

# Murdock Middle School

Student - Family Handbook  
2019-2020



*Home of the Mini-Devils*

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**- IMPORTANT INFORMATION -**

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## **MISSION, VISION AND CORE BELIEFS**

### Mission

It is our mission to enlighten, motivate, and educate all who pass through our doors. We will provide a safe environment that promotes an appreciation of diversity and preparedness for the future.

### Vision

Every individual, upon leaving MMS, is equipped with the skills, knowledge, and habits necessary to persevere and realize their unique potential.

### Core Beliefs

- Murdock Middle School is a school community that strives for excellence and improvement in teaching and learning.
- Murdock Middle School is a school community that values respect and responsibility for self and for others. We appreciate human differences.

### Beliefs about Learning

We believe...

- All students deserve and require a positive and safe learning environment.
- Every student is capable of high levels of learning.
- Every student must be an active learner and participant in education - that sustained effort is essential for success.
- A challenging curriculum coupled with rigor can lead to higher achievement.
- Students must develop a solid set of skills and a deep foundation of knowledge to seek information and experiences that will broaden their knowledge.

### Beliefs about Teaching

We believe...

- Teachers must be passionate about their teaching and model life-long learning.
- Teachers must be masters of content knowledge, utilize varied instructional techniques with meaningful assessment, and positive classroom management.
- Teachers are expected to provide challenging classes that are well planned, interactive, positive and respectful for students of all ability levels on a daily basis.

### Beliefs about School Culture

We believe...

- Murdock Middle School is a community made up of students, faculty and staff where teaching and learning happens every day with rigor.
- That academic achievement is the foundation of our school community and should prepare students for success at the high school level and higher.
- Every person deserves and requires respect – respect for oneself and for others.
- Responsibility for oneself and for others translates into positive results and success in many future endeavors as citizens, future leaders and contributing members of our larger society.

## **MURDOCK MIDDLE CORE VALUES**

**Pride**

**Accountability**

**Respect**

**Teamwork**

Murdock Middle School students do their *PART!*

## **CONFIDENTIALITY**

The staff of the Winchendon Public Schools would like all parents/guardians to understand that every effort will be made by all staff to guard the confidentiality of all students, regardless of age. Personal, social, medical, academic, or evaluative information about students is not to be discussed in public places or in any place where other individuals may overhear such information. We strive to respect the privacy of our children and their families.

## **NON-DISCRIMINATION STATEMENT**

The Winchendon Public School District is in compliance with federal regulations Title IX, Section 504 and the Commonwealth of Massachusetts regulations under Chapter 622 and does not discriminate in educational opportunities, admissions, recruitment, hiring or employment practices based on race, color, sex, religion, disability, national origin, gender identity, marital status, homelessness, or sexual orientation.

## **STATEMENT OF MIDDLE SCHOOL - TEAM APPROACH**

The Middle School Level Team approach embraces the philosophy of educating the whole student, meeting the academic, emotional, and physical needs of the early adolescent. The teams, including regular education, special education and unified arts, strive to build an educational community which supports the social and emotional development of students while stressing academic challenge and personal responsibility.

Curriculum overlaps, interdisciplinary activities and units, team building activities, close supervision and interaction between teachers and students, parental involvement and cooperation, flexible scheduling, as well as daily communication between teachers concerning student issues are activities that promote the growth of a positive team environment. The goals of the middle level teams are to make the students' transition from elementary school to middle level and from middle level to high school level a successful one.

# ***ACADEMICS***

## **ACADEMIC ACCESS**

All parents/guardians may receive access to the SchoolBrains Parent Portal to view students' grades. Passwords are available through the guidance office. Please note that teachers have 10 working days to post grades to SchoolBrains. Parents of students in grades 6, 7 and 8 will have access to their students' Summit Learning Platform which includes grades, progress, assignments, etc.

## **ACADEMIC RECOGNITION**

The Honor Roll exists to recognize academic achievement. Honor roll eligibility for grades 6, 7 and 8 is as follows:

High Honors-all "A"s; Honors-all "A"s and "B"s.

- Honor Roll recognizes academic achievement by quarterly results and over the course of the full academic school year
- Celebrations such as a quarterly assembly will be held to recognize students for Academic Achievement and other note-worthy activities.

