

Dear Parents and Students,

On behalf of the faculty, support staff, and administration, I would like to welcome you to Winthrop High School. This student/parent handbook has been developed to provide information on regulations and student activities enabling readers to become better-informed school citizens.

The Winthrop School Committee, administration and staff have high expectations for our school. As you come to know us, you will recognize our determination to meet and exceed these expectations. We actively engage our students in developing their critical thinking, problem solving, and communication skills. We will encourage our students to become confident, self-directed, life-long learners, and we strive to connect their personal growth to academic excellence.

Winthrop High School is your school, a place where you will spend four very important years; years that will never be duplicated. Take this opportunity to get involved in challenging and worthwhile activities. Do your part to make Winthrop High School the best it can possibly be.

Matthew Crombie, Principal

Michael Capasso, Assistant Principal

## **MISSION STATEMENT OF WINTHROP HIGH SCHOOL**

Winthrop High School is dedicated to providing each member of its student body the opportunity to achieve academic excellence in a safe environment. We believe that all students possess the capacity to learn; and that each student is a valued individual with unique physical, social, emotional and intellectual needs. We actively engage our students in developing their critical thinking, problem-solving, and communication skills. By encouraging our students to become confident, self-directed life-long learners, we seek to connect their personal growth to academic excellence. We seek to foster a climate of shared responsibility among students, faculty, administration, parents, and the community-at-large.

## **ACCESS TO A FULL RANGE OF EDUCATIONAL PROGRAMS**

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

**TITLE VI: 42 U.S.C. 2000D; 34 CFR 100.3(A),(B); EEOA: 20 U.S.C. 1703(F); TITLE IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; SECTION 504: 29 U.S.C. 794; 34 CFR 104.4; TITLE II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: TITLE III, PART A, SEC. 3121(C)(1)(C); TITLE X, PART C, SECS. 721, 722(G)(4); MASS. CONST. AMEND. ART. 114; M.G.L. C. 71A, S. 7; C. 76, S. 5; 603 CMR 26.03 AS AMENDED BY CHAPTER 199 OF THE ACTS OF 2011.**

## **WINTHROP HIGH SCHOOL STUDENT LEARNING EXPECTATIONS**

Winthrop High School students will become:

### *Critical Thinkers*

- Utilizes, applies and evaluates multiple problem solving strategies in a variety of disciplines
- Demonstrates an ability to select, organize and evaluate new ideas
- Demonstrates the ability to actively and critically read
- Develops the skills and acquire the knowledge to perform at advanced levels
- Sets priorities and manages time and tasks

### *Effective Communicators*

- Communicates ideas and information with clarity and understanding of audience
- Integrates the use of a variety of communication forms
- Listens effectively and critically and responds appropriately to spoken communication
- Utilizes, evaluates, and applies multiple problem solving strategies to a variety of disciplines
- Demonstrates a mastery of standard English-Language conventions

### *Conscientious Citizens*

- Is aware of and follows the school rules
- Shows respect for himself/herself and the community at large
- Is cognizant and respectful of social and cultural diversity
- Understands, promotes, and exemplifies the importance of hard work to achieve success
- Takes responsibility for mistakes and learns from them

### *Creative Achievers*

- Shows curiosity and enthusiasm
- Demonstrates originality in thinking and in finished work
- Displays an appreciation for the arts in their many forms
- Seeks to select, organize and develop innovative ideas
- Incorporates and builds off the ideas of others

## SCHOLASTIC INFORMATION

### REQUIREMENTS FOR GRADUATION

In order to graduate from Winthrop High School, a student must earn a minimum of 130 credits in the areas listed below. In addition, students in the graduating class must successfully pass the Massachusetts Comprehensive Assessment System (MCAS) test with a minimum proficiency score in the content areas of English Language Arts, Mathematics, Science & Technology. The MCAS measures content knowledge and skills related to learning standards in the previously mentioned content areas. Results on the MCAS tests will be recorded on student transcripts. Additionally, all students must complete 15 hours of community service per year for a total of 60 hours upon graduation.

• English Language Arts.....	20 credits*
• Contemporary U.S. History.....	10 credits
• World History.....	5 credits
• Mathematics.....	15 credits
• Science.....	15 credits
• World Language.....	10 credits
• Humanities, Mathematics, or Science.....	25 credits
• Personal Finance and Banking.....	2.5 credits
• Physical Education (1 semester per year).....	10 credits
• Health.....	7.5 credits
• Electives.....	15 credits
• Community Service.....	60 hours over four years**

To be classified as a sophomore, a student must have earned 30 credits; to be classified as a junior, a student must have earned 60 credits; to be classified as a senior, a student must have earned 95 credits. No credit will be awarded for the repeating of previously passed courses.

Parents/guardians of seniors will be notified at least ten (10) days prior to graduation that a student has not fulfilled his or her graduation requirements. Any student who does not fulfill graduation requirements will be omitted from graduation exercises. A student, who has not satisfied graduation requirements, will not be allowed to walk across the stage to receive a blank diploma.

Students who do not earn the credits required for graduation and/or do not meet course requirements for graduation may make up the deficient credits or course(s) by successfully completing a summer school program approved in advance by the administration.

In accordance with the Massachusetts General Laws 71 as amended by the Education Reform Act of 1993, a qualified student enrolled in a public secondary school may enroll as a student in Massachusetts public institutions of higher education. The student would earn both secondary and college credits. Students can enroll either full time or for individual courses. The Secretary of Education in consultation with the Board of Education would define which students could qualify for this program, establish criteria for admissions and otherwise administer this program.

### **\*English Language Arts Requirement: Senior Thesis**

The Senior English Thesis is a research paper that examines a single author's work. Every senior is required to read multiple primary and secondary sources about an author and complete the thesis in order to fulfill their 12th grade English requirement for graduation.

Any senior student who does not complete, submit, and receive a passing grade on a senior thesis will fail 12th grade English and will not fulfill the graduation requirement. The thesis process will consist of multiple steps involving both research and drafting, with a final draft due in April. Student will work closely with their senior English teachers throughout the process, including individual writing conferences.

## **\*\*Community Service Requirement**

Introduction: The vitality of our democracy depends on all members of society, especially students, gaining a sense of their connection to the larger community. One of the best ways to create such ties is through community service learning. The experience of community service enables high school students to contribute their efforts to activities that are useful to the community and helps them to reflect on what they learn from their participation.

Student Proposal: Using the designated forms found online or in the guidance office, please outline your proposal for community service. Students are required to complete a minimum of 60 hours of community service prior to graduation. We believe that each student complete 15 hours of community service each year in which they are enrolled at Winthrop High School regardless of the transfer date.

Guidelines: Each student must complete the designated forms found on the web site or in the guidance office. Students will submit a proposal for a community service project to their guidance counselor. The Guidance Counselor will review proposals and meet with each student to discuss acceptance or rejection of the proposal. The Winthrop High School Guidance Counselors will monitor students' community service projects. Students are urged to be aware of this in order that they may begin an approved community service requirement according to the accepted proposal. The student is to return the completed signature form to his/her respective Guidance Counselor, at the end of the completed community service hours. The completed forms will be retained in a student file. ***Please be reminded that successful completion of community service hours is a requirement for each student's graduation from Winthrop High School. All seniors must complete their community service requirements by May 1st or they will not participate in any senior class activities. This will include the senior prom and graduation.***

**Suggestions for Community Service Projects:** The following is a list of suggested community service projects. Students are encouraged to develop a proposal of their own; however, the following suggestions may help to guide the student in the development of a respective guidance counselor:

- Assisting an elderly or needy citizen/and or at Senior Center;
- Assisting the Youth Athletic League;
- Assisting at a food pantry;
- Coaching a youth sports team;
- Tutoring;
- Participating in a Town Beach Clean-Up Day;
- Helping to package goods for troops;
- Serving at a soup kitchen;
- Participating in a Youth and Recreation Department activity.

All forms may be found online or in the Guidance Office.

## **GRADE REPORTING**

The purpose of grading and reporting procedures is to evaluate student growth and progress in relation to the curriculum and to provide a report of this academic growth for the student. Academic success and achievement in high school results from regular attendance in school and class, mastery of skills, participation in class, completion of homework and independent study, extra help, determination and conscientiousness. Formal reports are prepared four times a year.

A numeric marking system is used for all quarters on report cards and progress reports. Academic achievement grades are assigned to students on the following performance standards: (1) Grade of 90-100%: Student demonstrates outstanding work which is accurate and thorough. (2) Grade of 80-89%: Student demonstrates good work which ranks in the proficient range on tests, quizzes, projects, writing assignments, quarterly assessments and final exams. (3) Grade of 70-79%: Student demonstrates fair work which ranks in the average range on tests, quizzes, projects, writing assignments, quarterly assessments and final exams. (3) Grade of 60-69%: Student demonstrates poor work, but meets the minimum requirements of the course. Students who fall this range should seek extra help. (4) Grade of 0-59%: Student demonstrates sub-standard work and is not passing the course.

Student is below the expected average in the mastery of the competencies and mechanics of the course. Student may have failed to satisfactorily complete assigned work. No credit is earned for the course.

The final grade a student receives in a particular subject is computed in the following manner:

<u>1<sup>st</sup> Quarter</u>	<u>2<sup>nd</sup> Quarter</u>	<u>Mid-Year Exam</u>	<u>3<sup>rd</sup> Quarter</u>	<u>4<sup>th</sup> Quarter</u>	<u>Final Exam</u>
20%	20%	10%	20%	20%	10%

A midterm grade is computed as follows:

First quarter grade twice, second quarter grade twice and mid-term exam once. Divide total by five.

A final grade is computed as follows:

First quarter twice, second quarter twice, midterm exam once, third quarter grade twice, fourth quarter grade twice, Final exam once and divide total by ten.

It is important that we understand that extenuating circumstances may require that a teacher may revise the formula. If a teacher decides to exercise this option, please document the reason and submit a copy to guidance and principal.

The following grade designations are also issued to students as needed:

P = passing; H = honors; M= medical excuse; INC = incomplete; AF = failure due to absence; W = withdrawn; AUD = audit.

Report cards are issued to students at the end of each marking quarter.

Progress Reports are issued after the midpoint of each term to all students. It is the responsibility of each student to take the Progress Reports and Report Cards home and share it with his/her parent or guardian, except in June when the Report Card is mailed. Parents will be notified by phone using our I Auto Alert service prior to the issuing of Progress Reports and Report Cards.

### **ADVANCED PLACEMENT COURSES (AP)**

Requirements for Advanced Placement courses:

- Students may be asked to meet the prerequisites as listed in the Course Catalogue for each course.
- AP courses may be taken in the sophomore, junior and/or senior years (seniors have priority).
- A student who takes an AP course must take the AP College Board Exam offered in May and will pay for the test before beginning the course work (reduced fee available based on need).
- The College Board Exam must be taken at the end of the year in which the AP course is taken.
- Students who choose to transfer to an Honors class need to do this as soon as possible, by the time grades close for Progress Reports first term. **If a student chooses to drop an AP course after transcripts have gone to colleges, guidance will notify colleges of this change.**

### **HONOR ROLL**

The honor roll is published four times per year on the website. For "High Honor Roll," a student must have earned all but one 90%-100% and no more than one 80%-89%. For "Honor Roll," a student must have earned 80%-100% in all courses.

### **RENAISSANCE PROGRAM**

The purpose of the Renaissance Program is to promote and recognize scholastic achievement. Through the Student of the Term program, teachers recognize students for scholastic achievement and citizenship on a quarterly basis. Students are honored for academic achievement, citizenship, school service and attendance at the annual Distinguished Student Night.

### **GRADE POINT AVERAGE (GPA) AND RANK IN CLASS**

Grade Point Average (GPA) and Rank in Class are calculated two times a year and are based upon the first semester and second semester final grades. The final grades for the year are used to determine the cumulative Class Rank for all years of attendance at Winthrop High School. Students will not be ranked until they have completed one (1) full year at Winthrop High School.

### **PARENTAL CONFERENCES**

Parents are encouraged to confer with teachers and administrators as the need arises. Teachers are available from 2:20 p.m. to 2:50 p.m. Meeting times will be established by mutual agreement; please call (617) 846-5505 to arrange conferences. Teachers may be contacted by email at any time.

### **MCAS TESTING POLICY**

Students who do not attend MCAS testing will not be allowed to participate in after school activities on the day of the testing.

### **HELP AND MAKE-UP WORK**

Teachers are available to assist students or provide make-up work from 2:20 p.m. to 2:50 p.m. Students are encouraged to seek out teachers when extra help is needed.

