weapons and illegal substances on school premises and during school-sponsored activities. In addition, serious civil rights violations or possible hate crimes will be reported to the police. Further, acts of bullying or retaliation relating to bullying will be reported to the police in accordance with the provisions of 603 CMR 49.00.

### **Mandatory Reporting of Abuse and Neglect**

Under Mass. Gen. Law Chap. 119 Sec. 51A, school personnel, including but not limited to teachers, administrators, and guidance counselors, are required to report suspected cases of child abuse or neglect to the Massachusetts Department of Children and Families.

## **LAWS AND POLICIES GOVERNING STUDENT CONDUCT**

Federal, state, and local laws are incorporated into the Policies of the Winchester Public Schools and are highlighted in the sections below. Copies of statutes and full policies are available for student and parent inspection in the offices of the Principal, Assistant Principal, and in the McCall library.

### **Anti-Bullying Policy**

On May 3, 2010, Governor Deval Patrick signed an *Act Relative to Bullying in Schools*. This 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. The McCall Middle 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 a member of the school staff who engages in bullying, cyberbullying, or retaliation

**Bullying:** repeated use by one or more students or by a member of the school staff 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 cyber-bullying, are prohibited:**

- on school grounds or property immediately adjacent to school grounds;
- at school-sponsored or school-related 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.

McCall 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 anonymous “Alleged Bullying Reporting Form” located on the McCall home page
3. Complete a Bullying Reporting Form located in the Yellow box and turn in or mail to Ms. Lavoie, Assistant Principal, or Ms. West, Assistant Principal.

**Adult help:** The McCall 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 781-338-3700. Hard copies of this information is 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 McCall.

**All members of the McCall Middle 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 McCall Middle School.

### **Hazing Prohibited**

In compliance with Massachusetts General Law, Chapter 269, the School Committee prohibits any acts of hazing (endangering the physical or emotional well-being of a person during an 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. Investigation to gather and review evidence will occur.
2. Determination of hazing will be made.
3. Consequences will be given

#### **Penalties:**

1. Three day suspension and/or removal from activity for the remainder of the year for minor infractions.
2. Longer suspensions, up to 90 days in a school year for serious infractions.

### **Possession or Use of Alcoholic Beverages and Drugs**

Possession or use of alcoholic beverages on school grounds or at school functions such as activity nights, sporting events, or field trips, will result in suspension. In accordance with Mass Gen. Law Chap. 71 Sec. 37H, any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in chapter 94C may be subject to expulsion by the school principal. Such controlled substances include not only illegal drugs such as marijuana, cocaine, or heroin, but also prescription drugs that a student may have without the nurse's authorization.

Students who appear to be under the influence of alcohol or drugs or any other substance will not be permitted to attend classes or school functions and will also be subject to suspension. Parents will be notified of the infraction as soon as possible. Local law enforcement officers will also be notified as appropriate.

While even small quantities of alcohol or drugs may lead to penalties as described above, possession of quantities that suggest potential sale or distribution is of particular concern. In the event of (1) even a first instance suggesting potential sale or distribution or (2) a second instance of personal possession or presence at school/school events while under the influence of such, the student will undergo screening by a team under the direction of the assistant principal. Such screening shall be in addition to any disciplinary or legal consequences and will include but not be limited to a review of the student's academic performance, attendance, and discipline records, an interview by a trained substance abuse counselor, and a conference with the student's parents. Based on a review of the data gathered from the screening process, a recommendation for further action will be made to the principal. Further action may include probation (outlined in a contract developed by the school principal and signed by the parent and student), probation with substance abuse counseling,

and/or an alternative education program.

### **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 or to a 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 Mass.Gen.Laws. c. 71 §37H at pages 36-38.

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

McCall Middle School is committed to ensuring a smoke, 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 by-laws 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.

#### **Students**

##### **1<sup>st</sup> offense**

- Mandatory tobacco education
- \$25 fine, if unable to complete tobacco education
- Notification of parents
- Notification of Winchester Board of Health

##### **2<sup>nd</sup> offense & thereafter**

- \$50 fine – mandatory
- \$25 fine – unable to complete additional tobacco education
- Notification of parents
- Notification of Winchester Board of Health
- Meeting with student, parents, administration and Board of Health (optional)

#### **Visitors**

##### **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 violating the *No Smoking Policy* will be issued in the form of tickets, payable to the Winchester Town Clerk's Office. All members of McCall's administration, faculty, and staff are required to report any student or staff member violating the policy (or perceived to have violated 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. The assistant principal is a deputized ticketing agent of the Winchester Board of Health and as such is authorized to issue tickets for violation of the *No Smoking Policy*.