## **AGENDAS – GRADES 6, 7, 8**

Agendas are provided to all middle school students at the beginning of the school year. Students are expected to bring their agendas to every class and to record all homework assignments, test dates and other important information on a daily basis. Agendas are also used as a tool for communication between home, the teachers and the school in general. Replacement agendas are available at the middle school office for a small fee of \$5.00.

## **EXTRA HELP**

Extra help is important to academic success. Please encourage your child to access these opportunities. Teachers are available for extra help Monday through Thursday from 2:05-2:40 p.m. Make arrangements with their teacher prior to staying for extra help. If additional time is needed, arrangements can and should be made with the individual teacher. An Academic Academy may be offered after school focused on remediation/enrichment, subject to enrollment/budget.

## **HOMEWORK**

At a minimum, middle school students should be spending approximately 45 minutes to one hour a night on homework. Students can access their work on their Summit Learning Platform. If your child says that he/she has no homework, please contact individual teachers for clarification.

## **INCOMPLETE GRADES**

Any student who is legitimately absent and has missed class work may be given an incomplete grade "I". Any student who is extended the privilege of receiving an incomplete grade will normally be given the first ten (10) school days of the next marking period to make up the work at the discretion of the Principal.

Any student who fails to complete assigned work may be given an "I" if the teacher involved feels that the circumstances warrant the incomplete. Make-up privileges will be extended to these students. Incompletes must be authorized by an administrator (Principal).

## **LIBRARY MEDIA CENTER**

The Library Media Center contains valuable resources helpful in completing class assignments as well as providing a wide variety of materials. Some of these materials include: computers with Internet access and CD ROMs, books, newspapers, magazines, and pamphlets. The school library is open from 7:30 a.m. to 2:40 p.m. Students are allowed to access the library with their class or with a pass. Students must sign into the library upon entering. Students are to use the library and all equipment safely and responsibly.

## **PARENT NOTIFICATION**

Please note that the following course curriculum at Murdock Middle School may include human sexuality curriculum topics: Biology, Life Science (Grade 7), Wellness Education 6, 7, 8. If you would like to review the curriculum or exempt your student from any portion of said curriculum, please contact the Guidance Counselor/Principal/Designee at 978-297-1256.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports are a means of letting parents/guardians know how their children are doing at a specific moment within each grading quarter. It is important to note that your child sees the school and home as partners in their success. During the first quarter every student in grade 6 will receive a progress report halfway through the marking period. This report will contain information on the student's behavior, grade and/or progress. For the following portion of the year, their progress report and report card schedule will reflect that of the 7<sup>th</sup> and 8<sup>th</sup> grade. Students in grades 7 and 8 will receive a report on their students' progress four times a year. Parents have access to student's grades and progress daily through the platform. All students, grade 6, 7 and 8, will receive a final report card at the end of the school year.

Parents/guardians who have not received a copy from their son/daughter should contact the guidance office. You may request updates as needed pertinent to each core curriculum. Weekly progress reports shall be available upon request. Grade 6 students will receive a report card the 1<sup>st</sup> quarter and then will be issued their final report card at the end of the year. Approximately every eight to ten weeks a quarter ends. This timetable should enable you, the parent to monitor progress.

Students are responsible for taking home a copy of their progress report/report card for a parent/guardian signature. Reports must be returned to the homeroom teacher within five days for verification. Teachers may make copies for verification and/or to settle disputes which may arise on occasions as needed.



## **PHYSICAL EDUCATION**

Murdock Middle School requires that all students participate in physical education. In cases of illness for a day or two, a written note from a parent or guardian will be sufficient to excuse participation. This note should be brought to the nurse, who will issue a pass to be given to the physical education teacher. Long-term requests to miss participation requires a medical exemption from a physician. In the event that a student is medically excused, the following expectations have been established.

- a. The student will attend class regularly.
- b. The student will be expected to help out, if possible, at the discretion of the teacher.
- c. The student will be accountable for all information learned in class by taking class tests which may be modified as needed.
- d. Students who miss two or more weeks of any activity are required to complete a writing assignment given by the class teacher. This assignment will be calculated into the student's overall grade for the marking period.

## **RETENTION/PROMOTION**

Academic performance will be closely monitored during the middle school academic year. A formal letter will be sent to parents/guardians requesting a meeting to discuss possible retention and/or interventions available for the student due to their grades/attendance. The judgment and educational expertise of the classroom teachers and the principal will take precedence over any specific criteria.