### **SUMMER SCHOOL GUIDELINES**

Ten (10) credits is the maximum that any student may earn during the summer. In order to have a summer school course accepted for make-up, a student must gain the approval of the teacher with whom he or she failed the course and the approval of the administration. This approval may only be granted when the student has earned a minimum final average of 45% in the subject that he or she wants to make-up. If a student is eligible for summer school, the student must attend summer school that summer in order to receive credit. Summer school has a one-year statute of limitations, meaning a student may not attend summer school in a failed subject in future years. Winthrop High School will offer an on-line Summer School program.

### **WITHDRAWAL FROM SCHOOL**

Students who are contemplating leaving school prior to earning a diploma are advised to seek advice from parents, teachers, the guidance staff and the administration. Students will be advised of options sponsored by the school and community, which will enable them to continue their education. Students will also be advised of the services they can receive under 603 CMR 28.00, the State's Special Education Law, if services are recommended after an evaluation. Each student's guidance counselor can furnish information about the Special Education/603 CMR 28.00 Core Evaluation procedure.

If a student finds that he/she must withdraw from school, the following procedure is to be followed:

1. A written note is to be provided by the parent/guardian to explain the withdrawal.
2. Discussion with guidance counselor must be scheduled.
3. A withdrawal slip must be obtained from the Guidance Office.
4. All school property must be returned to teachers who must sign the withdrawal slip.
5. Withdrawal slip, signed by all teachers and principal, must be returned to the Guidance Office.
6. A student's withdrawal date will be the last day they were present in school.

No records will be forwarded from our school unless all books/obligations have been returned, paid for or met.

Winthrop High School will adhere to the Massachusetts Statute 603 CMR 23.07(4) (g) in all matters concerning student transfer of records.

### **UNITED STATES DEPARTMENT OF EDUCATION; UNITED STATES DEPARTMENT OF DEFENSE**

Recognizing the challenges faced by military recruiters, Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. The National Defense Authorization Act for Fiscal Year 2002 reflects these requirements.

In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school.

As clarified in the enclosure, providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student education records. Student directory information will be used specifically for armed services recruiting purposes and for informing your people of scholarship opportunities.

For some of our students, this may be the best opportunity they have to get a college education.

The Department of Education and Department of Defense have worked together to provide you the guidelines for compliance with these new laws. *It is the responsibility of the parent/guardian to notify the guidance office to remove their student's name from being submitted to the Department of Defense by October 1st of the school year.*

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Eligible parties may peruse any records kept on students at Winthrop High School at any time. For Non-Custodial Parents, MGL 71, Section 34H will be in effect. There is nothing in the permanent or temporary record, which would not or could not have already been seen by a parent/guardian or student. These records include report cards, academic warning notices, letters of commendation, attendance, health records, etc. Upon graduation or leaving Winthrop High School, students may attain a copy of any record pertaining to said student. Students are requested to sign a statement that allows Winthrop to maintain information in their folders, which could be of value to the student in the future, beyond the five-year limit of this act. Without permission, school activities, health records, SAT scores, etc. could not be kept. Whenever a party feels the records are inaccurate, that party may, in writing, add their version of the inaccuracy to the record. Additional information regarding these State regulations may be obtained from the Guidance Office.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

The tradition of care and respect for individual students has long been a hallmark of the Winthrop Public Schools. All members of the community should be able to feel safe and to expect that their person, property and opinions will be respected. The Winthrop School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among those rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights. Due process requires, in connection with any disciplinary action which may lead to suspension, expulsion or criminal action, that the student be given oral or written notice of the charges against him/her and, if he/she denies them, an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story. Any student shall also be notified that he/she has the right to have his/her parent present for any disciplinary action that may lead to any suspension, expulsion or criminal action and decisions the student believes injures his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

Legal References: M.G.L. 71:37H; 71:82 through 71:86

First Reading 04/14/11

Second Reading 05/12/11

## TEXTBOOKS

All basic texts and library books are lent to the students for their use during the school year. All textbooks are numbered. Textbooks are to be kept clean, covered and handled carefully. Students must pay the price for any books lost or damaged. The average price for your child's books is \$300.00. A check or money order payable to Winthrop High School is required if a book is lost or damaged.

## ATTENDANCE POLICY

All students must attend school if they are to achieve academic excellence. The interaction between a teacher and a student in class is critical to the learning process and cannot occur if students do not attend school. Attendance at school is also a matter of family and community interest. Consequently, there is an expectation that all Winthrop High School students will attend school every day. The Winthrop High School Attendance Policy has as its purpose the support of this principle. Students are expected to achieve a 95% attendance rate to comply with state and federal attendance standards.

### Absence

A student may have no more than **3 unexcused absences** during a marking period (term). **Attendance will be taken in each class.** If a student has four (4) or more unexcused absences during the term in any class the student will have his/her grades withheld for that term and will receive a grade of "AF" (attendance failure) in that class on his/her report card. The "AF" denotes an attendance failure, and a value of 59% will be assigned until the conclusion of the following marking period. At the conclusion of the following term, the "AF" will be changed to the initial grade the student earned if he/she has three (3) or fewer unexcused absences in any class during that term. The opportunity to "buy back" grades does not apply to the 4th (last) term of the year or in the 2nd term of half year courses.

Any students that would like to appeal an AF that they have received on their report must complete the AF grade appeal form and submit it to Administration within 48 hours of receiving their report card.

Additionally, **any student who has four (4) or more unexcused absences at the end of the term will not participate on an athletic team and/or in a co-curricular activity.** Finally, being in attendance on the date of the activity (or the last school day before a non-school day activity) is required in order to participate in that activity. **In addition, students must be in school by 9:03 a.m. to participate.** Any student that is marked absent for the day, arrives after 9:03, or is dismissed is not permitted to participate in any after-school/extra-curricular activities on that day, e.g., athletic practice/game, clubs, drama, etc.

Note: The Principal or a designated representative can excuse an absence under limited and/or extenuating circumstances.

A student who is absent, tardy, and/or dismissed from school must bring in a note, which documents the reason. Only the following documentation will be accepted for an absence, tardy and/or dismissed from school:

- a. Verifiable medical documentation;
- b. Observance of religious holidays;
- c. Absence due to a death of a family member, immediate or otherwise;
- d. School sponsored activities, which were approved by the administration;
- e. College or military recruiter visits, limited to three, with previous approval from the administration – seniors and juniors only; or
- f. Verifiable court appearance.

These notes will allow for an excused absence to be recorded on the student's attendance file. These absences do not have to be appealed unless they are not accepted.

All verifiable notes documenting absences must be submitted to the main office for approval **within 48 hours of an absence.** Documents received after the 48-hour period may be determined unacceptable.

**Make-Up Work:** Students must accept the responsibility of all make-up work caused by absences. Teachers will provide students with **one (1) day per day for excused absences unless there are extenuating circumstances.** Students must complete work missed as a result of any absence (excused or unexcused) in the required time of one (1) days per day of absences. (Arrangements must be made with individual teachers.)

### **Attendance Procedures:**

1. Students are expected to arrive at school no later than 7:50 a.m. and to be seated in their respective classrooms by 7:55 a.m. Teachers will take attendance for each class during each period of the day.
2. Parents/Guardians should notify the main office by telephone (617) 846-5505 (attendance hotline) if their student will be absent. This telephone notification is necessary so the Assistant Principal can remove the student from the automated call list. Please note that this notification does not “excuse” the student’s absence and the record will show the student as “unexcused” until documentation is submitted. Parents/guardians may be called to verify absence.
3. Students are required to bring documentation of absences to the main office within 48 hours of absence.
4. Dismissals for verifiable emergency appointments or illness may be granted if a note is brought from home and is approved by the Principal or his/her designee. Parents are asked not to make requests for dismissal by telephone or request dismissals for routine medical/dental appointments that can be scheduled after school.
5. A student must be present in class for at least 50 minutes of that class to receive attendance credit for that class.
6. Students dismissed before 11:05 a.m. or admitted after 10:50 a.m. will be considered absent for the day. HOWEVER, students must be in school by 9:05 a.m. to participate in and/or attend any co-curricular or athletic activity. If a student arrives late for school he/she will receive an unexcused absence in any class and/or classes missed unless approved documentation is provided.
7. Any student with 3 or more unexcused absences from class during any term will receive a grade no higher than a 59% for the term.
8. Personal vacations will not be considered an excused absence
9. Students absent from school for ten (10) consecutive days without a legitimate excuse (vacation is not acceptable), will be dropped from the school enrollment on the last date of actual attendance when applicable. A CRA (child requiring assistance) petition may be filed by the school for students under the age of 16. Students, accompanied by parent/guardian, will be responsible to re-register for re-admittance to school. Student withdrawal date from school will be his/her last day of attendance.

### **Tardiness**

Student tardiness to school hinders the maximum educational opportunities available. In order to discourage tardiness, the following procedures are in effect: A student may have no more than seven (7) ***unexcused*** tardies to school during any marking period.

Students who arrive after the start of school are considered to be tardy to school and must sign in at the designated area in the main office. Teachers are not to allow students into class after the late bell has rung (7:55 a.m.) unless the student has a “Late Pass”. Students who arrive after the start of school without verifiable documentation will receive an after school Administrative detention after the seventh (7th) offense. After the (8th) offense the student will receive a two-hour detention, after they (9th) offense the student will receive a Saturday School Session, and after the (10th) offense the student will receive an out of school suspension for one school day. ***ANY student who enters school after 8:15 will be marked absent for the first period class. Students must be in class for 50 minutes to receive attendance credit for that class.***

A student who is tardy to school must bring in a note, which documents the reason. Only the following documentation will be accepted for an excused tardy:

- a. Verifiable medical documentation;
- b. Observance of religious holidays;
- c. Absence due to a death of a family member, immediate or otherwise;
- d. School sponsored activities, which were approved by the administration;
- e. College or military recruiter visits, limited to three, with previous approval from the administration – seniors and juniors only; or
- f. Verifiable court appearance.

***Note: Students must be in school by 9:05 a.m. to participate in and/or attend any co-curricular activity.***

**Tardiness to Class:** The fact that a student is in the building, in the corridor or at his/her locker is immaterial; students must be in class ready for work at the required time. Three (3) tardies to class will result in a loss of two (2) points from the student’s quarter grade per marking period

**Attendance Review Board Appeal Process:** In the case of extenuating circumstances, students may apply for an administrative attendance waiver. The waiver must be requested at the end of the term. Students will apply in writing for consideration by the Attendance Review Board. The form for this waiver process is available in the assistant principal's office. The student must be accompanied by a parent in order for the appeal to be heard. The Attendance Review Board will consist of one teacher, a guidance counselor and an assistant principal. The ARB will be empowered to override, by a 2/3 majority, the attendance regulation on a case-by-case basis. Students and parents will be entitled to present evidence and/or documentation at this time.

**Note:** *Students are required to bring documentation of absences to the main office within 48 hours of absence. Such documentation or proof that unusual circumstances have occurred will become part of the administrative waiver form reviewed by the Attendance Review Board.*

### **Dismissal**

Students will be allowed a maximum of three (3) dismissals per ten (10) week term. Dismissals for verifiable emergency appointments or illness may be granted if a note is brought from home and is approved by the Principal or his/her designee. Telephone requests for dismissal will not be honored. Only in cases of illness and/or emergency and upon parent coming to the main office will dismissals be granted during the school day.

A student who is dismissed from school must bring in a note, which documents the reason upon their return to school. Only the following documentation will be accepted for an excused dismissal from school:

- a. Verifiable medical documentation;
- b. Observance of religious holidays;
- c. Absence due to a death of a family member, immediate or otherwise;
- d. School sponsored activities, which were approved by the administration;
- e. College or military recruiter visits, limited to three, with previous approval from the administration – seniors and juniors only; or
- f. Verifiable court appearance.

Parents are encouraged not to make requests for dismissal by telephone or request dismissals for routine medical/dental appointments that can be scheduled after school. It is imperative to maximize students' time in school.

In the event of illness in school, students should report to the Nurse's office to be dismissed. ***Students should not use cell phones to call parents for medical dismissal. The school nurse MUST approve all medical dismissals in order to be deemed an "excused" absence from the class or classes missed.*** Students who are dismissed without approval of the school nurse and return to school without verifiable medical documentation will not be excused from the class or classes missed.

### **Accountability**

In teaching our students responsibility and accountability, it is imperative that they come to school fully prepared each day. This includes bringing homework, lunches, notebooks/binders, writing implements, instruments, and whatever other materials are necessary for their day. As a result, "drop-offs" of any kind are prohibited between the hours of 7:55-2:20.

### **Cutting Class/Suspension**

Participation in classroom activities on a daily basis is a factor in determining a student's grades. Students who cut classes and/or are suspended out of school will receive no credit for any class cut, will receive a grade of zero (0%) for any schoolwork, test, and/or daily evaluation.

### **Technology/Social Media**

Any inappropriate usage of an electronic device by a Winthrop High School student will be subject to disciplinary action. Examples are as follows and not limited to; text messaging, picture messaging, video recording, post(s) on various social medias, e.g., Twitter, Instagram, Facebook, etc.

