

Winthrop Middle School

Winthrop, Massachusetts



Student / Parent Doracaku
2017-2018

Winthrop Shkolla e Mesme
Winthrop, Massachusetts

STUDENT DORACAK 2017-2018

WINTHROP SCHOOLzyrtarët

KOMITETIeshkollës

znj Dawn Sullivan Kryetar	Z. Brian Perrin, Zëvendës Kryetar
Z. Robert Driscoll, Presidenti i Këshillit Town	Ms . Laura Callis, Anëtar
Z. William Holden, Anëtar	Z. Valentino Capobianco, Anëtar
Z. Ronald Vecchia, Anëtar	

CENTRAL ZYRA ADMINISTRIMI

Superintendent of Schools

WINTHROP MIDDLE SCHOOL ADMINISTRIMI

Z. Brian N. Curley, Principal
znj Justeen Franzese, Principal Asistent

Misioni i Shkollave Publike Winthrop është të promovojë dhe përkrahja e studentëve të mësuarit Prek-12 duke i mësuar nxënësit në një sfiduese ende edukuar mjedis të mësuarit. Ne do të përgatisë studentët tanë që të jenë qytetarë produktive që do të kontribuojnë në komunitetin e tyre dhe për komunitetin global të shekullit të 21-të.

Winthrop Middle School

Core Values

Winthrop Middle School ka krijuar vlerat e tyre kryesore rreth parimin e "Stand Up si One". Studentët pritet të jenë të respektueshëm, i sjellshëm, i guximshëm, pozitiv, të ndershëm, dhe me mendje të hapur. Ne, si një shkollë, të ndjehen këto vlera do të të ndihmojë të krijojë një kulturë ku të gjithë studentët do të ndjeni një pjesë të kësaj shkolle dhe komuniteti.

Rregullat dhe rregulloret

për të kanë një mjedis pozitiv shkollor ne kemi krijuar një përmbledhje të qartë të rregullave dhe rregulloreve që na lejon të funksionojë si një komunitet të shkollës, ku të gjithë do të ndjehen të sigurt dhe të rehatshme në të gjitha kohët. Studentët do të jenë të disiplinuar kur sjellja është e papërshtatshme, përçarës, i pasjellshëm, ose kur sjellja mund të shkaktojë dëmtim të gjithë. Nëse një student është dërguar jashtë klasës, ai / ajo duhet të raportojë menjëherë tek një administrator në zyrë.

Nivelet Rezolucioni:

- A. anëtar i stafit:** Anëtarët e stafit janë të inkurajuar për të zgjidhur shkeljet vogla shkollore, të cilat mund të përfshijnë një paralajmërim dhe paraburgimin me anëtar të personelit. Nëse anëtari i stafit mendon se situata kërkon veprim administrativ, studenti do të dërgohet në zyrë.

B.administrative Studentët referuara nga stafi për veprim administrativ mund të marrin veprimet e mëposhtme:

- a. Kujdes
- b. Dreka Silent / Dreka Paraburgimit
- c. Assigned paraburgimit (D-Session) / Extended D-Sesioni
- d. In-shkollë pezullimin
- e. * School shtunën (nëse ka)
- f. Pezullimi (nga shkolla)
- g. Dëbimi

* Nëse shtunën Shkolla nuk është në dispozicion; Studenti do të ketë ose në shkollë ose pezullimin e shkollës. Vendimi do të bëhet nga administrata.

C. Procesi Ankesa Ju lutemi shikoni seksionin Disiplinor proces të rregullt

Winthrop School Middle School Rubrika 2017-2018

përshkallëzuar Pasojat	1st Consequence +	Consequence 2	+ Consequence 3
<i>Sjellja</i>	(Nëse thuhet në kuti, prindërit thirret me nxënës me të rritur të cilët vëzhguar sjelljen)	(Student i bën thirrje prindërve të vërejtura nga mësuesi ose zyra)	(Prindërit quajtur nga zyra w / nxënës)
Dështimi për të shërbejnë parburgimit (s)	<ul style="list-style-type: none"> • ndalimi Zyra shërbyer atë ditë në drekë dhe passhkollës 	<ul style="list-style-type: none"> • numrin e parburgimitdyfishuar 	<ul style="list-style-type: none"> • e shtunë School
përdorimi i paautorizuar i pajisjeve elektronike në shkollë (telefonat celularë, video ose muzikë digjitale dhe lojrave pajisje, kamera, mesazheve tekst, internet telefon, smart shikojnë etj)	<ul style="list-style-type: none"> • Item konfiskuar • Student të marr pika në zyrë passhkollë 	<ul style="list-style-type: none"> • parburgimet2 drekë • pikakonfiskuar • Prindinjoftuar për të marr pika nëZyra 	<ul style="list-style-type: none"> • përmbushjenParent • shtunën shkollor • artikull do të rënë jashtë çdo ditë në zyrën kryesore dhe kap pas shkollë për dy javë • itemkonfiskuar • Prindinjoftuar për të marr pika në zyrën
kufje pointers lazer dhe pajisje të tjera elektrike të ndaluara gjatë orëve të mësimit dhe pas aktiviteteve shkollore.	<ul style="list-style-type: none"> • Item konfiskuar • Student njoftohet për të marr pika në zyrën e 	<ul style="list-style-type: none"> • 1 burgosjeve Zyra • artikull të konfiskuar • Parent njoftohet për të marr pika nëZyra 	<ul style="list-style-type: none"> • takiminmëmë • e shtuna e shkollës
përdorime kamera ose regjistrimi pajisje pa lejen është e paligjshme	<ul style="list-style-type: none"> • pikakonfiskuar • Parent mbledh pika • Parent / Konferenca studenti • 3 Burgosjet • e mundshme veprimi juridik • Possible Njoftimi Policia 	<ul style="list-style-type: none"> • e shtuna shkolla • e mundshme veprimi juridik 	<ul style="list-style-type: none"> • 1 Day Pezullimi • i mundshëm veprim ligjor
qenë në një zonë pa mbikëqyrje të objektit pa leje dhe / ose të kalojë hall (ex. banjo, shkolla e Lartë , etj, të dhënat në faqen 18).	<ul style="list-style-type: none"> • Zyra Paraburgimi 	<ul style="list-style-type: none"> • 3 Office Burgosjet 	<ul style="list-style-type: none"> • në shkollëPezullimi

Winthrop School Middle School Rubrika 2017-2018

përshkallëzuar Pasojat	1st Consequence +	Consequence 2	+ Consequence 3
Keqpërdorimi i Chromebook (Detaje në faqen 15)	<ul style="list-style-type: none"> • Parent njoftuar • Dreka Detention 	<ul style="list-style-type: none"> • Parent njoftuar • Zyra e Paraburgimit 	<ul style="list-style-type: none"> • Parent njoftuar • e shtunë shkollë

Hequr nga klasa ngamësuesve	<ul style="list-style-type: none"> • Prinditnjoftuar nga mësuesi ose nëpërmjet telefonit ose email e incidentit. • Dreka Paraburgimi 	<ul style="list-style-type: none"> • Parent njoftuar nga mësuesi ose nëpërmjet telefonit ose email e incidentit. • Zyra Paraburgimi 	<ul style="list-style-type: none"> • Parent njoftuar nga mësuesi ose nëpërmjet telefonit ose email e incidentit. • Administratori do të kontaktoni prindërit. • e shtunë School
Cafeteria Sjellja e pahijshme	<ul style="list-style-type: none"> • Parent njoftuar • Dreka Detention 	<ul style="list-style-type: none"> • Parent njoftuar • Dreka Detention x2 	<ul style="list-style-type: none"> • Parent njoftuar • Paraburgimit Dreka dhe njëZyra Detention
Corridor Misbehaviour (drejtimin në korridoret apo stairwells, përplasur dollapët, duke thirrur në salla, etj.)	<ul style="list-style-type: none"> • Parent njoftuar • Zyra e Paraburgimit 	<ul style="list-style-type: none"> • Parent Njoftuar • Multiple Zyra Burgosjet 	<ul style="list-style-type: none"> • Parent njoftuar • shtunë Shkolla
Multiple School Kundërvajtjet	<ul style="list-style-type: none"> • Parent njoftuar • shtunë Shkolla 	<ul style="list-style-type: none"> • Konferencame student, prind, dhe administratori. • MundurPezullimi 	
Shkeljepër veshje të papërshtatshme (Detaje në faqen 18)	<ul style="list-style-type: none"> • mëmë njoftuar • ndryshim të rrobave, nësemundur 	<ul style="list-style-type: none"> • Parentnjoftuar ndryshim i rrobave, nësemundur 	<ul style="list-style-type: none"> • Parentnjoftuar ndryshim i rrobave, nësemundur
gjuhëpapërshtatshme dhe në varësi të ashpërsia, pasojat minimale:	<ul style="list-style-type: none"> • Zyra Paraburgimi • Parent njoftohet 	<ul style="list-style-type: none"> • 3 Zyra paraburgimet • Parent njoftuar 	<ul style="list-style-type: none"> • e shtunë School • Parent njoftuar
Displayspër dashuri	<ul style="list-style-type: none"> • Paralajmërim 	<ul style="list-style-type: none"> • referuar një Administrator 	<ul style="list-style-type: none"> • referuar një Administrator