## **SPECIAL EDUCATION SERVICES**

A wide range of special education services are provided within the Winchendon Public School System.

At the middle school level, the following services are available:

- An evaluation of any referred student, subsequent to the student support team process, to determine if academic, social, physical, or emotional disabilities exist that are interfering with the student's academic progress. If such a determination is made, the student will receive the support of a special needs teacher. A majority of this support is integrated into the regular classroom setting, although in some cases small group support or instruction is more beneficial to the student.
- A speech and language program designed to remediate communication disabilities such as incorrect articulation or delayed language development. The speech therapist may work with these students on a one-to-one basis, in small groups or within the classroom setting, depending on the nature of the problem.
- Occupational and physical therapy to provide remediation in both gross and fine motor skills.

## ***ATTENDANCE***

### **ATTENDANCE POLICY/EXPECTATIONS**

Massachusetts has a Compulsory Attendance Law. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

A parent or guardian is expected to telephone the school office within 30 minutes from the start of school to report a student's absence. Parents/Guardians who do not telephone the school will be contacted regarding the child's whereabouts.

When a student is absent, he/she will not be allowed to participate in any athletic or other extracurricular activity on that day.

### **TYPES OF ABSENCES**

1. Unexcused absences include absences such as truancy, class cuts, and/or frivolous excuses for being out of school or class. Absence from school does not excuse students from their academic responsibilities. In the case of extended absences, parents must call the attendance secretary

and/or guidance counselor to arrange to retrieve missed assignments (978-297-1256 ext. 5215), from their child's teachers.

2. Excused absences include absences such as illness (documented by parent's and/or doctor's note); family emergencies, funerals, and other absences approved by the Principal. The school office must be notified within 24 hours of the absence in order for it to be considered by the administration for an excused absence. The maximum time allotted for assignments to be completed and handed in to the teacher is the duration of the student's excused absence from school plus five days.
3. Exempt absences, such as the following, are exempt from the school attendance policy and, as exempt, do not count toward the total number of absences per semester:
  - a. Religious holidays
  - b. School sponsored field trips
  - c. Out of school suspensions
  - d. Court ordered appearances
  - e. Death in the family

### **EXCESSIVE ABSENTEEISM/TRUANCY**

Parents will be notified if their child has 5 or more unexcused absences in a year. The principal or designee will make a reasonable effort to meet with the parents of a child who has 5 or more unexcused absences for the purposes of developing action steps to improve the student's attendance. (Chapter 222 of Acts of 2012)

A student is considered truant if the absence is unexcused in instances of chronic or irregular absences reportedly due to illness. The school administration may request a physician's statement certifying such absences to be justifiable. Massachusetts State Law, CH.76,S1 reads "*Necessary absences by a student may not exceed 7 days or 14 half days in any 6 month period.*" Exceptions to these expectations/policies will be reviewed on an individual basis by the school principal.

A child who is chronically and habitually absent, truant, dismissed, or tardy with or without valid cause (excused or unexcused) from school for 10% or more of the attendance days will be subject to the following nonexclusive list of consequences:

- a. Parent or guardian conference
- b. All future absences must be verified by a physician
- c. Restriction or prohibition on the participation of extracurricular activities, field trips, or other activities
- d. Filing of a "Failure to Send your Child to School" with the court
- e. Filing of a 'Child Requiring Assistance' (CRA) with the court
- f. Department of Children and Families (DCF) filing
- g. The student and parent may be reported to the Winchendon Public Schools Truancy Officer who may file with Gardner District Court

### **TARDIES TO SCHOOL**

The school day begins promptly at 7:30 a.m. Students report directly to their first period class. If a student arrives after 7:30 a.m., he/she must report to the main office for a tardy pass. Students who arrive late to school must be excused by a parent with a note or phone call explaining the tardiness on the same day as the late arrival. Those students whose tardiness is unexcused (5 within a marking period) will serve an after-school detention. Chronic violation of this policy will be handled at the administrative level and may result in disciplinary action.

Examples of excused tardiness include: illness, child care emergency, family emergency, emergency medical appointments, late school bus, and religious observance.

Examples of unexcused tardiness include: oversleeping (for any reason), personal transportation problems, missed school bus, stopping for coffee/breakfast.