**\*\*All acts will require a full investigation, which could possibly result in potential disciplinary action and/or Police involvement.**

### **Student Identification Card**

All students will be required to wear a student identification card. The ID must be visible and worn on a lanyard around his/her neck at all times during the school day. Students will be required to show ID to faculty members when asked. If a student does not have his/her ID, he/she must get a temporary ID from the main office before 7:55 without any consequence.

If a student does not have his/her ID or a temporary ID by second period of the school day, the teacher will submit a disciplinary referral and the student will receive the level 2 disciplinary consequence. If a student loses an ID card or does not return the temporary ID, he/she will pay \$5.00 for a replacement.

## **BULLYING PREVENTION POLICY**

### **I. RATIONALE and EXPECTATIONS**

The Winthrop Public Schools is committed to keeping our schools a safe and caring place for all students. We expect students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with an appropriate regard for the rights and welfare of other students and school staff, and the educational purpose underlying all school activities. All students deserve the opportunity to work and learn in an environment of mutual respect. In order to create and maintain such an environment, students must treat each other with courtesy, consideration and an appreciation of the rich diversity in our schools.

Bullying creates an atmosphere of fear for all members of the school community. It can also create unnecessary and unwarranted anxiety that affects the ability of a student to attend school, learn in school, feel safe in all areas in the school building and grounds, participate in or attend special or extra-curricular activities or travel to and from school. Bullying behaviors that are not addressed can lead to devastating consequences for young people including depression, drops in school performance and attendance. The failure to address bullying behaviors also gives other students the message that it is permissible to engage in negative behaviors.

**Bullying of students occurring in schools is prohibited by law** and members of the Winthrop School community refuse to tolerate bullying in any form. Winthrop Public Schools also will not tolerate retaliation against persons who take action consistent with this policy including those who report bullying, who provide information during an investigation of bullying, or who is a witness to or has reliable information about bullying. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this policy.

If it is determined that inappropriate conduct has occurred, Winthrop Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary. Corrective actions may range from requiring the perpetrator to work with school personnel on improved behavior, recommending the provision of counseling or other therapeutic services and/or disciplinary action where appropriate, up to and including suspension, expulsion and/or court involvement.

### **II. SCOPE: PROHIBITION AGAINST BULLYING AND RETALIATION**

Acts of bullying, which include cyberbullying, are prohibited:

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

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

### III. DEFINITIONS

**Bullying**, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. 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 or of damage to his or her property;
- ii. creates a hostile environment at school for the target;
- iii. infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

Bullying is characterized by an imbalance of physical, psychological or emotional power. Bullying may include but is not limited to: acts of intimidation such as taunting, name calling, verbal and non-verbal conduct that a reasonable person would find intimidating, humiliating and offensive, social isolation such as shunning/spreading rumors or false accusations; physically aggressive behaviors including interfering with the movement of another, stealing or damaging property. Bullying shall include cyber-bullying.

**Aggressor** is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

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

**Bystander**: person(s) who is witness to a bullying event.

**Criminal harassment**: "Willful and malicious engagement in a pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress" (General Law Ch. 265). Conduct includes but is not limited to electronic communications.

**Criminal stalking**: "Willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury" (General Law Ch. 265). Conduct includes but is not limited to electronic communications.

**Cyber-bullying**: Bullying through the use of technology or any electronic communication which includes but is not limited to telephone calls, voice mails, instant messages, text messages, camera/video phones, 3 and 4 way conversations, profiles, secret taping of conversations, internet or facsimile communications, creation of a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the conditions contained in the definition of bullying. Cyber-bullying also includes the electronic distribution of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates conditions contained within the definition of bullying.

**Hostile Environment**: A situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter conditions of the student's education. Prohibited conduct including bullying, which involves unwelcome and offensive behaviors and commentary related to an individual status in a protected class, including but not limited to race, age, religion, national origin, ancestry, color, genetics, military status, gender, sexual orientation/identity, and/or disability may also violate the School's Discriminatory and Sexual Harassment Policy.

**Retaliation**: Bullying directed against a person who reports bullying, provides information during an investigation of bullying, is a witness or has reliable information about bullying.

**Confidentiality:** Reports of bullying and retaliation shall be handled with the highest level of sensitivity by School Personnel. To the extent practicable, reports of bullying and retaliation will be kept confidential involving as few people as possible with the goal of protecting the target and stopping the behavior

#### **IV. Reporting bullying or retaliation.**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address.

**Use of an Incident Reporting Form is not required as a condition of making a report.** The Winthrop Public Schools shall:

- include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians;
- make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and
- post it on the school's website.

The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

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

#### **Reporting by Staff**

A staff member will report immediately to the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report as provided does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

#### **Reporting by Students, Parents or Guardians, and Others**

The District expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor.

**V. Responding to a report of bullying or retaliation – Allegations of Bullying by a Student.**  
**Safety**

Before fully investigating the allegations of bullying or retaliation, the Superintendent or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The Superintendent or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Superintendent or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

**Obligations to Notify Others**

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

**Investigation.** The Superintendent or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. Investigations will be conducted promptly, and in most circumstances, no later than 24-48 hours after an initial complaint. Depending upon the extent and nature of the complaint, the District shall make every attempt to conclude the investigation within 30 days of the initial complaint.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate.

To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

**Determinations.** The Superintendent or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Superintendent or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Superintendent or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

## **VI. ACCESS TO RESOURCES AND SERVICES**

The Winthrop Public Schools is committed to ensuring all students, staff and personnel involved in incidents of bullying and retaliation receive comprehensive services, referrals and supports. This includes services for targets, student aggressors, and their families. In coordination with parents, school personnel, and targets of bullying and retaliation, the School shall promptly identify and refer impacted individuals to available resources including but not limited to:

- a. Counseling and other services. Culturally and linguistically appropriate resources within the school and district including linkages with community based organizations, including Community Service Agencies (CSAs) for Medicaid eligible students. In addition, the Plan should identify staff and service providers who assist schools in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. Schools may consider current tools including, but not limited to, behavioral intervention plans, social skills groups, and individually focused curricula.
- b. Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.
- c. Referral to outside services. Schools and districts should establish a referral protocol for referring students and families to outside services. Clear protocols will help students and families access appropriate and timely services. Referrals must comply with relevant laws and policies. Current local referral protocols should be evaluated to assess their relevance to the Plan, and revised as needed.

## VII. TRAINING and EDUCATION

The Winthrop Public Schools will endeavor to provide age appropriate instruction/curriculum on bullying prevention in each level.

The Winthrop Public Schools will develop and update a bullying prevention and intervention plan in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, behavioral health specialists, local law enforcement agencies, students, parents and guardians. The consultation will include a public comment period. The bullying prevention and intervention plan will be updated biennially.

The bullying prevention and intervention plan shall include:

- Definitions and examples of bullying, cyber-bullying and retaliation including the similarities and differences between bullying and discriminatory/sexual harassment, and sexual violence
- Establish clear procedures for students, staff, parents, guardians, and others to report incidents of bullying or retaliation
- Include a provision that reports of bullying or retaliation may be made anonymously, provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report
- Establish clear procedures for promptly responding to and investigating reports of bullying or retaliation
- Identify the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation
- Establish clear procedures for restoring a sense of safety for a victim and assessing that student's needs for protection
- Establish strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying
- Establish procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator, provided that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying; and provided further that said procedures must provide for immediate notification to the local law enforcement agency where criminal charges may be pursued against the perpetrator
- Include a provision that a student who knowingly makes a false accusation of bullying shall be subject to disciplinary action; and
- Include a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The bullying prevention and intervention plan will afford all students the same protection regardless of their status under the law.

**Professional Development:** The bullying prevention and intervention plan will include ongoing professional development to build the skills of all members of school staff to prevent, identify and respond to bullying. The content of such professional development will include, but not be limited to:

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents

- Information regarding the complex interaction and power differential that can take place between and among the bully, the target, and any witnesses to the bullying
- Research findings on bullying
- Information on the incidence and nature of bullying
- Internet safety issues as they relate to cyber-bullying;

The bullying prevention and intervention plan will include provisions for educating parents and guardians about the bullying prevention curriculum of the Winthrop Public Schools, how they can reinforce said curriculum at home, how they can support the Winthrop Public Schools' prevention and intervention plan, the dynamics of bullying, and online safety and cyber-bullying.

All staff, in collaboration with parents, students and community members will integrate strategies for student recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success.

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing

#### **VIII. NOTICE**

The Winthrop Public Schools will provide to students and their parents or guardians, in age appropriate terms and in the most prevalent languages of the students, parents or guardians, annual written notice of the relevant sections of the bullying prevention and intervention policy.

The Winthrop Public Schools will provide to all school staff annual written notice of the bullying prevention and intervention policy. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan.

Relevant sections of the bullying prevention and intervention plan shall be included in any Winthrop Public Schools employee handbook.

The bullying prevention and intervention plan shall be posted on the Winthrop Public Schools website.

**WINTHROP PUBLIC SCHOOLS  
COMPLAINT/INCIDENT REPORT FORM**

Name of Complainant: \_\_\_\_\_

Complainant's School and Class/Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Name(s) of Parent/Legal Guardian (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Nature or Complaint: This may include but is not limited to incidents of discriminatory and sexual harassment, retaliation, sexual misconduct/assault and bullying.

Dates of Alleged Incident(s): \_\_\_\_\_

Names of the person(s) you are reporting:

Please describe in detail the incidents of alleged misconduct; including where and when the incidents occurred. Please name any witnesses that may have information regarding the alleged misconduct. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint. Attach additional page(s) if needed.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant: \_\_\_\_\_ Date \_\_\_\_\_

Complaint Received By: \_\_\_\_\_ Date \_\_\_\_\_

## **Disciplinary Due Process**

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student's continued presence in school 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, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).

### **I. In-School Suspension.**

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 principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

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

The Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to such due process procedures.

### **II. Short Term, Out-of-School Suspension.**

Except in the case of an Emergency Removal (see below), prior to imposing a short term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H and 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

**1. Notice:** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including the potential length of the student's suspension;

- d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e. the date, time, and location of the hearing;
- f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

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

**2. Efforts to Involve Parent:** The administrator will make reasonable efforts to notify the parent of the opportunity to attend 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 fact, 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.

### III. Long Term Suspension

Except in the case of an Emergency Removal provided on page [ ], 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:

**1. Notice:** The notice will include all of the components for a short-term suspension in Section C above, plus the following:

- a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d. the right to 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:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
  - a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the 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
  - b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

#### **IV. Exception for Emergency Removal**

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

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

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

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

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

## **V. 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.

## **VI. Suspension under MGL c. 71 s. 37H for Dangerous Weapons, Controlled Substances & Assaults on Educational Staff**

*Massachusetts General Laws Chapter 71, section 37H requires that all student handbooks contain the following provisions:*

(a) 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.

(b) 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.

(c) 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 than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) 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 shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) 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.

Students should note that the definition of “assault” includes not only harmful or offensive contact, but also threatening such contact.

Additionally, students should be aware that the federal Gun Free Schools Act mandates that any student who brings a firearm to school be expelled for a minimum of one year, with exceptions granted only by the Superintendent. Under this Act, a firearm includes not only a gun but also an explosive device.

## **VII. Suspensions under MGL c. 71 s. 37H ½ for Felony Complaints or Convictions**

*Massachusetts General Laws Chapter 71, section 37H 1/2 provides that:*

*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 or guardian within three 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 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.

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 calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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.

#### **VII. Procedures Applicable To Conduct Covered By M.G.L. C. 71, §37H And 37H ½**

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.

1. 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, (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.
2. 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.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
  - a. The reason for the suspension
  - b. A statement of the effective date and duration of the suspension
  - c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

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. 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

#### **Education Services and Academic Progress under Sections 37H, 37H1/2, and 37H3/4**

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal/designee shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
2. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. The principal/designee shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten(10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under G.L. c 69, §§

### **Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.**

1. The principal/designee shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
2. For each student expelled or suspended from school for more than ten (10) consecutive days, whether in- school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

### **Students with Disabilities**

Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. Prior to the imposition of any disciplinary sanction that would result in a change in placement; the student's Team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the conduct was a manifestation of the student's disability shall review any existing behavior plan or, if no such behavior plan exists, conduct a functional behavioral assessment. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline please contact the Winthrop Public Schools' Director of Pupil Personnel Services or the building principal/designee

### **DISCIPLINARY GUIDELINES**

Five levels of disciplinary violations, along with the consequences for breaking school rules, have been established. It should be noted, however, that the listing of these violations cannot anticipate every eventuality that would require a written policy. Where such policies do not exist, the Principal will formulate and recommend them to the Superintendent and the School Committee, and they will be considered in effect until modified or rejected by the School Committee.