Winthrop SchoolMesme Shkolla eRubrika 2017-2018

shkallëzuar Pasojat	1st Consequence +	Consequence 2	+ 3Consequenc
Përdorimi i një pajisje audio incizim pa leje mund të rezultojë në një veprim kriminal ngapolicisë	<ul style="list-style-type: none"> • prindinjoftuar • Item konfiskuar • Parent mbledh pika • Parent / konferencë nxënës • 3 burgosjet • njoftimi Possible policia 	<ul style="list-style-type: none"> • Parentnjoftuar • Schoole shtunë • njoftimi i mundshëm policor 	<ul style="list-style-type: none"> • Parentnjoftuar • 1-ditor Pezullimi i mundshëm n policia
mungesa paautorizuar nga klasës	<ul style="list-style-type: none"> • Katër zyra paraburgimet • Parent quajtur 	<ul style="list-style-type: none"> • takimin prind e shtunë School 	<ul style="list-style-type: none"> • 1-ditor pezullimi shkollë

mungesat e palejuara nga shkolla	<ul style="list-style-type: none"> e shtunë shkollëstë Policiamund jetë njoftuar 	<ul style="list-style-type: none"> 2-ditore në pezullimin Shkollës 	<ul style="list-style-type: none"> 3-ditor në shkollë përfshirjen e mundshme G
lënë bazën e shkollës pa lejen e	<ul style="list-style-type: none"> prindit njoftuar ngai administratës Pezullimi/e shkollës shtunë Policiamund të njoftohet 	<ul style="list-style-type: none"> takimin prind 2-ditë Suspension P olicisë do të njoftohet 	<ul style="list-style-type: none"> 5-ditorPezullim CourtPërfshirje
Plagjiatura Plagjiatura është përcaktuar si duke marrë fjalët, mendimet apo idetë e tjetrit, duke përfshirë burimet e internetit ose faqe interneti dhe përdorimin e tyre si një e vetë pa i dhënë kredi e duhur në origjinal autorit, shkrimtar, apo drejtues . Çdo nxënës i cili është gjetur të ketë plagjiat material të jetë ajo një test, quiz, apo provimi përfundimtar do të disiplinuar nga mësuesi.	<ul style="list-style-type: none"> Administrator njoftuar Parent quajtur nga mësuesi në klasë Zyraparaburgimit Studentdo të bëj sërish caktimin për kredi të pjeshme. Studenti duhet të marrin pjesë 2 Ndhmë sesione shtesë se si të duhet Site Burimet 	<ul style="list-style-type: none"> objekt i shqyrtimit administrativ Zero në caktimin 	<ul style="list-style-type: none"> nënshtrohen shtesë administrativ Zero në caktimin

Winthrop SchoolMesme Shkolla eRubrika 2017-2018

përshkallëzuar Pasoja	1st Consequence +	Consequence 2	+ Consequence 3
Vjedhja (detajet në faqen 28)	<ul style="list-style-type: none"> Parent quajtur zëvendësohet artikull Pezullimi Policianjoftohet 	<ul style="list-style-type: none"> Pezullimi (s) Item zëvendësohet Parent konferencë Policia njoftohet 	<ul style="list-style-type: none"> Pezullimi (s) Policia njoftohet
vandalizim	<ul style="list-style-type: none"> Parent quajtur Dëmtimkthimi shërbimitCommunity ndalimit ose pezullimin varësiashpërsisë 	<ul style="list-style-type: none"> Pezullimi(s) konferencë prind Damage rikthimit Policianjoftohet 	<ul style="list-style-type: none"> Pezullimi (s) Policia njoftohet Damage kthimi
Offensive Graffiti Drawings / Simbolet e urrejtjes	<ul style="list-style-type: none"> Parent quajtur Dëmtimi kthimin në shkollëpezullimin Policenjoftuar 	<ul style="list-style-type: none"> Pezullimi Parent quajtur Damage kthimi në shkollëPezullimi Policenjoftohet 	<ul style="list-style-type: none"> pjesëmarrjen mundshme në Programin Diversion. Ndjekin mësuesit nëKrimet e urrejtjes shërbim të Komunitetit
posedimit të drogës, vegla e drogës, alkoolit, substancave të kontrolluaratjera	<ul style="list-style-type: none"> Parent njoftuar Pezullimi Policia enjoftohet mundshëm përjashtimi 	<ul style="list-style-type: none"> Pezullimi (s) përjashtim dëgjimit Prindërit njoftohet Policia njoftohet 	

Possession me qëllim për të shitur drogë, vegla të drogës, alkoolit, dhe të kontrolluara substancat	<ul style="list-style-type: none"> • Pezullimi • Përrjashtimi dëgjimit • Prindërit njoftohet • Policia njoftohet 		
pirja e duhanit dhe posedimin e produkteve të përafërta të duhanit, duke përfshirë ndeshjet elektronike cigare ose lighters në shkollë dhe brenda 100 këmbët e shkollës (Detaje në faqen 28)	<ul style="list-style-type: none"> • 2-ditore Pezullimi • Parent quajtur 	<ul style="list-style-type: none"> • 3-ditor Pezullimi • Fine prej \$ 75 	<ul style="list-style-type: none"> • 5- dita Pezul • Fine prej \$ 1

Winthrop School Middle School Rubrika 2017-2018

shkallëzuar Pasojat	1st Consequence +	Consequence 2	+ Consequence
Çdo nxënës inkurajuese, rregullimin, ose duke planifikuar një luftë në mes të 2 ose më shumë nxënës ose nëpërmjet nënkuptuar apo gjuhë të drejtpërdrejtë (duke përfshirë mediat sociale)	<ul style="list-style-type: none"> • dërgohet direkt tek Administrator • Student quan shtëpi • Shkolla e shtunë • Policia e mundshme njoftohet 	<ul style="list-style-type: none"> • dërgohet direkt tek Administrator • 1- 2-ditor pezullimin 	<ul style="list-style-type: none"> • dërguar direkt administrator • 3-ditorepezu
posedim të armës apo sendit perceptuar si njëarmë	<ul style="list-style-type: none"> • pezullimidhe mundshme përrjashtimit • policisënjoftohet 		
kundërshtim të autoritetit të personelit të shkollës	<ul style="list-style-type: none"> • dërguar për Administrator • 3 Zyra paraburgimet • prind quajtur 	<ul style="list-style-type: none"> • e shtunë School 	<ul style="list-style-type: none"> • 3 ditor Pezul
sjellja përçarës në autobusit	<ul style="list-style-type: none"> • Paralajmërimin të • Prinditquajtur 	<ul style="list-style-type: none"> • 1 javë pezullim nga autobusi 	<ul style="list-style-type: none"> • 1 pezullimin nga autobusi
Biçikleta skateboards, blades rul, rul atlete, scooters, etj nuk janë të lejuar për t'u përdorur në prona shkollë (Detaje në faqen 14)	<ul style="list-style-type: none"> • Paralajmërim 	<ul style="list-style-type: none"> • Item konfiskuar 1 javë 	<ul style="list-style-type: none"> • Item konfisku muaj. Duhet merren ngan
përfshirjen eStudent në Hazing (Detaje në faqen 18)	<ul style="list-style-type: none"> • Pezullimi • Konferenca Parent • Policia Njoftimi • Possible Përrjashtimi 	<ul style="list-style-type: none"> • Përrjashtimi Hearing • Pezullimi 	