Students who are excused tardy to school or dismissed during the school day must obtain the permission of an administrator to participate in any after-school activity that day. Permission to participate will be denied to students with excessive tardiness or dismissals. Students who have an unexcused tardy to school may not participate in extra-curricular activities on the day of the tardy.

If a student arrives to class after a test or quiz has begun, the student may not to take that particular test. The remedy will be an alternative test/exam that covers the same materials. A tardy that results in non-attendance for more than one-half of the class period will be considered an unexcused absence for that class.

### **EARLY DISMISSAL**

Students should be dismissed before the end of the day only in cases of emergency. It is extremely important that students attend school for the entire school day. In cases of requests for early dismissal, it is essential that students present a written note to the Middle School Office in the morning indicating the date and time for dismissal. Parents who need to have students dismissed early must come to the office to sign their student out. Students will only be allowed to leave with an adult who is listed on the student's emergency form. Students being dismissed will be issued a dismissal slip, which must be turned in to the office by the student at the time of dismissal. All students will be dismissed directly from the office. No student is allowed to leave the building without checking out from the office first.

### **COURT ORDERS**

If families wish us to observe orders or restrictions such as court ordered custody/ guardianship or temporary/permanent restraining orders, please be sure we have an up to date copy of the document on file at the school.

### **MAKEUP WORK**

Absence from school does not excuse students from their academic responsibilities. Due to the nature of teaching and the presence of a dynamic curriculum; it is not possible to "predict" what will be due or identified as homework over a period of a week or more. If a student is absent, it is his/her responsibility to see teachers and arrange to make up work missed within one week or in accordance with a plan designed by the teacher. If the schoolwork is not made up, the student may lose credit for incomplete work. Exceptions to the Make-Up Policy may be allowed at the teachers' and/or administration's discretion after discussion. In the case of external suspensions, make-up privileges will be authorized by an administrator.

### **EXTENDED VACATION**

**Parents are strongly discouraged to take vacations outside the district's planned vacation times.**

A written request for trip absences must be submitted to the Principal two weeks before the absence. That request must state the reasons and dates of the proposed absences. Time out of school can be harmful to a child's progress, growth, and success in school. When a student accompanies his/her parents on a business and/or vacation trip, the student, upon return, is responsible for contacting his/her teacher to discuss missed work and makeup procedures. **The teacher is not obligated to provide assignments while the student is not in school.**

### **PARTICIPATION AT SCHOOL-SPONSORED ACTIVITIES**

To encourage good school attendance, participation in or attendance at school-sponsored or school-endorsed activities will be limited to students who have attended school for at least three full periods of the school session preceding the activity. Certain exceptions will be allowed under the following circumstances:

1. If the student's absence is deemed excused the student may attend the activity;
2. Coaches and advisors are responsible for validating attendance and ensuring that all other student obligations have been fulfilled;
3. If the principal / designee determines that other circumstances justify allowing the student to attend, their judgment is final.

## ***EXTRA-CURRICULAR ACTIVITIES***

### **ATHLETICS**

#### **ACADEMIC ELIGIBILITY**

As we continue to develop our own programs at the middle school we are not inclined, nor expected to be using younger athletes from the middle school to enhance high school athletics because of age, emotional readiness and physical differences. That would be a major exception. Bearing that possibility in mind, in order to be eligible under MIAA standards, a student-athlete must pass stringent criteria. These criteria will apply only if the current policy and expectations are enacted by the school committee as a noted exception/waiver. Should that happen, a parent/guardian will receive pertinent information from the athletic director.

The number one priority of Murdock Middle School is to educate the whole child, first by stimulating the child intellectually and then by providing a number of common experiences designed to develop the social, emotional, physical and ethical values necessary to be a productive member of society. Co-curricular programs help to provide such experiences and are, therefore, considered an integral part of the total educational program. Involvement in co-curricular activities can have a positive influence on the academic achievement of students. However, academics must always come first. To accomplish this objective, an eligibility standard has been established.

- Students' grades will be reviewed after each progress report period and each marking period (generally every five weeks)
- Students who are failing one class will be ineligible for three weeks with one week reduction if satisfactory progress is made during the ineligibility period. Satisfactory progress will be based on: being prepared for class, effort, and seeking additional academic assistance.
- Students who are failing two or more classes will be ineligible for the entire three week period. If satisfactory progress is not made during the ineligibility period, students will remain ineligible for the remainder of the marking period.
- A student must maintain passing academic grades in all classes during the season.
- Any student referred to the office for school rule violations that results in a suspension or in-house suspension will not be allowed to participate in practice and/or game during the suspension.