#### Level 1

Misconduct in or out of class; pass violation, entering Middle School section of building, entering building from any door other than main entrance of the building; card playing, etc., use of electronic items including but not limited to cell phones, text messaging, I-Pods, video or MP3 players, and portable gaming devices (including graphing calculators in game mode); hat wearing, cheating and/or copying another student's work, plagiarism, gambling, inappropriate use of technology (internet related/AUP violations; failure to attend teacher detention.

**1st Offense:** 1 administrative/teacher detention

**2nd Offense:** 2 administrative detentions

**3rd Offense:** 1 day out-of-school suspension

#### Level 2

Leaving assigned area without permission, failure to be in assigned area, cutting class, failure to attend administrative detention, referral to an administrator for disruptive or inappropriate behavior in class or out of class, and/or forgery (dismissal notes, etc.), failure to wear student ID, repeated level 1 violations.

**1st Offense:** 3 administrative detentions  
**2nd Offense:** 1 day out-of-school suspension  
**3rd Offense:** 2-3 days out-of-school suspension

Level 3

Disrespect to persons of authority by word or action; insubordination, disrupting the educational process, vulgar or obscene language or gesture, leaving school grounds without permission, destruction of school property, using school facilities without proper supervision, inappropriate usage of technology, truancy and/or repeated level 2 violations.

**1st Offense:** 1 day out-of-school suspension  
**2nd Offense:** 2-3 days out-of-school suspension  
**3rd Offense:** out-of-school suspension for up to 5 days

Level 4

Fighting, use of tobacco products, use of electronic cigarette or vaporizer, accumulation of administrative detentions, continued non-conformity to school rules, racist language or expressions, repeated level 3 violations.

**1st Offense:** 3 day out-of-school suspension  
**2nd Offense:** 5 day out-of-school suspension  
**3rd Offense:** suspension for up to 10 days, including exclusion from school.

Level 5

Vandalism; harassment, threatening behavior, assault; theft; extortion; hazing; possession or use of alcohol, controlled substance, weapons or incendiary devices; pulling false fire alarms; sexual harassment; assault on school personnel; threats to public safety; any other illegal acts.

1. Law enforcement officials will be notified.
2. Violations will incorporate penalties pursuant to the discretion of the administration as well as possible referral to the Principal with all legal requirements prescribed, including exclusion from school.

The *Massachusetts Interscholastic Athletic Association (MIAA)* has a zero tolerance policy for student-athletes caught drinking, using drugs, smoking /chewing tobacco; marijuana steroids; or any controlled substance at any time during the year. Any student-athlete caught violating the Chemical Health rule in the summer or any off-season period will be held accountable as if he/she were in season. MIAA sanctions are as follows:

- 25% suspension for the first offense
- 60% suspension for the second offense
- 60% suspension and completion of an approved dependency program for the third offense. Once a program is complete the suspension reverts back to 40% of the season of play.

All student athletes and their parents/guardians should familiarize themselves with this policy.

**Social Probation**

Students who have violated the Code of Conduct are subject to being placed on Social Probation. Pranks will be considered a violation of the Code of Conduct. Social Probation limits the student's privilege of attending school sponsored events such as dances, proms, and other related activities. Students who have incurred multiple infractions and/or suspensions are subject to being placed on Social Probation. Seniors, who are suspended after April 1st, will lose one senior privilege up to all senior privileges depending on the infraction.

**DETENTION**

Conduct code violations may result in detention being assigned by teachers or administrators. Students are reminded that detention sessions are an obligation, which must be met when assigned. Detention takes precedence over work schedules or co-curricular activities.

Teacher detention takes precedence over administrative detention. When a student has received both teacher and administrative detention for the same time, it is the student's responsibility to ask the teacher for a note, which will explain this to the assistant principal. This note must be submitted to the assistant principal before leaving school to avoid further disciplinary action. The student will then be expected to serve the administrative detention as assigned. Administrative detentions are held Tuesdays and Thursdays from 2:30 p.m. to 3:00 p.m. and Wednesdays from 2:30 p.m. to 4:30 p.m. In addition, Saturday detentions will be issued based on the level of offense committed by the student.

In order to get credit for an administrative detention, students must arrive on time, must maintain silence, and may not sleep. If these three guidelines fail to be met, students may not receive credit for the detention. Arriving late to an administrative detention will be considered cutting the detention and will result in further disciplinary action. If a student is legitimately detained by a faculty member, the student is to present a pass noting the time of dismissal by the faculty member. It is strongly recommended that students bring work to complete during this time. Not attending detention will lead to further detention and ultimately suspension from school.

**CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, athletic equipment and school property. Books must be covered and handled with care. Students will pay for all lost or damaged books and equipment. Students who damage school property maliciously deliberately or through negligence will be billed or required to work to restore the damage and will be subject to disciplinary action.

**CORRIDOR PASSES**

Students are not permitted to leave a class or assigned area without a corridor pass properly completed and issued by the teacher in charge. Pass violations will result in disciplinary action.

**CODE OF DRESS AND APPEARANCE**

Students are expected to exercise maturity and responsibility in all matters including their dress and personal grooming. Students should remember at all times the five guiding principles of dress: neatness, suitability, moderation, cleanliness and safety. Teachers and administration will determine the interpretation of these guiding principles. Any attire that is disruptive or does not conform to the standards of common decency and propriety is forbidden. Wearing apparel harmful to school property is not permitted. In addition, clothing with tobacco, drugs, alcohol, sexual innuendo or illegal messages is inappropriate. Wearing tank tops and/or tight fitting string tops without a shirt underneath, wearing undergarments as outerwear, or bare midriffs will not be permitted. Shirts should meet the waistline of pants, skirts, or shorts. Skirts and shorts should reach below fingertips when arms are by side. Being barefoot or only in stocking is viewed as a health/safety problem, so appropriate footwear must be worn at all times. Outside clothing and hats must be kept in lockers. Wearing hats in school during school hours is not permitted.

Students who do not follow the guidelines of appropriate dress will be referred directly to the school nurse. The school nurse will then immediately notify the parent. The student will be sent back to class once the issue is resolved.

## **HAZING REGULATIONS**

### **HAZING**

Hazing as described by Massachusetts General Law, Chapter 269, Sections 17, 18 and 19 is prohibited. Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of the same as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in the house of correction for not more than one (1) year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect their physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger of peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

Section 19: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to reach of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post- secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post- secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Regents and, in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general, any such institution which fails to make such report.

### THE HAZING TEST \*

The following questions are intended to help student leaders to think about issues of hazing when planning activities for their organizations.

1. Would you have any reservations describing the activity to your parents, a teacher, or a school administrator?
2. Would you object to the activity being photographed for the school newspaper or local TV news?
3. Is there a risk of injury or a question of safety?
4. Is this a team or group activity in which members are encouraged or expected to attend and where minors are consuming alcohol?
5. Will current members refuse to participate with the new members?
6. Does the activity risk emotional or physical abuse?

### WEAPONS AND INCENDIARY DEVICES

Possession of weapons of any kind will not be tolerated. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds or at school-sponsored or school-related events will be considered a weapon for purposes of this code. Students found to be in possession of a weapon will be subject to the Level 5 consequences of the disciplinary guidelines

Possession and/or lighting of any incendiary device, which includes, but is not limited to firecrackers and smoke bombs or the irresponsible use of matches and lighters in and around the school building, will result in suspension from school. Students found to be in possession of and/or lighting an incendiary device will be subject to the Level 5 consequences of the disciplinary guidelines.

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarettes), or any other electronic vaporizing device, while on school property at anytime or while attending an off campus school-related activity.

### CHEMICAL HEALTH POLICY

In accordance with *Massachusetts General Laws 71 as amended by the Education Reform Act of 1993*, during the school year, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol, any tobacco product, or any controlled substance.

1. The use of any tobacco product within school (including electronic cigarettes and vaporizers), school facilities, school grounds within 250 ft., or on school buses is prohibited. Use of tobacco products will result in a recommendation for suspension from school, as outlined under Level 4 of the disciplinary guidelines.
2. Students who attend school, athletic functions, or school functions or who are under school jurisdiction while under the influence of drugs or alcohol, having possession of drugs or alcohol, or are involved in the distribution of drugs or alcohol will be suspended from and subject to expulsion from school and face consequences as outlined under Level 5 of the disciplinary guidelines.

### Use of Breathalyzer

In order to foster a safe and comfortable environment for school dances and other student events, we may require a Breathalyzer test, as approved by the School Committee in July 2008, as a condition of attending the Sophomore Junior Social, the Senior Prom, along with any other extra-curricular events.

### Implementation of Breathalyzer

Because the purpose of the utilizing a Breathalyzer is to prevent school event related alcohol use, rather than to “catch” students, any student attending an event will be required to take a Breathalyzer administered by the principal and/or his/her designee.

Any student attending the event will be tested with an alcohol detection devise. The end of the instrument is placed a few inches from the subject’s mouth and the subject will blow into the device. Any student not willing to comply with the screen WILL NOT BE ADMITTED and will forfeit their admission. The device indicates whether or not alcohol is present. In the event that a student is in violation of the school’s drug/alcohol policy, the disciplinary consequences outlined in the Winthrop High School Student Handbook and those outlined by the Massachusetts Interscholastic Athletic Association (MIAA) will be invoked.

Parents will be contacted, and students will be sent home. If there appears to be an imminent safety concern, or if parents cannot be reached, the principal or his/her designee will call EMTs or police as appropriate.

## **Discriminatory, Sexual Harassment and Misconduct & Complaint/Grievance Procedure**

### **I. BACKGROUND OF POLICY**

The Winthrop Public Schools is committed to maintaining a school environment free of any harassment based on, but not limited to, race, color, national origin, sex, disability, age, genetics, ancestry, sexual orientation, gender identity/expression, criminal record, or active military status. Such harassment in the workplace or school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors, and other individuals in school or at school-related events. Further, any retaliation against an individual who has complained about harassment or against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

### **II. PURPOSE AND SCOPE**

Discriminatory harassment is defined as any communication or conduct that is sufficiently serious to limit or deny the ability of a student to participate in or benefit from the educational program or the ability of a staff member to perform his/her duties. It includes, but is not limited to, any communication, written, spoken or otherwise, such as jokes, comments, innuendoes, notes; material placed on the internet or other electronic media such as email, web page, and voice mail; writing placed on school property, the display of pictures or symbols, graffiti, gestures, or other conduct that offends or shows disrespect to others based upon race, color, national origin, sex, disability, age, genetics, ancestry, sexual orientation, gender identity/expression, criminal record, or active military status.

Law views the particular communication or conduct from the perspective of a reasonable person with the characteristic on which the harassment is based. Another person may reasonably view what one person may consider acceptable behavior as harassment; therefore, individuals should consider how other individuals might view their words and actions.

It should be noted that, while this policy sets forth the goal of the Winthrop Public Schools to maintain a work and educational environment that is free of harassment based upon race, color, national origin, sex, disability, age, genetics, ancestry, sexual orientation, gender identity/expression, criminal record, or active military status the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, whether or not that conduct satisfies the definition of harassment.

This policy may apply to forms of discriminatory harassment that occurs between co-workers between students, and between students and school personnel that takes place outside the school environment (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media). When the conduct complained of occurs outside of the workplace, the school may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this policy

- whether the event at which the conduct occurred is linked to the School in any way, such as at a School-sponsored function;
- whether the conduct occurred during work/school hours;
- the severity of the alleged outside-of-school conduct;
- the work/school relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor/faculty and whether the alleged harasser and complainant come into contact with one another on the job or in the School environment;
- whether the conduct adversely affected the terms and conditions of the complainant's employment or education or impacted the complainant's work/school environment

### III . Examples of Prohibited Conduct

It is not possible to list all the circumstances that may constitute discriminatory harassment in violation of this policy. Discrimination may take many forms, including both verbal and nonverbal behaviors. Prohibited behavior includes, but is not limited to, the following behaviors connected to someone's membership in one or more groups protected by law as noted in the first paragraph above: slurs or other derogatory comments; sharing demeaning pictures, cartoons, or jokes; demeaning gestures, and; any conduct constituting sexual harassment

**IV. While all types of discriminatory harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:**

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education, or
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student, or
3. Such conduct interferes with an individual's job duties, education, or participation in extracurricular activities, or
4. The conduct creates an intimidating, hostile or offensive work or school environment. The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating or humiliating to individuals of either gender may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences, and;
- Discussion of one's sexual activities

The victim or complainant as well as the harasser may be male or female. The victim or complainant does not have to be of the opposite sex. The complainant does not have to be a person directly harassed, but may be someone affected by the offensive conduct.