Winthrop MIDDLE SCHOOL Ngacmimi / Bullying Rubrika 2017-2018

shkallëzuar Pasojat	1st Consequence +	Consequence 2	+ Consequence 3
<i>Sjellja</i>	(Nëse thuhet në kuti, prindërit thirret me nxënës me të rritur të cilët vëzhguar sjelljen)	(Student i bën thirrje prindërve të vërejtura nga mësuesi ose zyra)	(Prindërit quajtur nga zyra w / nxënës)
inflatore / shpifës / deklaratat që shpifin. Kjo përfshin, por nuk kufizohet në përhapur thashethemet dhe dërgimin e imazheve origjinale dhe / ose ndryshuar në person, me anë të pajisjeve elektronike, dhe / ose media sociale me qëllim për të bërë dikë të zemëruar.	<ul style="list-style-type: none"> • Dërgohet direkt për administratorin • Student quan shtëpi • 3 zyre paraburgimeve • Admin. Flet me shtëpi • njoftimin mundshme Policisë 	<ul style="list-style-type: none"> • dërgohet direkt për administratorin • Admin. e quan shtëpi • Shkolla e shtunë • njoftimin e Policisë Possible 	<ul style="list-style-type: none"> • dërguar direkt për administratorin • Admin. e quan shtëpi • 1-ditore ndërprerjen mundshme njoftimit Po
vërejtje diskriminuase Harassment- rreth tipareve fizike, gjinisë, orientimit seksual, racës, fesë, etnisë, dhe / ose aftësi të kufizuara të mësuarit	<ul style="list-style-type: none"> • dërgohet direkt për administratorin • Admin. quanhome • Studentthërret në shtëpi • 3 zyra paraburgimet • Njoftimi Possible Police • pjesë në Programin Diversion 	<ul style="list-style-type: none"> • dërgohet direkt për administratorin • Admin. quanhome • Pezullimi • njoftimi Policia e shtunë Shkolla për punën e make-up 	<ul style="list-style-type: none"> • dërgohet direkt për administratorin • Admin. e quan shtëpi • Multi-ditorpezullimi njoftimi Policia e shtunë Shkolla për make-up pune
verbale, me shkrim, dhe / ose kërcënime elektronike - (duke përfshirë edhe cyber bullying) insinuating / deklaruar dëm emocional ose trupore, kërcënuese vërejtjet	<ul style="list-style-type: none"> • dërgohet direkt tek Administrator • Student quan shtëpi • Admin Flet me shtëpi • të shtunën në Shkollën 	<ul style="list-style-type: none"> • dërgohet direkt tek Administrator • Admin quan shtëpi • 1-2-ditore pezullim • njoftim Possible policore 	<ul style="list-style-type: none"> • dërgohen direkt për administratorin • Admin. e quan shtëpi • 3-ditorepezullim Policianjoftim
Luftimi / ekstreme fizike kontaktit të	<ul style="list-style-type: none"> • edërguar direkt për administratorin • Admin. e quan shtëpi • 2-ditore Pezullimi 	<ul style="list-style-type: none"> • dërguar direkt për administratorin • Admin. e quan shtëpi • 4-ditor pezullimin 	<ul style="list-style-type: none"> • dërguar direkt për administratorin • Admin. e quan shtëpi • 6-ditorepezullim të Policisënjoftim

detyruar një nxënës për të bërë diçka që ata nuk duan të bëjnë	<ul style="list-style-type: none"> dërgohet direkt tek Administrator Student quan shtëpi Admin. thërret në shtëpi të shtunën School 	<ul style="list-style-type: none"> dërguar direkt për administratorin Admin. e quan shtëpi 1-2-ditore pezullimin njoftimi i mundshëm policor 	<ul style="list-style-type: none"> dërguar direkt për administratorin Admin. e quan shtëpi 3-ditore pezullimin Policianjofte
paprovokuar fizike sulm	<ul style="list-style-type: none"> Admin. thirrje në shtëpi 5-ditore pezullimin Policianjoftehet mundshëm dëgjimi përjashtimin 	<ul style="list-style-type: none"> Admin. e quanhome Pezullimi/ përjashtimit dëgjuar Policia njoftohet 	
Sulm e ndonjë administrator, mësues apo stafit	<ul style="list-style-type: none"> Admin. quanhome Pezullimi Police njoftimi përjashtimit dëgjimore 		

SHËNIM: Çdo sjellje që është nukdeklaruar në mënyrë specifike në rubrikën i nënshtrohet rishikimit administratori dhe caktimin e pasojave.

SHËNIM: Çdo rezultatet e pezullimit në nxënës ndaluar nga pjesëmarrja në ngjarje të veçanta shkollore të gjerë në diskrecionin e administratës.

INFORMATA TË PËRGJITHSHME

Qasja në një gamë të plotë të programeve të arsimit të

gjithë studentët, pavarësisht nga raca, ngjyra, seksi, identiteti gjinor, fenë, origjinën kombëtare, orientimit seksual, aftësisë së kufizuar, ose të pastrehë, të kenë qasje të barabartë në programin e arsimit të përgjithshëm dhe gamën e plotë të Çdo / programet profesionale arsimit profesional të ofruara nga distrikti.

Titull VI: 42 USC 2000d; 34 CFR 100.3 (a), (b); EEOA: 20 USC 1703 (f); Titull IX: 20 USC 1681; 34 CFR 106,31, 106,34, 106,35; Seksioni 504: 29 USC 794; 34 CFR 104.4; Titull II: 42 USC 12132; 28 CFR 35,130; IDEA 2004: 20 USC 1400; 34 CFR 300,110; NCLB: Titulli III, Pjesa A, Sec. 3121 (c) (1) (C); Titulli X, Pjesa C, zgjatur. 721, 722 (g) (4); Mass. Const. ndryshojë. art. 114; MGL c. 71A, s. 7; c. 76, s. 5; 603 CMR 26,03 ndryshuar me Kapitullin 199 të Veprave të vitit 2011.

Përgjegjësitë

Në mësim studentëve përgjegjësinë dhe llogaridhënien tonë, është e domosdoshme që ata të vijnë në shkollë të përgatitur plotësisht çdo ditë. Kjo përfshin duke sjellë detyrat e shtëpisë, dreka, fletoret / Lidhësit, shkrim zbaton, instrumente, dhe çdo gjë materiale të tjera janë të nevojshme për ditën *etyre*. Items mund të mos jetë rënë jashtë në shkollë për nxënësit. Përveç nëse çështja

është e natyrës urgjente, mesazhet nuk do të merren për studentët.

Pranimi

Asnjë person nuk do të përjashtohen nga apo diskriminuar në pranim në Winthrop Shkollat Publike, ose në marrjen avantazhet, privilegjet, dhe kurset e studimit për shkak të racës, ngjyrës, gjinisë, fesë, origjinës kombëtare, ose orientimit seksual.

Aktivitetet

rregullat dhe rregulloret e shkollës ndalojnë një student nga pjesëmarrja në aktivitetet jashtëshkollore, nëse nxënësi nuk ishte i pranishëm në shkollë në ditën e aktivitetit. Studentët janë të inkurajuar të marrin pjesë në aktivitetet pas shkollës. Megjithatë, ato mund ta bëjnë këtë vetëm pas obligimeve shkollore (të tilla si paraburgimi, make-up punën për klasë, etj) janë përfunduar.

Alkooli Based

Produktetalkool bazë (dmth; fryma sprays, frymë pika) nuk mund të përdoret në shkollë.

Kuvendet

Programet e Kuvenditjanë të dizajnuara të jenë edukative, informative, dhe zbavitëse. Mirësjellja dhe respekti duhet të praktikohet në çdo kohë.