#### **ATTENDANCE/DECORUM AT ATHLETIC EVENTS**

Students, parents/guardians represent the school and the community at all sporting events. Good manners, respect and a sense of school pride is expected. Visitors and others see our students as measures of the schools in general. Students will not be allowed to re-enter the event if they leave for any reason during the activity, unless they receive approval from an administrator. If a student, parent/guardian is ejected before, during, or after an event, that student may not be permitted to attend any future athletic events for the remainder of the season (including post season). Taunting will not be tolerated. This policy will be strictly enforced. Violation of any section of this policy will result in disciplinary action for students. Visitors or adults violating this policy will be informed by another means.

#### **REGISTERING FOR ATHLETICS AT MURDOCK**

An athlete at Murdock Middle School, must have the following:

- Met academic eligibility criteria
- Updated physical examination report within the past 13 months turned in to the nurse's office
- Registered on FamilyID.com
- Completed and returned Health History Form
- Met user fees or received a waiver from the Athletic Director
- Has returned all uniforms and equipment from previous sport season

When in doubt contact the Athletic Director and/or Coach for specifics.

## **SPORTS AND LEVELS**

The middle school sports program is a feeder program; however, the coach will make a strong effort to provide all team members a fair amount of playing time. At this level, the coach is teaching the offensive and defensive philosophy of the program along with the team concepts and skills necessary to progress to the varsity level. New sports and activities will be added as enrollment, student interest, and budget figures allow for that possibility.

## **USER FEE**

Every effort will be made to limit user fees. These are determined by the Winchendon School Committee. User fees for 2019-2020 are posted on the Murdock website [www.winchendonk12.org](http://www.winchendonk12.org). Paying a user fee does not guarantee playing time. Any student who has difficulty paying a user fee should contact the principal. No refund will be granted after the first scheduled contest has taken place regardless of whether the athlete participated in the contest.

## **DANCES**

Dances are held for Murdock Middle School students on a regular basis and the usual eligibility requirements apply. Chaperones are there for safety purposes. Exceptions will be determined by the administration.

## **ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR SCHOOL ACTIVITIES**

Participation in co-curricular activities is a privilege extended to Murdock Middle School students. Co-curricular school activities are provided outside of the regular academic schedule to allow students to broaden experiences in a variety of interests and skills. Participation in these activities requires additional dedication of time and effort beyond the regular academic program.

Participants in co-curricular activities will be required to maintain satisfactory standing in school conduct, attendance and grades to participate - including, but not limited to athletics, dramatics, school and class offices, committees, publications, membership in clubs or school organizations.

## **OTHER STUDENT ACTIVITIES**

Activities may vary yearly based on student interest such as:

- Band
- Chorus
- Class Officers
- Musical
- Peer Mediation
- GSA
- Enrichment programs
- Student Council
- Murdock Middle Memory Book/Yearbook
- Academic Academies
- Youth Venture
- Other various after-school events

## ***GENERAL INFORMATION***

### **ARRIVAL AND DISMISSAL**

**Arrival:** Students are encouraged to arrive at the building no earlier than 7:15 a.m. Upon arriving, all students must report to the proper designated area (front of building) where supervision is provided. Students will not be allowed into the building until 7:20 a.m.

**Dismissal:** Dismissal time is 2:05 p.m. Upon dismissal at the close of the school day, students are to leave promptly, unless they are detained by a teacher or administrator, or are participating in a supervised school activity. Students are not allowed to remain in the building unsupervised.

### **COMMUNICATION**

If there is a situation at home that might affect your child, please let the teacher, school counselor or administrator know. Adjustments and extra consideration can be given to your child if we understand what he/she is experiencing. Some common situations are the death or serious illness of a family member, the death of a pet, parent business travel, etc. We want to support your child, so please keep

us informed. If parents are concerned with any school related issues, they should first discuss the matter with the teacher involved.