**All employees and students should take special note that, retaliation against an individual who has complained about sexual and or discriminatory harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.**

- Sexual violence is a form of sex discrimination and is prohibited. It is generally defined as contact of a sexual nature that occurs without the effective consent of an individual involved.
- Effective consent cannot be given by minors, those who are incapacitated as a result of alcohol or other drug consumption, or those who are otherwise incapacitated or unconscious.
- Consent as a result of coercion, intimidation, threat of force or force is not effective consent.

- An individual may also be unable to give consent due to an intellectual or other disability. In the state of Massachusetts, **consent can never be given by a minor under the age of 16.**

Examples of sexual violence include, but are not limited to:

- acts of rape (stranger and acquaintance);
- having sexual contact with someone who is incapacitated (e.g., from alcohol or drug usage) such that their decision-making ability is compromised and they are unable to consent;
- continuing a sexual act after either party has made it clear, either verbally or by conduct, that they do not wish to continue physical contact, and other forms of coerced sexual activity, including unwanted touching, fondling or other forms of sexual conduct.

The School also prohibits other forms of sexual misconduct, including:

- obscene or indecent behavior, such as the exposure of one's sexual organs or the display of offensive sexual behavior,
- deliberate observation of others for sexual purposes without their consent,
- taking or posting of photographs, videos or images of a sexual nature without consent,
- and possession or distribution of illegal pornography.

In addition to the above, specific examples of sexual misconduct constituting violations of this Policy include:

- Sexual Assault - Penetration, no matter how slight, of a vagina or anus with a sex organ or object, or oral penetration by a sex organ of another person, without the consent of the victim, or non-consensual touching of a sexual nature of another person with or without force.
- Domestic Violence - violent misdemeanor and felony offenses committed by a victim's current or former spouse, current or former cohabitant, person with whom a victim shares a child, or individuals engaged in a substantive dating relationship as defined by M.G.L Chapter 20A.
- Dating Violence - Violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by (a) its length, (b) its type, and (c) frequency of interaction of persons involved in the relationship.
- Stalking – an intentional course of repeated conduct or behavior over a period of time directed at a specific person that would cause a reasonable person to (a) fear for her, his or other's safety, or (b) to suffer substantial emotional distress.

Anyone who has been subject to any sexual violence, misconduct or domestic violence is encouraged to report the incident to the Winthrop Police Department, the Title IX Coordinator, or Deputy Title IX Coordinators listed within this policy.

## V. REPORTING

The Winthrop Public Schools strongly urges all individuals in the school community to bring any complaint of discriminatory harassment, sexual harassment and/or sexual misconduct including sexual violence to the attention of school personnel so that they can resolve the issue. Complaints may be made orally and/or in writing. The Winthrop Public Schools will promptly review every complaint, take necessary action to eliminate the conduct and work to ensure the safety of the complainant and any/all witnesses.

In response to incidents of sexual misconduct and or violence, individuals including students and if applicable, their parents or guardians may simultaneously contact law enforcement and/or file a criminal complaint.

Students are also encouraged to report any incident to Superintendent John Macero, and/or the Complaint Manager. **In response to reports of sexual violence, discriminatory and sexual harassment, students should understand that not all personnel are allowed to maintain strict confidentiality.**

Local resources are that are obligated by law to maintain confidentiality include:

- Boston Area Rape Crisis Center (24 hour hotline): (800) 841-8371
- SAFE-LINK DOMESTIC VIOLENCE HOTLINE- (877) 285-2020

If an individual requests that a report of sexual misconduct remain confidential, the District will make all reasonable efforts to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of potential imminent harm to the community, the School may be required by law to inform law enforcement.

### **Employee Complaints**

An employee who believes that he/she is the victim of sexual and/or discriminatory harassment or sexual misconduct should contact:

Central Office: Stacy DiChara, HR Director (617) 846-1852 x1075  
E-mail: sdichara@winthrop.k12.ma.us

If an employee does not wish to discuss the issue with the persons listed within this policy or feels that he/she is not addressing the problem in an effective manner, the employee should contact the Superintendent of Schools John Macero, 1 Metcalf Square, Winthrop, MA 02152, 617-846-5500.

### **Student Complaints**

A student who believes that he/she is the victim of sexual, discriminatory harassment and /or sexual assault or misconduct should promptly report the matter to a teacher, counselor, or administrator who in turn shall notify in writing a complaint manager in the school. As an alternative, a student may report directly to a complaint manager. Notice of each school's complaint managers will be posted in a prominent location in the school.

All employees of the Winthrop Public Schools must respond to complaints by students of harassment by notifying the building principal or an appointed complaint manager verbally and in writing regarding the alleged policy violation. Employees are required to take every report of harassment seriously. A student may also file a complaint by contacting:

**Title IX Coordinator:** Lisa Howard, Superintendent of Schools  
One Metcalf Square lhoward@winthrop.k12.ma.us  
Winthrop MA 02152  
(617) 846-5500

### **LIST OF COMPLAINT MANAGERS FOR EACH SCHOOL**

#### **William P. Gorman Fort Banks School**

Ilene Pearson, Principal 617-846-5509 ipearson@winthrop.k12.ma.us

#### **Arthur T. Cummings School**

Ryan Heraty, Principal 617-846-5543 rheraty@winthrop.k12.ma.us

#### **Winthrop Middle School**

Brian Curley, Principal 617-846-5507 bcurley@winthrop.k12.ma.us

#### **Winthrop High School**

Matthew Crombie, Principal 617-846-5505 mcrombie@winthrop.k12.ma.us

#### **Central Office**

Stacy DiChara, HR Director 617-846-1852 x1075 sdichara@winthrop.k12.ma.us

The persons and Superintendent as listed above are also available to provide information about this policy and the Winthrop Public Schools' complaint process.

If a student does not wish to discuss the issue with a teacher, counselor, administrator, complaint manager, or the Director of Student Services, or if the student feels that the aforementioned people do not address the problem in an effective manner, the student should contact the Superintendent of Schools John Macero, 617-846-5500, [jmacero@winthrop.k12.ma.us](mailto:jmacero@winthrop.k12.ma.us)

Informal and Formal Grievance Procedures have been established to meet the requirements of Title IX, the ADA, the ADAAA and Section 504 of the Rehabilitation Act of 1973. Any person who wishes to file a complaint alleging discrimination on the basis of disability or sex in the provision of services, activities, programs or benefits by the Winthrop Public Schools (WPS) may use the grievance procedures.

The Informal Procedure to resolve the allegations of a complainant may be requested by the complainant in consultation with the Title IX Coordinator and Superintendent. In these cases, the Title IX Coordinator in consultation with the Superintendent shall determine whether or not alternative informal resolution measures are appropriate based on the nature of the complaint. Informal Procedures to resolve complaints may include a meeting of the parties, or other means to resolve the allegations with the assistance of a counselor, teacher, or other school or WPS staff. The informal procedure may be abandoned at any time in favor of the initiation of formal procedures and shall not hinder or prohibit the School from initiating and conducting an investigation.

#### **IV. INVESTIGATION AND COMPLAINT RESOLUTION**

The Winthrop Public Schools will promptly review every complaint, take necessary action to eliminate the conduct and work to ensure the safety of the complainant and any/all witnesses.

The Winthrop Public Schools shall promptly initiate an investigation into allegations of sexual and discriminatory harassment including sexual assault and misconduct while observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. During the investigation and prior to a final determination, the Title IX Coordinator and/or appropriate administrator will take appropriate interim measures to protect the complainant. During an investigation the complainant and accused may present witnesses and other evidence. Victims of sexual/discriminatory harassment, and /or sexual assault will not be required to mediate allegations of harassment with their alleged perpetrators without appropriate involvement by the District, and further, any mediation process can be terminated by the victim at any time. Both the complainant and the accused individuals shall be notified by the School District of the outcome of any investigation.

The Title IX Coordinator in consultation with the School's Complaint Manager/and or Superintendent will coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing, identifying and questioning witnesses, and other appropriate actions. The District will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation. The District will caution all participants in the investigation to limit discussions to those staff directly involved in the investigation and to treat the matter as confidential as practicable. Individuals are expected to cooperate fully in any investigation. Failure to do so may result in disciplinary action up to and including termination/expulsion.

The District will endeavor to complete the investigation within thirty (30) school days of receiving the complaint, unless the nature of the investigation or exigent circumstances dictate otherwise, in which case the investigation will be completed as promptly as practicable. Also, if the respondent is subject to a collective bargaining agreement that sets forth a specific time line for notice and/or investigation of a complaint, such time line will be followed. During Title IX investigations, the District will use the preponderance of the evidence standard in determining whether or not District Policies have been violated in relation to sexual violence, and discriminatory and sexual harassment complaints.

Upon completion of the investigation, the Compliance Officer will issue a written report to the Superintendent. The Superintendent will issue a decision within ten (10) school days of receiving the Compliance Officer's report. If the complainant or the accused is not satisfied with the Superintendent's decision, an appeal may be filed with the Superintendent by either the complainant and/or the accused or by their guardian(s) within five (5) calendar days of receiving the decision. Within thirty (30) days of receiving the record, the Superintendent will render a final decision in writing.

If the District determines that the Policy Prohibiting Discriminatory Harassment, Sexual Harassment and Misconduct has been violated, the District will take appropriate action promptly to stop the offending conduct and ensure that it is not repeated. Depending on the severity of the incident (s), such corrective action may include counseling, training, a verbal or written warning, suspension, or termination/expulsion. Following substantiated instances of discriminatory and sexual harassment, including sexual misconduct and violence, the District will take reasonable steps to address the effects of the conduct including but not limited to supporting victims' access to the District's programs, services and activities.

In certain cases, harassment of a student, and in particular, sexual harassment of a student, may constitute child abuse under Massachusetts laws. Verbal sexual harassment of any child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse. Such abuse must be reported immediately to the Department of Social Services in accordance with the requirements of M.G.L. c. I 19, s. 51A. A matter reported under this section shall be screened to determine whether an investigation is pursuant to the Child Abuse and Neglect Policy, the Sexual Harassment Policy, or both. The Winthrop Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

## **V. PENALTIES**

Persons who engage in discriminatory, sexual harassment, sexual misconduct and assault including retaliation may be subject to suspension, termination/expulsion or other sanctions, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

An individual determined to have violated the District's policies related to discriminatory/sexual harassment, and/or sexual misconduct may be subject to the following sanctions or a combination thereof:

### **All Students**

- a. Mediation involving a third party; remedial training
- b. Reprimand either verbal or written
- c. Suspension in-house or out of school
- d. Expulsion

### **All Staff**

- a. Mediation involving a third party; remedial training
- b. Reprimand either verbal or written
- c. Suspension with or without pay
- d. Dismissal

## VI. TRAINING AND EDUCATION

**The Winthrop Public Schools remains committed to ensuring all faculty, school administrators, students and school personnel, guidance counselors and paraprofessionals complete mandatory training to include but not limited to:**

- What constitutes sexual and discriminatory harassment including sexual violence under Title IX
- The differences and similarities between harassment and bullying
- The responsibility of staff to report incidents of discriminatory and sexual harassment, including sexual violence of which they have knowledge
- The District's obligation to respond to notice of discrimination or possible discrimination under Title IX
- The District's approved complaint and grievance procedures
- Appropriate and effective complaint response and interventions

The Winthrop Public Schools will ensure mandatory training is provided to all investigator staff including building and Title IX Coordinators, and/all staff responsible for conducting Title IX investigations on how to conduct thorough, prompt, impartial and reliable investigations pursuant to Title IX to include but not limited to:

- The definition and scope of hostile work environment, discriminatory and sexual harassment including sexual violence
- The differences and similarities between harassment and bullying
- Appropriate remedial actions and remedies in response to complaints of sexual and discriminatory harassment
- The District's obligation to inform both the complainant and accused of the outcome of an investigation
- Best practices for tracking patterns, incidents, systemic problems, climates and trends
- Effective complaint response, interview skills and investigation report writing
- Effective complaint resolution and appropriate resources for victims and accused.

The Winthrop Public Schools will facilitate training for all students to include but not limited to:

- A thorough overview of what constitutes discriminatory and sexual harassment, including sexual misconduct
- The importance of reporting incidents including a review of all reporting avenues
- The District's obligation to respond to and resolve complaints; including a thorough review of the District's grievance policies.
- Student confidential and non-confidential reporting options

## V. CONTACT AND REFERRAL INFORMATION

State agencies that enforce laws prohibiting harassment or receive complaints thereunder include:

Massachusetts Commission Against Discrimination (MCAD)

Boston Office:

One Ashburton Place,  
Rm. 601  
Boston, MA 02108  
(617) 994-6000

Worcester Office:

455 Main Street  
Room 100  
Worcester, MA 01608  
(508) 799-8010

Springfield Office:

424 Dwight Street  
Rm. 220  
Springfield, MA 01103  
(413) 739-2145

New Bedford Office:

800 Purchase Street  
Room 501  
New Bedford, MA 02740

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street  
Malden, MA 02148  
(781) 338-3300.