Pjesëmarrja Politika

- Arritja dhe sukcesi i përgjithshëm janë të lidhura direkt në shkollë dhe frekuentimin klasës. Studentët duhet të mbetet nga shkolla vetëm për sëmundje të rëndë. Sa herë që ndodhin mungesat, prindërit / kujdestarët do të njoftojë **Hotline nëmungesë**. Pas kthimit, studentët janë nevojshme të përdorin një shënim të nënshkruar prind të kujdestarit të klasës shpjeguar natyrën e mungesës.
- **Në mungesë Hotline** - Për sigurinë e përgjithshme të nxënësve, është e domosdoshme që prindi (s) / kujdestari thirrje *telefonike në mungesë* për çdo mungesë / vonuar e fëmijës së tyre. Nëse një fëmijë është shënuar mungon pa thirrje të *mungojnëHotline*, studentit konsiderohet si "zhdukur", dhe do të bëhet çdo përpjekje për të kontaktuar me prindin (s) / kujdestarin. Kjo procedurë është për mbrojtjen e përgjithshëm dhe sigurinë e nxënësve.
- Kapitulli 76, seksioni 1 i Ligjeve të Mass. Përgjithshme deklaron të gjithë fëmijët duhet të shkojnë në shkollë. Distrikti shkollor mund justifikim deri në shtatë seancat apo katërbëdhjetë seancat gjysmë-ditore në çdo periudhë prej gjashtë muajsh. Distrikti shkollor mund të parashtojë CRA (Child kërkojnë ndihmë) peticion në gjykatë apo një 51A me Dept e Shërbimeve Sociale në emër të një fëmije nën moshën tetëmbëdhjetë nuk ndjekin shkollën në një bazë të rregullt.
- Mungesa nga shkolla për pushimet e familjes është dekurajuar fuqimisht. Ne pyesni prindërit për të kuptuar se një tregti-off është bërë duke bërë një vendim për të përdorur kohën e shkollës për pushime. Mësuesit nuk do të japë detyrat e shtëpisë para se të

pushimeve familjare. Është përgjegjësia e studentëve për të bërë marrëveshje me mësuesin për të bërë punën. Studentët të cilët kanë marrë një pushim gjatë kohës së shkollës do të kenë mundësinë për të bërë ndonjë detyrat e humbura ose teste brenda një jave e kthimit të tyre. Prindërit duhet të njoftojë mësuesit dhe zyrën në formë të shkruar, nëse një student do të humbasë shkollën.

- Mungesa nga shkolla (me arsye ose ndryshe) përjashton studentin nga pjesëmarrja në ndonjë aktivitet Winthrop shkollor publik për pjesën e mbetur të asaj dite kalendarike.
- Prindi apo kujdestari duhet të telefononi shkollën jo më vonë se ora 9:00 në datën e mungesës për të konfirmuar mungesën e nxënësve nga shkolla. Emri Student dhe arsyeja e mungesës duhet të jepet.
- Studentët duhet të marrin pjesë në çdo periudhë të caktuar në orar secilit nxënës individual

arsyetuar mungesat

- gjithë dokumentacioni për mungesat me arsye duhet të dorëzohet në zyrën kryesore pas kthimit në shkollë.
- Një student i cili mungon për një arsye mjekësore do të ketë mungesat falur.
- Shënim Një mjekut nga mjeku apo zyrën e mjekut që përshkruan sëmundjen dhe duke vënë në dukje datat munguar nga shkolla, si pasojë e sëmundjes është e nevojshme.
- Një student i cili mungon për sëmundje kronike mund të kenë ato mungesat falësh, nëse deklarata e një mjeku është në dosje me shkollën.
- Studentët do të kenë një mungesë lirohet dhe do të lirohet nga çdo aktivitet shkollor, nëse mungesa është për qëllim të respektuar një festë fetare në përputhje me fenë e tij / saj apo të besimit.
- Mungesat për shkak të aktiviteteve shkollore të sponsorizuar duhet të justifikohet.

Pije

vetëm pije të lejuara në klasë është një shishe me ujë të qartë.

Biçikleta / Scooters / skateboards

Shkolla nuk pranon përgjegjësinë e mbrojtjes bikes nxënësve, ndërsa nxënësit janë në shkollë. Kjo është përgjegjësi e nxënësve që të bllokohet bikes e tyre të sigurt në raft biçikletë. Bikes Scooters / Skateboards nuk mund të ruhen brenda shkollës. Bikes Scooters / Skateboards duhet të ecte në çdo kohë në pronën e shkollës dhe në crosswalks. Përdorimi i helmata është e inkurajuar.

Librat

Studentët janë përgjegjës për të gjitha dëmet e librit, si dhe zëvendësimin e librave të humbur. Studentët janë të detyruar për të mbuluar të gjitha librat dhe janë përgjegjës për koston e

riparimit / zëvendësim.

Libri çanta & Backpacks

çanta librave dhe backpacks do të mbetet në dollap studentit apo zonë të caktuar. Studentët nuk mund të kryejnë asnjë lloj të çanta libër apo qese string gjatë ditës.

Mëngjesi

Mëngjesi do të shërbyer duke filluar në 8:00 të mëngjesit. Vakt zakonisht do të përbëhet nga një artikull të ngrohtë, drithëra të ftohtë, qumësht, dhe lëng. Është përgjegjësia e studentit të mos jetë vonë për frekuentimin mësimi në shtëpi. Vetëm studentët që kanë mëngjes janë për të raportuar në lokal para shkollës. Sjellje e përshtatshme shkollë pritet.

Ndërtimi Hours

Building është e hapur në orën 8:00 të mëngjesit. Prindërit dhe / ose nxënësit nuk mund të hyjnë në ndërtesë pas 3:30 pm për të tërhequr Libra / sendet.

Ngacmimi Politika Parandalimin

Me qëllim të adresimit efektet e dëmshme të ngacmimi mbi fëmijët, të cilat mund të lënë plagët e përhershme të besimit dhe vetë-respekt të një fëmije, si dhe të përmbushin mandatet e Kapitullit 92 të Veprave të vitit 2010, "Një Relative Akti për ngacmimi në Shkolla" (§ 2323), Winthrop Shkollat Publike ka zhvilluar një zonë të gjerë Anti-Bullying Politikat dhe Procedurat me protokollet për njohjen dhe raportimin ngacmimi, si dhe një Plan Veprimi Bullying Prevention. Ju lutem referojuni në politikë gjithëpërfshirëse Bullying dhe procedurave të përshkruara në shtojcën e këtij dokumenti dhe në faqen e internetit të rrethit Winthrop shkollat publike.

Cell Phones

Të gjithë telefonat duhet të jetë i fikur kur nxënësit hyjnë në shkollë. Studentët duhet të mbajnë telefonat e tyre celularë në dollapët e tyre. Nxënësit nuk do të jetë në gjendje për të kryer telefonat e tyre celularë me ta gjatë ditës së shkollës.

Chromebooks

Studentët do të kenë qasje në Chromebooks në të gjitha klasat e tyre. Është e kuptueshme që nxënësit do të përdorin pajisjet vetëm për qëllime shkollore. Studentët do të jetë përgjegjës financiarisht në qoftë se ata shkatërroj apo dëmtojë Chromebook për shkak të përdorimit të pahijshme.

Class Pjesëmarrja

Pjesëmarrja nga studentët për çdo periudhë të caktuar është e nevojshme. Të mungojë nga një klasë pa miratimin administrative / stafit është "prerë". Veprimi korigjues për klasat e prerë do të jetë ndalimi për veprën e parë dhe pezullimin e mundshëm për vepra të mëvonshme.

Komunikimi me Mësuesit

Prindërit inkurajohen të kontaktojnë klasë në lidhje me programin arsimor të fëmijës së tyre me

shqetësim apo pyetje. Në asnjë rrethanë nuk mund mësues të shqetësoar, ndërsa ai ose ajo është me një klasë. Prandaj, prindërit duhet të shkruani një shënim apo një e-mail ose telefononi për një takim dhe jo vetëm që vijnë në shkollë. Prindërit duhet të shfrytëzojnë shenjë-në log vendosur në zyrë dhe gjithashtu të marrë të kalojë një vizitor kur vizitojnë shkollën në raste të tjera se Mbledhjet e prindërve.

Konferencat

Nuk do të ketë raste të rezervuara gjatë pasdites dhe në mbrëmje për t'u takuar individualisht me prindërit. Mësuesit takohen si një ekip disa herë çdo javë. Prindërit janë të inkurajuar për të komunikuar me mësuesit gjatë gjithë vitit shkollor duke kërkuar për një thirrje telefonike kthim ose, kur është e nevojshme, që kërkon një konferencë shtesë. Ne besojmë se komunikimi i shpeshtë dhe i hapur në mes të shkollës dhe shtëpisë është i një rëndësie të madhe për të ndihmuar një fëmijë të bëjë më të madhe të mundësive arsimore të ofruara në shkollë. Nëse diçka e madhe po ndodh në shtëpi, e cila mund të ndikojë në performancën e shkollës, prindërit duhet të komunikojnë me mësuesin e klasës dhe / ose drejtori.

Politika Paraburgimi

Gjëja më e lehtë për studentët për të bërë në mënyrë që të shmanget paraburgimit është që të ndjekin rregullat e shkollës dhe rregulloreve / pritjet. Megjithatë, në qoftë se ndalimi është caktuar, atëherë ajo duhet të shërbehet pa përjashtim. Ka dy (2) llojet e paraburgimit:

1. Mësues paraburgimit: është caktuar nga klasë / mësuesi subjekt për shkeljen (et) e pritjeve në klasë / mësuesve dhe / ose për schoolwork që nuk ka përfunduar. Kjo është shërbyer në klasa dhe merr përparësi ndaj ndalimit administrativ, i cili do të ricaktohet.