**Payment of Fines:** Fines issued for violations of the *No Smoking Policy* 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.

**DUE PROCESS: 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 in-school 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 in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator 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 in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at pages 39-40.

**B. Procedures For Short-Term, Out-Of-School Suspensions (10 Cumulative Days Or Less In A School Year)**

1. Except in the case of an Emergency Removal as provided on pages 40-41, 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.

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;
  - g. 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**

1. Except in the case of an Emergency Removal provided on pages 40-41, prior to imposing a long-term 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 short-term suspension plus additional procedures as follows:
 

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 cross-examine 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 long-term basis, the written determination will:
  - a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  - b. Set out the key facts and conclusions reached;
  - c. Identify the length and effective date of the suspension, as well as a date of return to school;
  - d. 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);
  - e. 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:
    - i. 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 long-term 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
    - ii. 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 caused 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: PROVISIONS 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 school-sponsored or school-related 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 ninety-four 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 (a) or (b) 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 (a) or (b).
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:
  - i. The reason for the suspension
  - ii. A statement of the effective date and duration of the suspension
- d. 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 and 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.

### **Discipline of Students on Special Education Plans**

All students on special education plans are expected to meet the requirements for behavior, rules and regulations stated in this school handbook.

The Individuals with Disabilities Education Act (IDEA) and M.G.L.c. 71B requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose individualized program is described in an Individualized Educational Plan (IEP).

Students with special needs may be suspended for up to ten (10) consecutive days. Such suspensions may be carried out without any further or additional process. Students with special needs may also be suspended in excess of ten (10) cumulative days as fully outlined under M.G.L.c. 71B and the IDEA.

Suspensions or exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur provided that the conduct for which the student is being disciplined is not a manifestation of his or her disability and the district provides educational services which will allow the student to access the general curriculum and to make progress toward his or her goals.

In addition, the IDEA and M.G.L.c. 71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to forty-five (45) school days if that student is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including himself or herself. The appropriate interim alternative educational setting shall be determined by the IEP team.

The IDEA and M.G.L.c. 71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to forty-five (45) school days if they are substantially likely to injure themselves or others in their current placement.

When a special needs student has been suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP team will meet to conduct a manifestation determination. Relevant members of the team meet for the manifestation determination and they answer two questions

after reviewing relevant documents and the misconduct of the student:

1. *Is the misconduct the result of failure to implement the student's IEP?*
2. *Is the misconduct caused by or does it have a direct and substantial relationship to the student's disability?*

A summary of the manifestation determination review will be written and a copy provided to the parent(s) or guardian(s) as soon as possible after the review but no later than five (5) school days after the review. If the team finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy in this handbook. The student will receive educational services during this period of suspension or exclusion. If the team finds that the misconduct was a manifestation of the student's disability, then the school may still implement an IAES with parent consent or if the conduct involves possession of a weapon, drugs, or serious bodily injury as defined by applicable law.

If the IAES is not permitted, then the student will remain in his or her current placement. In addition, the team will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan.

The principal (or designee) will notify the special education office of the suspendable offenses of a special needs student, and a record will be kept of such notices.

Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from Pamela Girouard, Director of Special Education, 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 IEP's if the school district is deemed to have knowledge that the students were eligible for IEP's 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 school-wide education service plan as otherwise 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 McCall Special Education Supervisor, who can be reached at 781-721-7026.

## **Discipline of Students Identified as Having a Disability and Provided with a Section 504 Plan**

Students are expected to meet the expectations for behavior, rules and regulations identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days and there is a change in placement as a result, then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

- Is the misconduct the result of failure to implement the student's 504 plan?
- Is the misconduct caused by or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the parent(s)/guardian(s) as soon as possible after the review but no later than five (5) school days after the review.

## **EMERGENCY SITUATIONS**

**Incident Management Team:** The McCall Incident Management Team (IMT) responds immediately to emergencies or crises. The IMT consists of the principal, assistant principal(s), school nurse, teachers from each grade level, and support services staff, such as guidance counselors, school psychologists, and social worker. Appropriate town services including but not limited to police, fire, and ambulance are brought in as needed. When the team is activated with regard to a student or students the parents of the students involved will be notified.