Federal agencies responsible for enforcing federal laws prohibiting harassment include:

**United States Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800)-669-4000

U.S. Department of Education, Office for Civil Rights (OCR),  
J.F. Kennedy Federal Building - Room 1875  
Boston, MA 02203  
(800) 368-1019

## VI. LEGAL REFERENCES

Mass. Gen. Laws. Ch. 151B  
Mass. Gen. Laws Ch. 76, s. 5/Chapter 622  
Title VI of the Civil Rights Act of 1964  
Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972  
Age Discrimination in Employment Act of 1967  
Americans with Disabilities Act of 1990  
Section 504 of the Rehabilitation Act of 1973

**WINTHROP PUBLIC SCHOOLS  
COMPLAINT/INCIDENT REPORT FORM**

Name of Complainant: \_\_\_\_\_

Complainant's School and Class/Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Name(s) of Parent/Legal Guardian (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Nature or Complaint: This may include but is not limited to incidents of discriminatory and sexual harassment, retaliation, sexual misconduct/assault and bullying.

Dates of Alleged Incident(s): \_\_\_\_\_

Names of the person(s) you are reporting:

Please describe in detail the incidents of alleged misconduct; including where and when the incidents occurred. Please name any witnesses that may have information regarding the alleged misconduct. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint. Attach additional page(s) if needed.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant: \_\_\_\_\_ Date \_\_\_\_\_

Complaint Received By: \_\_\_\_\_ Date \_\_\_\_\_

Compliance Officer

## **SCHOOL SERVICES**

### **GUIDANCE SERVICES**

Guidance services combine the student support efforts of our guidance counselor and student mentor. This guidance department staff works together and collaborates with the school's faculty in guiding the academic and social development of each student. Our team approach is to view the whole student as both an evolving individual and as a learner and to help our students prepare themselves for life after high school.

We have one counselor who meets with only freshmen students. A counselor meets with sophomores and juniors to help them begin the process of self-assessment and career exploration as it relates to post high school planning. Students will be encouraged to utilize various personality inventories, publications and computerized methodologies to advance the process of self-assessment and to examine career options and schooling requirements. The counselor meets with juniors and seniors in order to help students plan appropriate activities relative to post high school plans, using Guidance Department resources. Students will learn what is important in the employment and college application process and complete appropriate post-secondary institution applications. Parents are also encouraged to consult with members of the guidance staff with respect to their child's program.

### **SCHOOL NURSE**

The school nurse is in the building during school hours and available throughout the day. If a student becomes ill, he/she is to ask the classroom teacher for a pass to visit the nurse who will address the student's needs and take any steps necessary to handle the situation. A student will not be dismissed until a parent/guardian has been contacted.

Students suspected of being under the influence of alcohol, drugs and/or a controlled substance may be examined by the school nurse and if deemed necessary, parents may be contacted. A Breathalyzer may be used.

#### Accidents

In the event of an accident, the student will report to the nurse all related facts. Any accident should be reported to the nurse who will complete a report. If an accident occurs in the gym during an athletic event or an athletic related event, the athletic director will make out an accident report.

#### Medications

***School personnel will not provide students with any medication.*** Students who must take prescription or over-the-counter medication during the school day must have a medication order from a physician, dentist, nurse practitioner, or physician's assistant along with written consent signed by the parent/guardian on file in the nurse's office. These forms are kept in the nurse's office. All medications must be properly labeled in their original container, kept in the nurse's office and taken under the supervision of the school nurse. Any student found carrying medication in school will be subject to disciplinary action and the medication will be held and given to their parent/guardian.

The only exception to the above protocol is that students may carry epi-pens and/or inhalers for their own use with the signed medication order and parent/guardian consent.

Please feel free to come to the nurse's office or call at (617) 846-5505 ext. 102, if you have any questions or concerns about the medication policy.

### **CAFETERIA**

The school cafeteria serves hot lunch at a minimal cost. Beverages and snacks can be purchased separately. Students are encouraged to exercise responsibility and good judgment relative to the purchase and/or consumption of food and beverages outside the cafeteria during school hours.

Since the entire student body utilizes the cafeteria, students are expected to help keep it clean and attractive by complying with the following rules:

- Students found in other areas of the building during their scheduled lunch without an authorized pass will be subject to disciplinary action.
- Students can only eat inside the cafeteria at tables.
- Students are to conduct themselves in a reasonable manner in the lunch lines and in the cafeteria.
- Students are responsible for emptying all debris into the proper receptacles and leaving the table and surrounding area clean.
- Student may use lavatories adjacent to the cafeteria during their scheduled lunch period.
- Weather permitting; students may go into the courtyard during lunchtime. Students may not go to any other area of the school.
- Students are to be respectful of the teachers on duty in the cafeteria.

Students who by their behavior indicate that they cannot act in a responsible manner in the cafeteria may lose the privilege of eating in the cafeteria and be subject to disciplinary action.

### **LIBRARY MEDIA CENTER**

The library is open from 7:55 a.m. to 2:20 p.m. Monday through Friday. Students may use the library before and after school, or during the school day by *arrangement with his/her classroom teacher and the librarian*. Students with an *academic purpose* are allowed to visit the library but **MUST** first obtain a pass from one of his/her classroom teachers indicating that the student has been assigned work for the class requiring the use of the library. This pass must then be presented to the librarian at the beginning of the period that the student is to report to the library. All students must arrive at the library before the late bell rings. "On-line" computers and printers are available for student use. Electronic Library is an on-line service available which accesses a multitude of informational resources. Students involved in special activities may also utilize audiovisual equipment.

### Internet Acceptable Use Policy

The Winthrop Public Schools technology program recognizes the use of the Internet as a valuable research tool. Before using this tool students need to understand how to use it in an acceptable manner.

- The primary use of the Internet is for educational purposes
- Being able to use the Internet is a privilege, and your teachers and principal are the decision makers when it comes to whether you use it. If your behavior on the Internet is not appropriate, you may be suspended from its use.
- All Winthrop Public Schools have a filter installed on the server to prevent students from entering inappropriate sites (obscene, child pornography, harmful to minors) however, this software is not foolproof. Take responsibility for your own actions. If you find yourself at an inappropriate web site, you must minimize the browser window and notify the teacher immediately. Do not download, copy or tell any other students the location of any inappropriate material you may happen to find.
- You may not copy material and say that you wrote it yourself. Remember if you didn't write it you must identify where you found it.
- Any damage to the computers, how they are set up, or files that belong to others, will result in the loss of your privilege to use the Internet, and perhaps the computers themselves.
- You may not give anyone your password. Don't let anyone use your computer account for Internet activity unless you are working with them.
- You may not go to chat rooms or use email

**The above are examples of inappropriate use. Since there can never be an all inclusive list, we fully expect that students do only those things necessary to complete their assignment. If a student is in doubt about something they want to do, they must first ask a teacher. Violations of this agreement also subject the student to additional school discipline as determined by the principal.**

The Winthrop Public School System, along with the other organizations sponsoring this Internet link-up, will not be liable for the actions of anyone connecting to Internet through this hook-up. In addition, the Winthrop Public School System takes no responsibility for any information or materials that are transferred through Internet. Winthrop Public Schools makes no guarantee of reliability of the Internet connection, nor is it responsible for any loss or corruption of data while using this Internet connection. Winthrop Public Schools shall monitor use of the Internet and data stored in the machines to be sure that these rules are not being broken. Winthrop Public Schools can change these rules without immediate notice.

**STUDENT**

I understand and promise to follow Winthrop Public School Acceptable Use Policy. I have read (or had read to me) the agreement in the student handbook. My teacher explained the rules of the agreement and I understand them. I understand that it is very important to follow all the rules of the agreement and not to go to inappropriate web sites. I will accept full responsibility and liability for the results of my actions. If I do not follow the rules I might lose the privilege of using the computer and/or the Internet, and be subject to additional punishment by the school.

\_\_\_\_\_

Print Student's Name

\_\_\_\_\_

Student's Signature

**PARENT/GUARDIAN**

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I understand that the Winthrop Public Schools will take all reasonable measures for the supervision of Internet access by my child. I understand that should my child misuse and/or abuse the Internet I will not hold the Winthrop Public Schools responsible for their actions.

Violations of this policy by my child will result in appropriate school discipline. I hereby give permission to allow my child Internet access.

\_\_\_\_\_

Parent/Guardian's Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

## **STUDENT ACTIVITIES**

### **NATIONAL HONOR SOCIETY**

The Winthrop High School Pullin Poynte Chapter of the National Honor Society is the front-runner of organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, service, leadership and character.

The Winthrop High School National Honor Society's primary goal is the overall improvement of scholarship and the placement of academic excellence as a standard for the entire student body.

Membership in the National Honor Society is both an honor and a responsibility. It is a privilege, not a right. Students do not apply for membership into the National Honor Society; instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Students who are selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character that were used in the selection process.

#### Eligibility Requirements

1. Candidates shall be a member of the junior or senior class and must have been in attendance at Winthrop High School for full semester prior to induction.
2. A student will be academically eligible for membership by earning a minimum cumulative weighted grade point average of 3.9.
3. An academically eligible student who seeks membership must complete an application form provided by an advisor. The WHS National Honor Society Faculty Council will then evaluate each student based on his/her demonstrated credentials for service, leadership and character.
4. All inducted members are to maintain the standards by which they were selected (i.e., continued performance at or above the required GPA, involvement in service and leadership projects, etc.).

#### Leadership Requirements

A National Honor Society member:

1. Takes a constructive lead in classroom and school activities.
2. Promotes worthy and proper school activities.
3. Successfully holds school offices or positions of responsibility.
4. Contributes constructive ideas, which improve the school.
5. Influences others in a positive way.
6. Shows initiative in studies and co-curricular activities.

Leadership is not based merely on the holding of co-curricular offices, but on the manner with which duties were performed and the effectiveness of service.

#### Service Requirements

A National Honor Society member:

1. Puts service to others above self-interest.
2. Gives time, effort, talents, not for personal gain, but for the class, school or community as a whole. A minimum of ten (15) hours of community service must be completed each year.
3. Performs committee or staff work effectively.
4. Shows courtesy to teachers, other students and visitors.
5. Represents the school in various types of competition and/or interchanges.
6. Renders service through the school to the community at large.

#### Character Requirements

A National Honor Society member:

1. Meets promptly individual pledges and responsibilities to the school and teachers.
2. Demonstrates highest standards of attitude toward honesty, reliability, fairness, tolerance (seeing others' point of view).
3. Cooperates in a willing spirit with school regulations concerning property, books, attendance, lockers, etc.
4. Upholds principles of morality and ethics.

### Dismissal Regulations

1. The Faculty Council in compliance with the rules and regulations of the National Honor Society shall determine the procedure for dismissal.
2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.
3. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.
4. Members who resign or are dismissed are never again eligible for membership or its benefits.

### **STUDENT GOVERNMENT**

The underlying assumption in granting governing responsibilities to students is that students will use their governing power and influence wisely and responsibly. The students should be responsive to the needs of the student body and provide feedback for their issues.

### Student Council

Student Council shall function as the representative of the student body to the high school administration on all matters affecting the students of the school. Students involved in the Student Council represent the entire student body at regularly scheduled meetings. The purpose of the Student Council is to develop attitudes and beliefs in good leadership and citizenship, to promote good relationships throughout the school, to develop and foster good student morale, to foster good student-teacher relationships, to assist in the schedule and coordination of student assemblies and activities, to coordinate the four individual classes and to promote the general welfare of the school.

### Student Advisory Council

The Student Advisory Council is available to executive board members of the student council and class presidents. Students will meet monthly with the administration to discuss school –wide issues and concerns.

### Class Officers

A student who wishes to run for class office must submit his/her name to the class advisor for approval. He/she must be academically eligible. Students must file a nomination paper for the four major officers, president, vice-president, secretary, treasurer and class marshal (seniors only), and make a brief speech to classmates at an election assembly. Voting will follow the assembly.

### School-Based Council

In accordance with the Massachusetts General Laws 71 as amended by the Education Reform Act of 1993, the Winthrop High School Council will meet regularly with the principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of the school improvement plan.

Each school council is composed of the school principal (who will serve as co-chair), two teachers (elected by the professional staff of the school), two parents (elected by the Parent Teachers Association), a community representative (selected from interested citizens by the principal), and two students (elected by the student council).

The members of the council will serve a minimum of one (1) year. There will be an annual election. The maximum term will not exceed three (3) years. The meetings are once every other month during the school year.

## ACTIVITIES

The Winthrop High School athletic, club and co-curricular activity program is an integral part of the total educational offerings. While the name of the school is enhanced whenever its representatives excel, by far those who actually participate derive the greatest rewards and satisfaction. A student's participation in all co-curricular programs is voluntary and a privilege, not a right.