Klasë do të caktojë një paraburgimit klasë. Paraburgimi do të jenë të shërbyer në të njëjtën kontigjentit ditë pas miratimit mëmë. Është përgjegjësia e studentit të njoftojë prind (s) / kujdestarin dhe studenti mund të përdorni telefonin zyre për këtë qëllim. Nëse një mësues ndalimishkakton një problem (p.sh. takim mjekut), prindërit duhet të kontaktoni mësuesin për student për të qëndruar të nesërmen.

2. Ndalimi administrativ: është caktuar vetëm nga një administrator zakonisht pas mësuesika tentuar për të zgjidhur situatën dhe ka kërkuar ndërhyrjen administrative. Ndalimi administrative është caktuar edhe për jashtë të shkeljes klasës (s).

Administratorët caktojë paraburgimin administrative dhe, me lejen e prindit, mund të kërkojë ndalimin administrative për të shërbyer në të njëjtën ditë. Administratorët dhe / ose nxënësit do të njoftojë prindërit e paraburgimeve.

Dhoma Paraburgimi

Studentët caktuar për paraburgim administrative janë të raportojnë menjëherë në zyrë. Studentët vijnë pas 3:00 pm kërkohet të kenë një abone përpranimin. Ndonjë arsye për të mos marrë pjesë paraburgimit duhet të miratohet nga një administrator *paraparak* në kohën e caktuar. Çdo nxënës është e nevojshme për të sjellë materialet e nevojshme dhe detyra për të mbajtur atë / saj të zënë gjatë kësaj kohe. Studentët përjashtohen nga ndalimi nga mbikëqyrësi paraburgimit do të trajtohen nga një administrator.

Disiplinore procesit të duhur

në administrimin e disiplinës, zyrtarët e shkollës do të jenë të kujdesshëm për të vëzhguar të drejtën për proces të rregullt sipas ligjit për çdo nxënës. Natyra e shkeljes përcakton procesin e duhur që zyrtarët e shkollës ndjekin. Një Disiplinor shkak procesin e politikave dhe procedurave të plotë janë të përshkruara në shtojcën e këtij dokumenti dhe në faqen e internetit të rrethit Winthrop shkollat publike.

Diskriminuese, ngacmimi seksual dhe sjellje & Ankesa / ankesave Procedura

Shkollat Publike Winthrop është e angazhuar për ruajtjen e një mjedisi shkollor i lirë nga çdo ngacmim i bazuar në, por jo kufizuar në, racës, ngjyrës, origjinës kombëtare, gjinisë, paaftësisë, moshës, gjenetikë, prejardhja , orientimit seksual, identitetit gjinor / shprehje, rekord penale, apo status aktiv ushtarak. Ngacmimi të tillë në vendin e punës apo shkollës mjedisit është i paligjshëm dhe është absolutisht e ndaluar. Kjo përfshin ngacmimin nga administratorët, personel të certifikuar dhe mbështetëse, studentë, shitësit, dhe individë të tjerë në shkollë apo në ngjarje të lidhura me shkollën. Më tej, çdo hakmarrje kundër një individ i cili është ankuar për ngacmime apo kundër individëve për të bashkëpunuar me një hetim të ankesës Ngacmimi është në mënyrë të ngjashme të paligjshme dhe nuk do të tolerohet. A diskriminues, ngacmimi seksual gjithëpërfshirës dhe keqpërdorime & Ankesa / ankesave Procedura janë të përshkruara në shtojcën e këtij dokumenti dhe në faqen e internetit të rrethit Winthrop shkollat publike.

Shkarkimi

Për të shkarkohet nga shkolla, një shënim të nënshkruar nga një prind / kujdestar, duke deklaruar arsye specifike për shkarkimin, duhet të sillen në. Ju lutemi të përfshijë një numër telefoni ku mund të arrijë Administrata prindin. **Prindërit / kujdestarët duhet të vijë në zyrën kryesore të marr fëmijën e tyre për shkarkim.** Studentët nuk do të shkarkohet nga një thirrje telefonike, përveç në rast emergjence ekstreme. Studentët të cilët largohen më herët për shkak të sëmundjes duhet të shkarkohet nëpërmjet infermierja e shkollës ose të Administratës. Nxënësit nuk lejohen të ecin në një dentisti apo emërimin e mjekut sapo ata të arrijnë në shkollë. Një student duhet të hidhet poshtë me një prind apo i rritur i autorizuar të listuara në kartën emergjente. Çdokush picking up një student duhet të tregojnë një patentë shoferi ose ndonjë formë tjetër të identifikimit paraprak të shkollës liruar studentin.

veshje

Studentët pritet të vishen siç duhet për një mjedis profesional të mësuarit. Veshje e cila tregon alkoolit, drogës, duhanit, dhunën, lakuriqësi, dhe / ose ka një konotacion seksual; si dhe veshje në të cilën gjuhë të pahijshme ose fotografi është e shtypur nuk do të lejohet. Është e rekomanduar që në krye të rezervuar dhe këmisha pa mëngë kanë një gjerësi rrip prej tre gishta. Gjatësia e pantallona të shkurtra / funde duhet të arrijë të paktën pëllëmbën e dorës. Fanellë loungewear nuk është veshje e pranueshme. Material i dukshëm, mbathje banje, në krye vdekje në litar, në krye që ekspozojnë zonën bark apo pizhame nuk do të lejohet. Këpucët duhet të jetë e përshtatshme. Veshje në natyrë nuk do të lejohet gjatë zakonshme të ditës së shkollës, përveç kur vjen ose duke shkuar jashtë ndërtesës. Për arsye sigurie, sytë e studentit nuk mund të pengohet

nga flokët, syze dielli, apo objekte të tjera. Ajo është e papërshtatshme për të veshin kapele, hoods, bandannas, apo mbetjeve të tjera kokë në shtëpi, përveç për arsye mjekësore apo fetare. Çdo pajisje, pajisje, ose objekte të cilat mund të shkaktojnë ose të shkaktojnë trupor (shembuj: bizhuteri të cilat mund të përdoren si armë të tilla si zinxhirët, Spike bizhuteri, zinxhirët qafën, zinxhirët portofolin, dhe doreza nuk do të lejohet Nëse një student vesh veshje që nuk është në përputhje me kodin e rekomanduar veshjes, studenti do të jepet një gabim kod veshje dhe të referuar në zyrën kryesore. në atë moment, një administrator ose udhëzim këshilltar do të bëjë përcaktimin përfundimtar dhe të ndihmojë nxënësin në marrjen e rrobat nga shtëpia për të ndryshim në ose të veshin një artikull zëvendësim bazë në shkollë, nëse është e mundur. Nëse veshje konsiderohet i pranueshëm, i shqip kodi i veshjes do të nënshkruhet dhe studenti menjëherë do të kthehet në klasë. kodin e veshjes vlen për të gjitha aktivitetet jashtëshkollore.

Ashensor

shkolla jonë është e pajisur me një ashensor. Studentët të cilët janë të lënduar ose kanë një handicap janë të lejuar të përdorin ashensorin shoqëruar nga një student tjetër. Kur një student ka nevojë për ashensor, ai ose ajo duhet të ketë lejen e infermierja e shkollës ose zyra. Absolutisht nuk bëra shaka rreth apo abuzimi i ashensorit do të tolerohet. Nëse kjo ndodh, ju mund të humbni privilegjin.

Field Trips

udhëtime në terren janë një privilegj, dhe si një sjellje të tillë, të papërshtatshme apo të papërgjegjshme, ose në shkollë ose gjatë në udhëtim, mund të rezultojë në këtë privilegj duke u hequr. Studentët të cilët shkojnë në udhëtime në terren janë përfaqësues të Shkollës së Mesme Winthrop, qyteti i Winthrop, dhe prindërit / kujdestarët. Ata pritët të sillen në një mënyrë të përshtatshme. Studentët të cilët grumbulluar 5 ose më shumë arrestimet ose 1 ose më shumë pezullime mund të përjashtohet nga pjesëmarrja udhëtime në terren gjatë këtë term. Vendimet përfundimtare do të jenë subjekt i shqyrtimit administrativ. Studentët nuk marrin pjesë në udhëtime në terren duhet të shkojnë në shkollë ditën e udhëtimit. Të gjitha chaperones / vullnetarët do të jetë subjekt i një hetimi Offender Records Penale (Cori).