SchoolBrains is the student information system used by the Winchendon Public School System. Families will have a unique login to access their children's information (i.e. attendance, grades, schedule, contact information, etc.). It is the parent's responsibility to maintain accurate contact information at all times. The One Call system is used district-wide for both routine and emergency communications. At Murdock Middle School you should expect regular messages regarding:

- Attendance
- Emergency Situations
- Report Cards
- Progress Reports
- MCAS
- School Closures
- Upcoming Events
- Changes in previously scheduled events

The system allows prompt communication to parents and students and is used regularly in an effort to keep the school community informed. It is critical that you provide the school office with current contact information in September and to update the information should there be any change during the course of the school year.

Individual teacher conferences can be made directly with the teacher. Team conferences are scheduled by teacher invitation and/or parent request at any time throughout the school year. To schedule a team meeting with a student's teachers, please call the guidance office, at 978-297-4285 to make an appointment. If a parent would like to speak with an individual staff member, he or she may call the main office at 978-297-1256 ext. 5101 and leave a message on the teacher's voice mail. Our administrative team has an "open door" policy. We welcome and encourage all parents to participate in their child's middle school experience.

### **CONTACTING THE SCHOOL**

The MMS staff wants to work together with parents in solving challenging issues that may arise. If your child experiences a challenging issue in the classroom, the first step is to contact your child's teacher by telephone or email to discuss the issue. If the issue cannot be resolved with the teacher, then the dean of students, principal or guidance counselor are additional resources. It is extremely important that the school office be notified as soon as you have a change in your contact information. If you have an address change and receive bus services, our Transportation Service needs several days to make new arrangements. Your current telephone number is necessary so we can always reach you to ensure your child's safety. Please call the Middle School Main Office to update any changes to contact information.

### **CONTACTING TEACHERS AND STAFF**

The telephone listing for teachers is their voicemail. Please make sure you leave a message with your name, your child's name, and the time and nature of your call. When emailing anyone in the school system, please put "From the Parents of [your child's name]" in the subject line to ensure your message gets through the district firewall. Teachers typically check email and voicemail once a day. Please keep in mind that teachers usually return calls at the beginning or end of school when class is not in session.

If you would like to contact your child's teacher, you may

- write a note to the teacher and send it in with your child;
- call the teacher's voicemail number; or
- send the teacher an email.

In an emergency, please contact the main office at 978-297-1256 ext. 5101 and speak with the school secretary.

## **CONTACTING STUDENTS**

When it is necessary to get an important message to your child during the school day, please call 978-297-1256 ext. 5101. If you get to the voicemail, do not leave a message, please call back. The secretary will do their best to make sure your child receives your message. **Please do not text or call your child's cell phone during the school day.** Students are not allowed to be called out of class to take phone calls from parents. In order to minimize class interruptions, please limit messages to topics such as family illness or a parent being absent from home after school. All afterschool arrangements should be made ahead of time.

## **EMERGENCY INFORMATION**

All students are required to have on file an emergency form, a copy of which is provided with this handbook. Please complete this form and return it to the homeroom teacher by the date stated on the cover of the handbook receipts form packet. This information will help us to contact parent/guardians in case of emergencies. This information also helps us to update any personal information such as parent/guardian, home phone numbers, address, etc. This form must be kept up to date; please inform the office of any changes that occur during the year relative to the information requested on it.

A copy of the form is kept on file in the nurse's office and particulars in the principals' office. **Any changes during the year related to this information can be made through our main office or guidance office.**

## **FIELD TRIPS**

All field trips sponsored by Murdock Middle School will meet certain core curriculum standards, have direct educational value and all students are encouraged to participate in them. Again, good manners and respectful behavior are expected on all field trips. However, students with poor self-control may be deemed ineligible to participate in specific trips.

### **Field Trip Criteria**

Middle School – Grades 6, 7 & 8

- If a student is deemed ineligible due to poor academic standing or behavior, he/she will be notified by an administrator one (1) week prior to the trip, if possible.
- Parents may appeal the decision to the team or principal.
- All permission slips must be returned signed, regardless of whether the student will or will not participate in the field trip.
- Students who do not return permission slips and payments by the return date of the permission slip will NOT be able to participate in that trip.

Please refer to the field trip policy pertaining to medication administration in Health Services.

## **LEGAL CHILD CUSTODY/RESTRAINING ORDERS**

Should there be a change in normal arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it.