The advisor or head coach has the prerogative of setting rules and standards of behavior and discipline for the organization. This entails a clear understanding of what is to be expected in terms of appearance and conduct. The administration fully intends to back the advisor/coach in carrying out the policies governing the activity as long as they do not conflict with school policy.

### Eligibility

To participate:

1. A student must be passing at least six out of seven classes during the last marking period preceding the event.
2. The date the report cards are issued for the term determines the student's eligibility for that term.
3. Disciplinary probation prevents a student from attending or participating in any co-curricular activity.
4. To participate in or to attend any activity, game, practice, play or other co-curricular activity, a student must be in attendance for a full day of classes on the day of the event. If the event is scheduled for Saturday, Sunday or a holiday, this regulation shall apply to the last school day preceding the event. If a student is ill or has some other extenuating circumstance, he/she must see an administrator for permission to participate. Exceptions may be made for absence due to religious holidays. ***Note: Students must be in school by 9:00 a.m. to participate in and/or attend any co-curricular activity and cannot be dismissed without Administrative approval to participate.***
5. All requirements for participation in interscholastic athletics as prescribed by the Northeast Conference and the Massachusetts Interscholastic Athletic Association will also govern the eligibility of students at Winthrop High School.
6. At Winthrop High School rules of conduct apply to all co-curricular activities.
7. You are not eligible to participate in any athletics until your required athletic fees have been paid in full prior to the start of the first game.
8. Unsportsmanlike conduct during an athletic event or any misconduct during any school related activity or event as defined in this handbook you are not eligible to play in the next scheduled game. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second game during the season, then you are disqualified from any further participation in the sport season for one (1) full year.

We are determined to sponsor teams and organizations composed of young men and women who will represent our school with pride, enthusiasm and loyalty.

## CO-CURRICULAR ACTIVITIES

### Student Government

- Senior Class
- Student Council
- Junior Class
- Freshman Class
- Sophomore Class

### Clubs

- Academic Team
- Band
- Drama
- International Student Club
- Media Production
- National Honor Society
- SADD
- Book Club
- WHS Newspaper
- Art
- Chorus
- Gay/Straight Alliance
- Math
- Mock Trial
- Outdoor Club
- Community Service Club
- Science
- Yearbook

### Sports

- Baseball
- Football
- Sailing
- Boys' Basketball
- Boys' Ice Hockey
- Boys' Lacrosse
- Boys' Tennis
- Girls' Basketball
- Girls' Gymnastics
- Girls' Indoor Track
- Girls' Soccer
- Girls' Tennis
- Girls' Volleyball
- Cheerleading
- Golf
- Swimming/Diving
- Boys' Cross Country
- Boys' Indoor Track
- Boys' Soccer
- Boys' Track
- Girls' Cross Country
- Girls' Ice Hockey
- Girls' Lacrosse
- Girls' Softball
- Girls' Track

### Concussion Policy:

#### A. Purpose

1. This policy provides for the implementation of the MA 105 CMR 201.000, Head Injuries and Concussions in Extracurricular Athletic Activities. The policy applies to all public middle and high school students who participate in any extracurricular activity. This policy provides the procedures and protocols for the Winthrop Public Schools in the management of and prevention of sports-related head injuries within the district or school. Review and revision of this policy is required every two (2) years. (See full policy on the school website at [www.winthrop.k12.ma.us](http://www.winthrop.k12.ma.us) under Athletics.)
2. The Winthrop Public Schools are committed to ensuring the health and safety of its students and student athletes. The following concussion policy utilizes the latest in medical research to prevent and treat head injuries. It is in compliance with MIAA regulations and procedures regarding the treatment of head injuries and concussions.
3. If a student participating in an extracurricular athletic activity becomes unconscious during a practice or competition or suffers severe head trauma, the student shall not return to the practice or competition or participate in any extracurricular athletic activity until the student provides written authorization for such participation, from a licensed physician, licensed neurophysiologist, certified athletic trainer, or other appropriately trained or licensed health care professional to the school's athletic director.

#### B. Criteria for Return after a Concussion/Brain Injury/Head Injury

1. Written clearance to play or practice from a medical professional
2. Completely asymptomatic – no symptoms at all
3. Normal impact testing

- C. Completed Supervised Graduated Return to Play Protocol
1. Each step should take twenty-four hours. The steps must be completed without return of any symptoms. If any symptoms occur, the athlete returns to the previous asymptomatic step, after twenty-four hours have passed.
    - a. No activity – complete rest until all symptoms subside.
    - b. Light aerobic activity – no lifting less than 70% maximum heart rate.
    - c. Sports-specific exercise – no activities that include head hitting – examples include skating, running drills for basketball or soccer.
    - d. Non-contact drills – more complex, athlete may start lifting – examples include passing drills for football, shooting drills for soccer, hockey, and basketball.
    - e. Full-contact practice – must have a medical professional’s clearance and a normal test to progress to this step.
    - f. Return to game play.

Legal References: M.G.L. 166

#### **MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION (MIAA)**

The MIAA is committed to the protection of student-athletes throughout the Commonwealth and to fairness of competition among its 365 member high schools. The MIAA Board of Control believes that first-hand knowledge of these selected association eligibility rules can only prove helpful to student-athletes and their parents.

#### MIAA Eligibility Rules

The violation of any eligibility rules may result in a forfeiture of a game won or the elimination of a player from participation for one (1) year. A mistake could spoil a good season’s record. If, in your opinion, there is any doubt concerning your eligibility, consult your principal or athletic director. The rules apply to all teams, varsity, junior varsity, sophomore and freshmen; all grades and to both girls’ and boys’ sports. The Board of Control of MIAA will resolve all questions on eligibility.

You’re not eligible if:

1. You were not a member of some secondary school for the two (2) months, exclusive of summer vacation months, preceding the contest.
2. \*You transferred from one high school to another
3. You were taking fewer than 35 periods of prepared work per school week. (Must be full-time student)
4. You do not have a passing average in at least six out of seven classes of prepared work as of the last time report cards were issued for all students. To be eligible for fall season sports, the previous final grades (cumulative average of ALL term grades) will determine your eligibility. If you repeat a subject after having already received credit of that subject, you cannot count the points as part of the 35 required. Please remember that summer school only changes the final grade.
5. \*Since you entered Grade 9, twelve (12) consecutive sports seasons have passed, whether or not you participated.
6. Your 19th birthday came before September 1 of the present school year, you may not participate in high school sports.
7. You have graduated from any secondary school.
8. You are a student in grades 7, 8, or 9 in a junior high school and the principal is also the high school principal.
9. You are in a trade school or vocational division or alternative school that is not under the jurisdiction and supervision of the high school principal.
10. You were “persuaded” or influenced to transfer to your present high school by a coach, athletic director, principal or any other person connected with the school.
11. You practice or play more than once in any one day with a school team and non-school team.

Unsportsmanlike conduct during an athletic event or any misconduct during any school related activity or event as defined in this handbook you are not eligible to play in the next scheduled game.

This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second game during the season, then you are disqualified from any further participation in the sport season for one (1) full year.

There are many other important rules and regulations that must be adhered to. Those listed above are most common and must be understood. Consult your principal or athletic director if there is any possible doubt.

***\*Note: There are some exceptions or variations to this rule. Consult your principal or athletic director if there is any possible doubt.***

## **ATHLETIC RULES AND REGULATIONS**

The WHS athletic program operates under the general rule that we display and promote a positive image through actions and attitudes which results in school and community pride. Pride in performance both individually and collectively is the goal of our program. Doing the best with students and staff is all that can be expected, anything else is not in line with our program goals. Relative to this goal, please be advised to the following rules and regulations. In addition, please refer to the Winthrop High School Athletic Handbook for the complete list of athletic rules and regulations.

1. A student must pass at least six out of seven classes during the last marking period preceding the contest.
2. To be eligible to participate in or to attend any activity, game, practice, play or other co-curricular activity, a student must be in attendance for a full day of classes on the day of the event. If the event is scheduled for Saturday, Sunday or a holiday, this regulation shall apply to the last school day preceding the event. If a student is ill or has some other extenuating circumstance, he/she must see an administrator for permission to participate. Exceptions may be made for absence due to religious holidays. ***Note: Students must be in school by 9:00 am are not to be dismissed with administrative approval in order. to participate in and/or attend any co-curricular activity.***
3. Notice of athletic injury risk – participation in athletics is inherently dangerous. Although we provide a professional staff and quality equipment/facilities, injuries can and do take place. All students participate in athletics voluntarily with permission of their parent/guardian. Along with this participation, the students and parent/guardian accept the inherent risks to which students expose themselves. All student athletes and parents must sign a waiver regarding this issue.
4. Chemical health – during the season (practice or play), a student shall not, regardless of quantity, use or consume, possess, buy/sell, be in the presence of, or give away any beverage containing alcohol, tobacco products, marijuana or any controlled substance. Please note, “in the presence of” indicates unsupervised situations without parent/guardian in attendance.
  - a. MIAA sanctions are as follows:
    - 25% suspension for the first offense
    - 60% suspension for the second offense
    - 60% suspension and completion of an approved dependency program for the third offense.Once a program is complete the suspension reverts back to 40% of the season of play.
5. Physical examinations – all students must pass a physical examination within one (1) year before participating in any sport. A duly registered physician must perform physical examinations.
6. An athlete is responsible for all equipment and uniforms issued. ***Payment will be required of all missing or damaged equipment.***
7. All participants must ride in school-provided transportation. In no case will permission be given to ride otherwise without prior consent of the coach, athletic director and principal.
8. Athletic insurance is provided to all athletic participants to cover after one’s own policy has been utilized. All injuries must be reported immediately to the school nurse. We cannot be responsible for injuries, which are not reported.
9. Conference rule states that a varsity athlete may participate in only one (1) varsity sport per season. Varsity athletes may not change from one varsity sport to another after the first scheduled conference game (see athletic director for exceptions).
10. A student may practice or play only once in any one day. Penalty for violation is ineligibility for 45 school days on the first offense and 180 school days for the second offense (see athletic director for exceptions).
11. Once a team list has been submitted to the athletic director, any change from that list is to be reported immediately to the athletic director. Any suspension of an athlete must be reported in writing to the athletic director.

12. If a problem occurs that may result in a dismissal from a team, the coach must notify the student of the possible dismissal and report the situation in writing to the athletic director and principal. *The athletic director will meet with the coach, parents and athlete* as soon as possible, to discuss the problem and the appropriate disciplinary action.
13. Any student attending an NEC or MIAA athletic event is subject to rules and regulations of their school, the MIAA, and the Northeastern Conference, as voted by the Northeastern Conference Athletic Directors.
14. You are not eligible to participate in any athletics until your required athletic fees have been paid in full prior to the start of the first game.

#### **TEAM SELECTION POLICY**

It is the intent and the mission of the Winthrop Athletic Department to provide the students of the Winthrop Public Schools a wide variety of co-curricular activities. It is in this spirit that selection to our athletic teams is made. The intent is to provide opportunities for students but also field teams that are competitive and will represent Winthrop with pride and honor.

In sports where safety (number of participants) of our student-athletes is paramount and manageability for proper instruction is required, the head coach may require a try-out for selection. The try-out period shall be no less than two (2) sessions; cheerleader try-outs shall be one (1) session. Try-outs will begin and end with specific team requirements and expectations that will be discussed with the student-athletes.

The head coach of that sport on a year-to-year basis will make selection to our athletic teams with consultation by assistant coaches where applicable. The final selection of participants shall rest with the head coach.

When a student is not selected for a team, the head coach shall, upon request, discuss with the student reasons why the student was not selected and where the student can improve.

Appeals of the final selection of the said athletic team shall be made to the athletic director in writing within two (2) days of final selection. The athletic director shall determine if the head coach has complied with the team selection policy and respond in writing within an appropriate time.

It is the parent/guardian and the student's right to discuss any appeal with the principal of the high school. It is paramount to the Winthrop Public Schools, the Winthrop Athletic Department, and the Winthrop coaching staff to extend the educational opportunities to all students through athletics. Team selection shall be made with looking to the "total student" as the goal.

#### **GENERAL INFORMATION**

##### **AGE OF MAJORITY**

One of the most significant laws passed by the Massachusetts Great and General Court was the legislation granting the right-to-vote and other "adult" privileges to persons reaching the age of eighteen. While we do not quarrel with the law, we do take a slightly different approach to it. As long as an eighteen-year old student remains at home, we will continue to expect the parent or guardian to discharge the responsibilities that parents and guardians of students under eighteen years must assume. Only upon receipt of a letter and Winthrop High School Application Form from a parent or guardian stating that they no longer wish to be involved and that they expect their son or daughter to assume full responsibility for all their school situations, and upon a follow-up communication with an administrator, will we allow the eighteen-year old or older student the right to make all his or her own decisions. This right carries with it the responsibility for being totally accountable for those decisions.