Drills Fire

Për sigurinë e të gjithëve, stërvitje zjarri janë që do të merren seriozisht. Një rrugë zjarr është postuar në çdo homeroom. Kur të bjerë alarmi zjarrit, studentët dhe stafi do të dalë ndërtesën në një mënyrë të qetë dhe të rregullt dhe të vazhdojë për spote të **caktuara**.

Ushqim alergji

badiava tryezë të lirë do të jenë në dispozicion në lokal për studentët të cilët kanë një alergji arrë.

Dhuratat dhe gratuities

konfliktin e shtetit të së drejtës interesit, GLc268A, dhe ligjin financiar zbulimi, GLc268B, kufizojnë dhurata dhe shpërblime që punonjësit publikë mund të marrin. Varësisht nga sasia dhe burimin e një dhuratë, çështje mund të ngrihen në bazë të GLc268A, S3, S23 dhe GLc268B, S6. Section 3(b) prohibits a public employee from requesting or receiving anything of substantial

value which is given for or because of an official act or act within the public employee's official responsibility. GLc268A does not define the terms gift and gratuity; instead, the law prohibits "anything of substantial value." Anything worth \$50 or more is considered to be "of substantial value" for purposes of the conflict of interest law.

Hall Passes

Every student is assigned to a particular classroom or supervised area each period of each school day. Students leaving any assigned area during class period must have an official pass from the assigned teacher. Any student without an official pass is considered unauthorized from class and will be subject to the penalties for cutting class.

Hazing

hazing siç përshkruhet nga Massachusetts ligji i Përgjithshëm, Kapitulli 269, nenet 17, 18 dhe 19 është 17 e ndaluar. I bëjmë të miratuar nga Senati dhe Dhoma e Përfaqësuesve në Gjykatës së Përgjithshme mbledhur, dhe nga autoriteti i njëjtë si vijon: Kapitulli 269 i Ligjeve të përgjithshme ndryshohet në këtë mënyrë duke shtuar tri seksionet e mëposhtme:

Neni 17: Kushdo që është një organizator kryesor ose pjesëmarrës në krimin e hazing si definuar këtu do të dënohet me një gjobë prej jo më shumë se tre mijë dollarë, ose me burgim në shtëpinë e korrigjimit për jo më shumë se një (1) vit, ose nga të dy gjobë dhe me burgim të tillë. Termi "hazing" siç përdoret në këtë nen dhe në nenet 18 dhe 19, do të thotë çdo sjellje apo metodë e fillimit në çdo organizate studentore, qoftë në pronën publike apo private, e cila me dashje ose nga pakujdesia rrezikon shëndetin fizik ose mendor të studentëve apo person tjetër. Një sjellje e tillë do të përfshijë kurbanit, rrahje, e quajtur, gjimnastikë detyruar, ekspozimi ndaj motit, konsumin e detyruar të çdo ushqim, pije alkoolike, pije, drogës apo substancave të tjera, apo ndonjë trajtim tjetër brutal ose aktiviteti të detyruar fizik i cili ka të ngjarë të ndikojë negativisht fizik i tyre shëndetin ose sigurinë e këtyre nxënësve ose person tjetër, ose e vënë nxënësin ose personi tjetër, një stres mendor ekstrem, duke përfshirë heqjen e zgjatur e gjumit ose pushim ose izolimin e zgjatur. Pavarësisht nga dispozitat e tjera të këtij seksioni për të kundërtën, pëlqimi nuk do të jetë në dispozicion si një mbrojtje për ndonjë ndjekje penale në bazë të këtij veprimi.

Neni 18: Kushdo që e di që një person tjetër është viktimë e hazing siç përcaktohet në nenin 17 dhe është në vendin e krimin të tillë duhet, në atë masë që ky person mund ta bëjë këtë pa rrezik të rrezik për veten apo të tjerët, raporti krimi të tillë të një zyrtar i përshtatshëm për zbatimin e ligjit sa më shpejt që praktikisht të arsyeshme. Një gjobë prej jo më shumë se një mijë dollarë do të dënojë kushdo që dështon për të raportuar krimin të tillë.

Neni 19: Çdo institucion i arsimit të mesëm dhe çdo institucion publik dhe privat i arsimit post-sekondar do të lëshojë për çdo grup të studentëve, ekipit të studentëve ose organizatë studentore e cila është pjesë e një institucioni të tillë ose është njohur nga institucioni ose lejuar nga institucioni për t'u përdorur emri i saj ose objektet apo njihet nga institucioni që të ekzistojë si një grup unaffiliated studentore, ekipi studentor apo organizatës studentore, një kopje të këtij seksioni dhe seksione shtatëmbëdhjetë dhe tetëmbëdhjetë; 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.

Secili grup i tillë, ekipi apo organizata do të shpërndajë një kopje të këtij seksioni dhe seksione shtatëmbëdhjetë dhe tetëmbëdhjetë për të arritur të anëtarëve të saj, plebes, zotimet apo kandidatëve për anëtarësim. Do të jetë detyrë e çdo grupi të tillë, ekipi apo organizate, duke vepruar përmes zyrtarit të tij të caktuar, për të ofruar çdo vit, të institucionit një mirënjohje vërtetuar duke deklaruar se grupi të tillë, ekipi apo organizatë ka marrë një kopje të këtij seksioni dhe tha seksione shtatëmbëdhjetë dhe tetëmbëdhjetë, që secili prej saj anëtare, plebes garancie, ose aplikantëve ka marrë një kopje të seksioneve të shtatëmbëdhjetë dhe tetëmbëdhjetë, dhe se grup i tillë, ekipi apo organizata kupton dhe pajtohet në përputhje me dispozitat e këtij seksioni dhe seksione shtatëmbëdhjetë dhe tetëmbëdhjetë.

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.

Çdo institucion i arsimit të mesëm dhe çdo institucion publik ose privat i arsimit post-sekondar do të paraqesë, të paktën çdo vit, një raport me Regents e arsimit të lartë dhe në rastin e institucioneve të mesme, Bordi i Arsimit, vërteton se institucion i tillë ka përmbushur me përgjegjësinë e tij për të informuar grupet studentore, ekipet apo organizatave dhe të njoftojë çdo student me kohë të plotë të regjistruar prej tij e dispozitave të këtij seksioni dhe seksione shtatëmbëdhjetë dhe tetëmbëdhjetë dhe gjithashtu vërteton se institucioni në fjalë ka 18 adoptuar një politikë disiplinore në lidhje me organizatorët dhe pjesëmarrësit e hazing, dhe se politika e tillë ka qenë e përcaktuar me theks të duhur në manualin për nxënësit ose mjete të ngjashme të komunikimit të politikave të institucionit të studentëve të saj. Bordi i Regents dhe, në rastin e institucioneve të mesme, Bordi i Arsimit do të nxjerrë rregullore që rregullojnë përmbajtjen dhe frekuencën e raporteve të tilla, dhe menjëherë do t'i raportojë prokurorit të përgjithshëm, çdo institucioni të tillë e cila nuk arrin të bëjë raport të tillë.

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?

Health Services

There is a nurse in the building at all times during the school day. The focus of the health office of the Winthrop Middle School is on wellness. Students are encouraged to be in their classes learning, and the health office is devoted to help students in any way it can to meet that end. If it is necessary for a student to consult with the nurse during the course of the day, a pass is provided by the teacher allowing the student to go to the nurse.

Students may be dismissed from school for medical reasons only through the health office. Students will be dismissed to their parents or designated person on the student's emergency card.

Medication that must be taken during the course of the day may be dispensed only by the school nurse. Regulations around medications include: medications in a properly labeled container from the pharmacy, dated written orders from the physician (prescribed medications of a week or less do not require a written physician order, the pharmacy bottle will suffice), dated written permission from the parent, non-Aspirin may be given to students with written parent permission for treatment of headache, muscular/skeletal discomfort, menstrual cramps, and dental pain.

Students may carry inhalers with them that have been prescribed by their physician. It is important that the school nurse is made aware when a student is carrying his/her own inhaler. Parents of students with allergies will provide Epi-pens/Benadryl for use at school, preferably, one for the classroom and one for the office.

Homework

Students are assigned homework on most days. Please communicate with teachers/team as homework policies vary depending on the teacher and/or team.