**STAR's Team:** In the event of an emergency where there is an immediate threat of physical harm to the McCall community – for example, a bomb threat or intruder in the building – the regional STARs (School Threats Assessment Response) team will be called to respond to McCall. The STARs team is made up of specially trained and equipped police officers from Winchester and nearby towns. As soon as possible, the safest known course of action to protect all members of the school community will be implemented.

**School Resource Officer:** McCall shares the services of the School Resource Officer with Winchester High School. This police officer, dedicated to working with the schools, works with McCall on safety and related issues.

**Emergency Evacuation of Building:** Students should be familiar with exit routes from every area of the building. During an emergency, students are to be quiet, 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 or other designated areas assigned by their teacher.

**During lunch:** If the building needs to be evacuated during lunch, students should follow the directions of the teacher on duty. In most situations, all students will exit out the doors to the deck on the back side of the building. If a fire is in the kitchen, students on the window side of the cafeteria will exit through the doors leading to the deck. Students on the wall side of the cafeteria will exit out the main entrance to the cafeteria and use the stairs on the right.

**Between classes:** If the students need to be evacuated between classes, they are to go to their next period class, and evacuate the building from that classroom.

**Emergency Communication to Parents:** An effort is made to notify parents of an unanticipated school closing in the middle of the day. Such closings are most likely to occur in

the case of equipment failure or inclement weather conditions. Notification may be by parent phone chain, automated telephone communication, or local community access television. The principal or assistant principal may activate the phone chain at his or her discretion.

## **Winchester Schools Administrative Personnel**

### **Central Office**

40 Samoset Road  
Winchester, MA 01890

- Superintendent of Schools – Dr. Judith Evans 781-721-7004
- Assistant Superintendent – Dr. Jennifer Elineema 781-721-7006
- Business Manager – Mr. John Danizio 781-721-0080
- Director of Special Education – Mrs. Pamela Girouard 781-721-7005
- Director of Personnel – Mr. Sean Walsh 781-721-7009
- Administrator of Counseling, Health, and Wellness – Ms. Carolyn Troy

### **McCall Office**

458 Main Street  
Winchester, MA 01890

- Principal – Mr. Jorge Goncalves 781-721-7026
- Assistant Principal – Ms. Jeannine Lavoie 781-721-7026
- Assistant Principal – Mrs. Leslie West 781-721-7026
- Special Education Supervisor – Ms. Pamela Cremens 781-721-7026
- Administrative Assistant to the Principal – Mrs. Laurel Anthony 781-721-7026
- Administrative Assistant/School Registrar – Mrs. Donna Skeffington 781-721-7026
- Administrative Assistant to Guidance – Mrs. Bonnie Hourican 781-721-7026
- Administrative Assistant to Special Education – Mrs. Melinda Perenick 781-721-7026
- School Nurse – Ms. Mary LaMuraglia & Mrs. Alison Wackrow 781-721-7026
- Library/Media Specialist – Mrs. Jane Henchey 781-721-7026

### **Secondary Directors/Coordinators**

- Art – Ms. Jennifer Levatino 781-721-7020
- Athletic Director – Mr. Marc Arria 781-721-7020
- English – Ms. Judy Hession 781-721-7020
- Foreign Languages – Ms. Anna Tirone 781-721-7020
- Mathematics – Mr. Thomas Haver 781-721-7020
- Music – Mrs. Mary Costello 781-721-7026
- Science – Mr. Michael Marchand 721-7020
- Social Studies – Mr. Chris Kurhajetz 781-721-7020
- ELL – Ms. Laura Shanahan 781-721-7030

### **District Coordinators**

- Title I Coordinator – Dr. Jennifer Elineema 781-721-7006
- Title II ADA Compliance Coordinator – Mrs. Pamela Girouard 781-721-7005
- Title VI Civil Rights Coordinator – TBA 781-721-0080
- Title IX Coordinator (employee related) – Dr. Jennifer Elineema 781-721-7006
- Title IX Coordinator (student related) – Mr. Jorge Goncalves 781-721-7026
- English Language Education Coordinator – Ms. Laura Shanahan 781-721-7030
- Homeless Education Coordinator – Dr. Judith Evans 781-721-7004

- 504 Coordinator – Ms. Carolyn Troy
- Harassment Officers – Ms. Jeannine Lavoie & Mrs. Leslie West 781-721-7026