##### **DANCES**

Non-Winthrop High School students may not attend a WHS dance without a Winthrop High School escort. A WHS student can register one guest with an administrator by the close of school on the day of the dance.

The administration reserves the right to refuse any request of a guest. All students and guests are expected to behave in an appropriate manner. When the WHS student leaves, his/her guest must also leave. WHS students will be held responsible for the behavior and actions of his/her guest. Disorderly behavior on the part of the WHS student and/or guest will result in a ban from dances for one (1) school year.

Students may not enter a dance after 8:15 p.m. and may not reenter after leaving.

### **ELECTRONIC DEVICES**

Cellular phones, iPods and all other electronic devices are not allowed in classrooms during school time. Misuse, mishandling and theft of computers and technology equipment are subject to disciplinary action.

#### Cell Phones

Students are NOT allowed to use cell phones during class time at Winthrop High School. Any student found using a cell phone during class time, will be subject to school discipline. Students are permitted to use electronic devices during their assigned lunch period as well as during transition time between class periods. Use of electronic devices during non-permitted times will result in the following consequences:

1st offense: Cell phone will be taken away. The parent will be called to pick up the phone and an administrative detention.

2nd offense: Cell phone will be taken away. The parent will be called to pick up the phone and there will be a 2-hour detention.

3rd offense: Cell phone will be taken away. The parent will be called to pick up the phone and there will be a one (1) -day out of school suspension.

### **FIRE DRILLS OR BUILDING EVACUATION**

The signal for a fire drill is a coded ring repeated several times. For your own protection and that of others, you must observe the Fire Drill Procedures posted in every classroom. Each floor also has posted designated "Safe Rooms" listed within the Fire Drill Procedures. The following rules must be observed:

1. Walk quickly and quietly to a safe distance from the building.
2. When the drill is over, re-enter the building promptly and quietly. Proceed directly to the class you were in when the alarm sounded unless otherwise directed.

### **FOOD AND SNACK POLICY**

Foods and drinks (other than water) will only be allowed in designated areas throughout the Winthrop High School. Those areas include are the cafeteria and outside common areas. In all other areas of the school, including the gymnasium, all food and drinks, other than water are prohibited. If a student is found bringing food into any restricted area of the building, that student will be subject to disciplinary action. Exceptions to this rule would be a school sponsored activity or even in which food is part of the scheduled program. Under these circumstances, the activity must be proposed in advance to the Winthrop High School Principal and that proposal must be approved in accordance with the school district wellness policy before the date of the activity.

### **FREE OR REDUCED LUNCH**

A form is given to each student with which he/she may apply for free or reduced price meals. The free or reduced price meals are based on Federal Standards, which are determined, by the family size and maximum gross income of the family. These forms should be filled out and returned to the office as soon as possible in order for the student to participate in the program at the earliest possible date.

### **LOCKERS**

A corridor locker is provided each student for security of personal belongings. Students should not bring valuables or large sums of money to school. The school cannot be responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. Lockers are owned by and are the property of WHS and are issued to students to ensure the security of personal belongings. Students who deface or vandalize lockers or locks will be subject to suspension.

### **NO SCHOOL ANNOUNCEMENTS – DELAYED OPENING**

Whenever it is necessary to cancel school because of weather or hazardous road conditions, “NO SCHOOL” announcements will be made on radio stations WRKO, WROR, WEZE, WMJM, and WBUR and TV stations WCVB, WHDH, AND WBZ between 6:30 a.m. and 7:00 a.m. Additionally, the “NO SCHOOL” announcement will appear on local cable TV. Parents and students are requested not to call the school, teachers, administration, police or fire department for “NO SCHOOL” information.

The Winthrop School Committee has a policy that allows for either a one or two hour delay of opening of schools because of inclement weather. The same procedure of notification will be followed as in the case of school cancellation. Principals and staff will be notified by telephone and announcements will be made on all major radio stations noted above.

Building principals will adjust the daily schedule on delayed opening days keeping the same dismissal times.

### **PARKING RESTRICTIONS FOR STUDENTS**

Student parking is not permitted in the following areas:

- Parking spaces opposite the tennis courts;
- On the school side of Main Street; or
- In the lined area on the Payson Street side of the school.

Students may park in the rear of the building.

### **PLAGIARISM**

Any student who cheats/plagiarizes on an examination, or any other assignment, shall receive a zero, and may not make-up such work. The instructor, who will then notify the parent/guardian, will privately admonish the student.

### **SEARCH POLICY**

The school administration retains control over lockers loaned to students, and regulates admission and parking of automobiles on school grounds. The administration therefore has the right and duty to inspect and search students’ lockers and student and non-student automobiles, if the administration reasonably suspects, upon information received from law enforcement officials or other sources, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from school or from members of the staff or student body, are likely to be found therein. The administration also has the right and duty to search a student’s person if there is high degree of suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student’s person, in exercise of the school’s duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may be turned over to law enforcement officials for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings. Drug sniffing dogs, Breathalyzer, and security cameras may be used if necessary by the principal or their designee.

### **SECURITY CAMERA**

There are a number of security cameras located in various areas throughout the school building. These cameras are available for only the following issues:

- Emergency response;
- Serious matters requiring thorough investigation;
- Protection of major assets; and
- Maintenance of a safe learning environment.

**SKATEBOARDING AND ROLLERBLADING**

Skateboarding and rollerblading is not allowed in the school building. In addition, both are prohibited in the following areas outside the building:

- Entrances;
- Landings;
- Stairways; and
- Drop-off areas.

These restrictions are in the interest of public safety and respect of school property. Nonconformity will lead to disciplinary action.

**TELEPHONE NUMBERS**

Main Office (617) 846-5505

Main Office Fax (617) 207-3448

- 30 Teacher/ESP PD
- 31 Teacher/ESP PD
- 1 Teacher PD
- 5 Labor Day
- 6 1<sup>st</sup> Day of School-Students

<b>AUG. &amp; SEPTEMBER (19 DAYS)</b>				
M	T	W	TH	F
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>FEBRUARY (15 DAYS)</b>				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

20-24 February Vacation

- 7 Early Release – All Teacher PD
- 10 Columbus Day
- 14 Early Release- WPG, ATC
- 21 Early Release – WPG, ATC
- 28 Early Release – WPG, ATC

<b>OCTOBER (20 DAYS)</b>				
M	T	W	TH	F
3	4	5	6	(7)
10	11	12	13	(14)
17	18	19	20	(21)
24	25	26	27	(28)
31				

<b>MARCH (23 DAYS)</b>				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	(24)
27	28	29	30	(31)

24 Early Release – WPG, ATC  
31 Early Release – WPG, ATC

- 11 Veterans Day
- 23 Early Release - All
- 24 Thanksgiving
- 25 Day After Thanksgiving

<b>NOVEMBER (19 DAYS)</b>				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	(23)	24	25
28	29	30		

<b>APRIL (15 DAYS)</b>				
M	T	W	TH	F
3	4	5	6	(7)
10	11	12	13	(14)
17	18	19	20	21
24	25	26	27	28

7 Early Release – All  
14 Early Release – WPG, ATC  
Teacher PD  
17-21 April Vacation

- 23 Early Release – All Teacher PD
- 26-30 Holiday Vacation

<b>DECEMBER (17 DAYS)</b>				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	(23)
26	27	28	29	30

<b>MAY (22 DAYS)</b>				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	(26)
29	30	31		

26 Early Release – All Teacher PD  
29 Memorial Day

- 2 New Years Day Observed
- 16 Martin Luther King Day
- 27 Early Release – MS/HS

<b>JANUARY (20 DAYS)</b>				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	(27)
30	31			

<b>JUNE (10 DAYS)</b>				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	*14	15	16
19	20	21	22	23
26	27	28	29	30

14 Last Day of School

*\*If no snow days are used, otherwise days will be added on.*

## 2017-2018 IMPORTANT DATES

### HOLIDAYS

September 4th, 2017	Labor Day
October 9th, 2017	Columbus Day
November 10th, 2017	Veterans Day
November 23rd, 2017	Thanksgiving Day
January 1st, 2018	New Year's Day
January 15th, 2018	Martin Luther King, Jr. Day
May 28th, 2018	Memorial Day

### SCHOOL BREAKS

August 30-31, 2015, September 1st, 2016	Professional Development
November 23-24, 2017	Thanksgiving Break
December 25, 2017-January 1, 2018	Holiday Break
February 19-23, 2018	Winter Break
April 16-20, 2018	Spring Break

### EARLY RELEASE DAYS (NOON CLOSINGS, HIGH SCHOOL ONLY)

Friday, October 6th, 2017	Professional Development
Wednesday, November 22nd, 2017	Thanksgiving Break
Friday, December 22nd, 2017	Professional Development
Friday, January 26th, 2018	Professional Development
Friday, April 13th, 2018	Professional Development
Friday, May 25th, 2018	Professional Development

**2017-2018 MARKING PERIODS**

**FIRST SEMESTER**

Quarter 1

Starts.....September 5, 2017  
Open House .....October 11, 2017  
Progress Report Period Ends.....October 6, 2017  
PSAT Testing (10th and 11th grade) .....October 18, 2017  
MCAS ELA Composition Retest, Sessions A & B.....November 2, 2017  
MCAS ELA Reading Comprehension Retest,  
Sessions 1 & 2.....November 3, 2017  
Session 3 .....November 6, 2017  
Grades Close.....November 3, 2017

Quarter 2

Starts.....November 6, 2017  
MCAS Mathematics Retest,  
Session 1.....November 8, 2017  
Session 2 .....November 9, 2017  
Progress Report Period Ends.....December 8, 2017  
Grades Close.....January 12, 2018  
Midterms.....January 16 - 19, 2018

**SECOND SEMESTER**

Quarter 3

Starts.....January 22, 2018  
MCAS Biology,  
Session 1.....February 5, 2018  
Session 2.....February 6, 2018  
MCAS ELA Composition Retest, Sessions A & B.....March 1, 2018  
MCAS ELA Reading Comprehension Retest,  
Sessions 1 & 2.....March 2, 2018  
Session 3.....March 5, 2018  
MCAS Mathematics Retest,  
Session 1 .....March 5, 2018  
Session 2.....March 6, 2018

Progress Report Period Ends.....March 2nd, 2018

MCAS ELA Composition (Grade 10), Sessions A & B.....March 20, 2018

MCAS ELA Reading Comprehension (Grade 10),  
 Sessions 1 & 2.....March 21, 2018  
 Session 3.....March 22, 2018

MCAS ELA Composition Make-Up (Grade 10),  
 Sessions A & B.....March 29, 2018

Grade Close.....March 30, 2018

Quarter 4

Starts.....April 2, 2018

Parent Teacher Conference.....April 4, 2018

Progress Report Period Ends for Seniors.....May 4, 2018  
 Last Day for Seniors.....May 21, 2018  
 Senior Finals.....May 22 - 25, 2018  
 Senior Grades Close.....May 25, 2018  
 Senior Graduation .....June 1, 2018

President's Educational Award/Top 10% Breakfast.....May 3, 2018

Progress Report Period Ends.....May 11, 2018

MCAS Mathematics (Grade 10),  
 Session 1.....May 15, 2018  
 Session 2 .....May 16, 2018

MCAS STE (Biology, Chemistry, Introductory Physics, Technology/Engineering) (Grade 9),  
 Session 1.....June 4, 2018  
 Session 2.....June 5, 2018

Final Exams.....June 12-15, 2018  
 Grades Close & Last Day of School.....June 15, 2018

### CLASS SCHEDULE 2017-2018

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
<b>Period 1</b> 7:55-9:05	1	6	4	2	7	5	3
<b>Period 2</b> 9:09-10:19	2	7	5	3	1	6	4
<b>Period 3</b> 10:23-11:33	3	1	6	4	2	7	5
<b>Period 4</b> 11:37-1:09 1 <sup>st</sup> Lunch: 11:37-12:07 2 <sup>nd</sup> Lunch: 12:08-12:38 3 <sup>rd</sup> Lunch: 12:39-1:09	4	2	7	5	3	1	6
<b>Period 5</b> 1:13-2:20	5	3	1	6	4	2	7

#### ALTERNATE BELL SCHEDULES

##### Early Release Days

Period 1	.....7:55-8:43
Period 2	.....8:47-9:35
Period 3	.....9:39-10:27
Period 4	.....10:31-11:19
Period 5	.....11:23-12:11

##### One-Hour Delay – Inclement Weather

Students will start the day with their 2nd-period class:

Period 2	.....9:09-10:19
Period 3	.....10:23-11:33
Period 4	.....11:37-1:09
Period 5	.....1:13-2:20

##### Student Advisory Schedule

Period 1	.....7:55-8:53
Period 2	.....8:57-9:55
Period 3	.....9:59-10:57
Advisory	.....11:01-11:33
Period 4	.....11:37-1:09
Period 5	.....1:13-2:20