- Students who have been absent should see individual teachers as soon as possible upon their return, to determine when and what missed work must be made up.
- Students will be excused from homework for religious or ethnic observances. However, they will be responsible for making up any homework missed.
- Teachers are not required to provide homework prior to family vacations, and students who have taken a vacation during school time should be prepared to make up work when they return.
- Parents may request homework assignments be sent to the office after two (2) consecutive days of regular absence and the homework may be picked up in the office after 3:00p.m. and before 3:30p.m.

- Students who are suspended from school will not be supplied homework for the days they are out of school. Upon their return to school, they will have the opportunity to make up any missed quizzes or tests. It is the student's responsibility to make arrangements with the teacher to make-up work.

Homework Zone Policy Referral

Grade 6

If homework is not brought to class on the day it is due, or if the homework does not meet the required classroom standards, parents will receive a “homework notification.” It is then the student's responsibility to complete the assignment for the next school day. If the assignment is not completed the next school day, the student will remain after school that day to complete the assignment and the parent will be again notified. If missing homework becomes an issue, a parent-teacher conference will be scheduled.

Beginning in the second quarter of sixth grade, a sixth-grade student who receives *three* or more homework notifications per quarter in the same subject (or a total of *seven* or more in all subjects) will be ineligible for the school honor roll. In addition, during the second half of the year, students who fail to complete homework will be required to attend Homework Zone in accordance with the grade 7/8 expectations (below).

Grade 7 and 8

1. During the class period that the homework is due, the classroom teacher will check the assignment for completeness. Students are expected to have their homework completed, by the due date, ready to turn into the classroom teacher at the beginning of class.
2. If a student does not have his/her homework completed to the teacher's satisfaction on the day that it is due, he/she may be required to stay after school for the administration at a predetermined location on that day to complete the assignment(s). (Each afternoon, teachers will send the names of any referred student to the main office for inclusion on that day's after-school Homework Zone Roster.) It is the student's responsibility to notify parents/guardians during the school day that he/she will be staying after school. *If a student cannot stay after school that day for a legitimate reason (ie, must catch the bus), he/she must report to the designated Homework Zone Room immediately after school to request a postponement to stay after school the next school day*. If necessary, students are encouraged to call their parents in the Homework Zone classroom to arrange transportation.
3. On rare occasion, a student may leave homework in the locker by mistake. In these situations, a teacher may have the student go to the locker at that time to get the assignment. If this becomes a frequent offense however, a teacher may assign the student a D-Session after school.
4. A student must be in the Homework Zone room no later than 3:00p.m.
5. A referred student must stay after school in the Homework Zone room until the assignment(s) are completed satisfactorily and/or for a minimum of 30 minutes.

6. If a student fails to report to the Homework Zone room after school or fails to properly postpone the referral, the student will receive notice that he/she must stay the following day to complete the assignment(s) during a D-Session.
7. When students enter the Homework Zone room, they are to sit down immediately and begin completing their missed assignment. If the student does not know the missing assignment, he/she should sit quietly until the staff member can assist.
8. At Homework Zone, students are expected to complete homework assignments to the classroom teacher's satisfaction. If students do not complete an assignment to a teacher's satisfaction, they will be required to stay after school the next school day to redo the assignment.
9. Homework Zone is held each day after school, Monday through Friday, including early-release days.
10. Parents will be notified that day by the main office (usually via email) or Guidance Counselor if their child attended Homework Zone. We do this as a communication tool to keep parents informed of the student's progress.
11. If a student begins to miss multiple assignments in a class or classes on a regular basis, or refuses to stay after school to complete assignments, a meeting will occur among the student, teacher, parent, and administration. Possible consequences for students who do not complete assignments on a regular basis include completing their assignments on Saturdays and/or not being allowed to participate in extra-curricular activities and/or field trips.
12. The teacher will decide how much the missed assignment will count toward the student's grade, in accordance with their class grading policy regarding assignments.
 - o **Students in Grades 7 and 8 who attend Homework Zone a total of seven times or more during a quarter (or three times in the same subject) will be ineligible for the school honor roll.** Students in Grade 7 and 8 who attend Homework Zone a total of *five* times or more during a quarter, and successive multiple of five, may also be required to attend on Saturday.

This policy is subject to change due to the fact it's a piloted program/policy. The goal of this program/policy is to ensure that all students complete their homework on a consistent basis which will lead to improved academic success.

Honor Roll Eligibility

- High Honor: All A's in all subjects.
- Honor: All A's and B's in all subjects.
- Note: A student who receives a poor conduct comment in any subject does not qualify for

the Honor Roll.

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.

Lockers

Each student is assigned a locker. Students should always secure their lockers to prevent theft/vandalism. Students are responsible for anything removed from their lockers. The school will not assume responsibility for anything lost or stolen from a locker. Students may not share lockers and they must utilize only the locker they have been assigned. Students are allowed access to their lockers at prescribed times. At all other times, a student must have a pass from a teacher/staff to access his/her locker.

Lunch

All students are required to report directly to the cafeteria during their lunch period. Students must remain inside the cafeteria until the bell rings ending their lunch period. Students may either bring their own lunch or buy a lunch. **All food must be eaten in the cafeteria.** Good table manners and respect for others is expected. After eating, students are expected to dispose of any trash. Vending machines (if available) in the cafeteria are to be used before school, during lunch, and after school only.

Lunch Policy

All students will purchase their lunch with their student identification number with prepaid account or cash.

Monthly Calendar

The Monthly Calendar is updated on a regular basis with all events that will be taking place at the Winthrop Middle School. To access the Monthly Calendar, go to the web site at www.wms.winthrop.k12.ma.us

No School Announcement

No school announcements and delayed openings are given over major news/radio stations and the district all call system.

Out-Of-School-Suspension

Students placed on out-of-school suspension will not be allowed to attend classes, participate in any school activities, or visit school grounds throughout the period of their suspension. If a student is found in school or on school property, their suspension time will be extended one (1) day for each act of trespassing.

Parent-Teacher Organization

A very active Parent-Teacher Organization operates for parents of students in grades 6-8. Information about the Parent-Teacher Organization will be available at the beginning of the school year. Monthly meetings are held and are attended by interested parents, and

administration. The goals of the PTO include improving communication and support for the student activities. The organization has been responsible for raising funds to allow our students and teachers to participate in a variety of programs.

Parent Volunteers

All volunteers are required to complete and submit an application for a background check (CORI) before they can work in the school or chaperone a field trip. This must be done every year. This requirement is for the protection of our children.

Progress Reports

Progress reports are issued halfway through each term. Parents and students are asked to review these reports and discuss ways to improve performance. Progress reports must be signed and returned to the individual teachers as soon as possible after receiving them. For those students at risk academically, weekly progress reports may be provided following a parental conference with the student's academic teachers and the guidance department.

Report Cards

Report cards are issued four (4) times during the school year. If a student receives an incomplete on the report card due to illness or absence he/she will be given two weeks from the time the grades close to complete the missing work. Prolonged illnesses or extenuating circumstances will be taken into consideration.

Retention Policy

1. A student who fails one or more of the following subjects: English, Math, Science, or Social Studies the student will be required to attend and pass summer school for that subject. Parents will be responsible for the cost of summer school.
2. If a student fails three (3) or more subjects: English, Math, Science, Social Studies he/she may be retained. A parent/guardian may petition the principal to allow that student to attend summer school and be promoted. The principal retains the right to make the final decision in all cases.

Early Notification and Intervention:

Immediately after the second term report card, if a student is in danger of failing one (1) or more subjects, a notification will be sent home. The notification will explain the retention policy. The parent has the opportunity to meet with the team to establish an academic plan to improve performance. At the review meeting, student progress will be discussed and an attempt will be made to identify the problem. Options for the student will be discussed which could include, but are not limited to, tutoring, counseling, and referral.

School ID's

To ensure student safety, all students will be required to wear student identification cards. Students will be provided lanyards by the school so all students will wear their ID's around their neck. If a student loses their identification card there will be a replacement fee of \$5.00.

School Site Council

An advisory group of school staff, parents, community representatives and administration that meets regularly during the school year to review school issues and matters. The School Council has been in operation since the passage of the Education Reform Act of 1993.

Search and Seizure

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.

Special Education

Both our State and Federal governments have passed important legislation affecting students, parents, and schools. This legislation is designed to provide equal educational opportunities and to inform parents and students of their rights. Each Act of legislation is quite lengthy, so only brief summaries are included in this Handbook. Anyone wishing additional information may contact the Office of Pupil Personnel Services.

Student Schedules

Each team has its' own individual schedule which will be shared with each student on the respective teams. Certain basic times during the school day other than the instructional times which you should be aware of are:

Winthrop Middle School Daily Schedule

Core Classes = 55 min Specials = 45 min ICE Block = 43 min Lunch = 22 min

6th Grade

7th Grade

8th Grade

8:30 - 8:35	Home Room		8:30 - 8:35	Home Room		8:30 - 8:35	Home Room
8:35 - 9:30	Core 1		8:35 - 9:20	Special 1		8:35 - 9:30	Core 1
9:30 - 10:25	Core 2		9:20 - 10:05	Special 2		9:30 - 10:25	Core 2
10:25 - 11:08	ICE Block		10:05 - 11:00	Core 1		10:25 - 11:10	Special 1
11:08 - 11:30	Lunch		11:00 - 11:55	Core 2		11:10 - 11:55	Special 2
11:30 - 12:25	Core 3		11:55 - 12:00	Locker Break		11:55 - 12:38	ICE Block
12:25 -	Core 4		12:00 -	Lunch		12:38 -	Lunch

1:20			12:22			1:00	
1:20 – 2:05	Special 1		12:22 – 1:17	Core 3		1:00 – 1:05	Locker Break
2:05 – 2:50	Special 2		1:17 – 2:12	Core 4		1:05 – 2:00	Core 3
2:50 – 2:55	Home Room		2:12 - 2:55	ICE Block		2:00 - 2:55	Core 4

Specialists:

		5 min
8:35 – 9:20	Class 1	45 min
9:20 – 10:05	Class 2	45 min
	Prep	20 min
10:25 – 11:10	Class 3	45 min
11:10 - 11:55	Class 4	45 min
	Lunch/Prep	85 min
1:20 – 2:05	Class 5	45 min
2:05 – 2:50	Class 6	45 min
		5 min
11:08 - 11:30	Grade 6	22 min
12:00 - 12:22	Grade 7	22 min
12:38 - 1:00	Grade 8	22 min

Lunches:

ICE Block:

10:25 - 11:08	Grade 6	43 min
11:55 - 12:38	Grade 8	43 min
2:12 - 2:55	Grade 7	43 min

Breakfast 8:00-8:25 am
 Enter School (Report to Cafeteria) 8:00 am
 1st Late Warning Bell 8:25 am
 2nd Late Warning Bell 8:28 am
 Late Bell 8:30 am.

Study Habits

Students should record all homework assignments in their assignment/agenda books. Students should set aside a time to study and complete homework each night in a quiet spot away from the television, stereo and radio. Students are encouraged to place their homework in a folder in their binder notebook immediately after finishing it.

Tardiness

A student is considered tardy if s/he is not in his/her homeroom before the 8:30 am late bell.

Students are allowed four unexcused tardies per quarter. A tardy will be excused with medical documentation (note from doctor, dentist, or hospital). Exceptions may be made for extenuating circumstances. An automated phone call will be made if your child was late any school day. On the 5th tardy of the quarter and, on each subsequent tardy for the remainder of the quarter, a Saturday detention will be assigned. Saturday detention is served at Winthrop Middle School. Times of Saturday detentions are not finalized prior to printing of handbook. A student assigned two Saturday detentions due to tardiness will not be allowed to attend the next schoolwide event. Any student late to class 5 or more times in a quarter will serve a Saturday School.

Teams

You, your classmates, and teachers make up a team. Your team will participate in activities during the school year that are decided upon by the team.

Telephone

Due to the number of students in the school, students **cannot** be called to the telephone during the day. In an **emergency**, the office will deliver a message to the student. Because of the academic expectations which students experience daily, we request that parents limit calls to emergencies. Students are responsible for bringing all necessary items to school each day. Regarding matters of school business, such as remaining after school, students are allowed to use the school telephone. The office telephone may not be used to make after school plans. Students should make such arrangements ahead of time.

Theft Policy

All personal items not used for the classroom activities should remain in a student's locker. It is the responsibility of every student at the Middle School to not share their locker combination with any students. If a theft occurs, it should be reported immediately to the Administration. The Administration will make every effort to recover what has been stolen through an internal investigation. After the internal investigation, parents will be notified. At that time, parents will be informed that they may contact the Police to report the theft if they so desire.

Time after School

Teachers can keep students after school who need to complete schoolwork or who misbehave in class. Students who fail to report after school are subject to further disciplinary action that may range from warning to suspension.

Tobacco and E-Cigarettes

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

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes or any other electronic vaporizing device including oils, by students and all others on school property and at school-sponsored and school-related activities.

Visitors

Visitors must enter the building through the Middle School front door on Payson Street adjacent to the main office. To assist in maintaining the safety of the students and staff of the Winthrop Middle School, each visitor must check-in with the main office staff, sign the visitor logbook and wear an identification badge. Parents and students should not be in classrooms if teacher is not present.

Yearbook

Winthrop Middle School may publish a yearbook of candid and student photographs. Purchase of the yearbook is optional.

APPENDIX

I.	WPS Bullying Prevention Policy	Page 31
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Bullying

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 MGL 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:

- 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;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

Ngacmimi karakterizohet nga një çekuilibër të fuqisë fizike, psikologjike ose emocionale. Bullying mund të përfshijë, por nuk kufizohet në: akte të frikësimit të tilla si përqeshjet, e quajtur emrin, verbal dhe sjellje jo-verbale se një person i arsyeshëm do të gjeni më frikësuese, poshtëruese dhe fyese, izolimin social të tilla si shmangje / përhapur thashetheme apo akuza të rreme; fizikisht sjelljet agresive duke përfshirë ndërhyrë me lëvizjen e një tjetri, vjedhje apo dëmtim të pronës. 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, cyberbullying, 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,¹ 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

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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 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 MGL 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

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 MGL 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 MGLC 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 MGL 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 MGL 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 GL 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

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 (eg, 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 MGL 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 Manger. **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 VIOLNCE HOTLINE- 1-877-285-2020

If an individual request 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: sdichiara@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, 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: Title IX Coordinator
40 Hermon Street
Winthrop MA 02152
(617) 846-5543 Ext. 4504

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 bcurlley@winthrop.k12.ma.us

Winthrop High School

Matt 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 at 617-846-5500.

Informal and Formal Grievance Procedures have been established to meet the requirements of Title IX, the ADA, the ADA 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 MGL 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

US Department of Education, Office for Civil Rights (OCR),
JF 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 _____ data _____

Complaint Received By: _____ data _____
Compliance Officer



2017-2018 Parent Sign Off Form

Please complete this form by checking off where appropriate, signing where indicated, and returning this form to your child's school.

Handbook/Code of Conduct

The handbook contains information that my child and I may need during the school year, behavior expectations that all students will be held accountable for, and the disciplinary consequences outlined in the Student Code of Conduct.

_____ I understand that I can access the Winthrop Public Schools Student Handbook and Student Code of Conduct for the 2017-2018 school year on the district web site at <http://www.winthrop.k12.ma.us> or on my child's school web page.

_____ I understand that if I wish to have a hard copy of the student handbook or code of conduct, I can request it from my child's school, in writing, and they will print me one.

_____ I approve of my child using school computers and accept the "Acceptable Use Policy".

_____ I approve of my child's photograph being used on the school website and/or publications.

. ***Please call the ELL teacher at your child's school if you need this document translated: or email: translate@winthrop.k12.ma.us***

. Por favor llame a la maestra de ELL en la escuela de su hijo si usted necesita este documento traducido, o por correo electrónico: translate@winthrop.k12.ma.us

. Por favor, ligue o professor ELL na escola do seu filho se você precisa este documento traduzido, ou e-mail: translate@winthrop.k12.ma.us

Ju lutem telefononi mësuesin ELL në shkollën e fëmijës suaj, nëse keni nevojë për këtë dokument të përkthyer, ose e-mail: translate@winthrop.k12.ma.us

يرجى الاتصال المعلم متعلمي اللغة الإنكليزية في مدرسة طفلك إذا كنت بحاجة إلى هذه الوثيقة المترجمة، أو البريد الإلكتروني: translate@winthrop.k12.ma.us

Student Name: _____
Last First MI

Student Grade Level: _____

Parent: _____
Print *Signature*

Student: _____
Signature (if 18 years of age)

**THIS FORM MUST BE RETURNED TO YOUR SCHOOL'S MAIN
OFFICE BY FRIDAY, SEPTEMBER 8th**