## **LOST AND FOUND**

In case of loss of personal or school articles, a lost and found is located in each teacher's classroom and across from the main office. Items not claimed by December break, February break, April break, and end of the year will be donated to a charitable organization.

## **SAFETY REGULATIONS**

Murdock Middle School is committed to providing a safe environment for students, teachers and our school community. The greatest asset in emergency situations is preparedness and clear communication.

Murdock has a site-based crisis team that serves to review safety procedures and respond to emergencies. The One Call communication system allows up-to-date communication from on-site and off-site relocations. **Please remember it is extremely important that the office has up-to-date contact information on file.**

Also, entering and exiting the building is always done at the Middle School main entrance. Sign in and sign out forms are there. All other doors are locked and may be armed for alarm capacity depending upon specific times.

## **SCHOOL CANCELLATIONS AND DELAYS**

In the event of a school cancellation or delay, students and parents should listen to the following radio and television stations for specific information. An automated telephone broadcast via One Call will be sent to students' homes.

### Radio Stations:

WKNE (104 FM, 1290 AM)  
WEIM (1280 AM)  
WXLO (104.5 FM)  
WNYN (99.9)

### Television Stations:

WHDH Channel 7  
WCVB Channel 5  
WBZ Channel 4

## **SCHOOL COUNCIL**

Under Massachusetts Education Reform legislation, all schools have been required to have School Councils comprised of parents, community members, teachers and administrators. The Council is committed to promoting the goals of our School Improvement Plan. Meetings are held on a regular basis during the school year. Recruitment will be determined and set in motion to form our Council to be proactive and student centered. More information will be forthcoming through home communication processes.

## **SCHOOL GROUNDS / PROTECTED ZONES**

School grounds are protected zones by State and Federal Law and extraordinary means can and will be applicable on District property. School grounds are defined as beginning from the intersection of Memorial Drive and Elmwood Road all the way through until North Central Street, inclusive of Memorial School, Murdock, athletic fields, parking lots, playgrounds, and wooded areas. School grounds are considered safe zones / safe havens by federal and state law and a number of restrictions particular to schools exist. When in doubt the administration will err on the side of safety for all students. Specifically, but not limited to smoking, trespassing, alcohol, drugs, weapons (guns, knives, laser lights), combustibles, overt aggressive behaviors, contraband of many descriptions and others are cause for concern. ALL applicable remedies will be pursued through the Winchendon Police Department and other appropriate agencies.

## **STUDENT DROP-OFF AREAS**

Middle school (grades 6, 7, and 8) students should be dropped off at the Memorial School parking lot. Entrance to the middle school is on the middle school side of the campus. Doors open at 7:20am.

If you are transporting your child by car, please watch for the sign that indicates the Middle School drop off area. It is located across from the football field at the top of the Memorial School parking lot. Do not drive beyond this point unless you have a prior arrangement with the school. Buses are entering and are having difficulty getting around parents that drop off beyond this point. Cars are not allowed in the front of the Middle School entrance as this area is designated for buses, please take notice of the orange barrels. If you have any questions about pick-up or drop-off, please contact the main office at ext. 5101.

## **SWITCHBOARD/MESSAGES**

The secretary in the main office can be reached between the hours of 7:00 a.m. and 3:00 p.m. Voicemail



and email for teachers may be left at any time. If you require immediate assistance, please direct your concerns to the main office at ext. 5101.

### **VISITORS**

All visitors must report to the main office upon arrival. Guests who wish to observe one or more classes, or visiting students who wish to be a guest at Murdock must contact the principal at least three days in advance for his/her recommendation.

### **WINCHENDON SEPAC**

Winchendon Special Education Parents Advisory Council is a group of parents and educators with a common interest in special education services and programs here in town. The group meets regularly to support special education services, provide trainings for parents and educators and to create a social support network for parents of children with special needs. We are always seeking new members and welcome all to our open meetings and trainings. Please contact us for more information on ways you can be involved: [sepac@winchendonk12.org](mailto:sepac@winchendonk12.org)

## ***GUIDANCE***

### **CHANGES IN STUDENT SCHEDULES**

Changes to student schedules may be made if the following criteria is followed:

- Letter to the principal with specific reasons for the request
- Guidance/administration will follow up with a meeting or phone interview
- Changes will not be made to request specific teachers
- Changes will only be made if there is sufficient space available

### **GUIDANCE & COUNSELING SERVICES**

Guidance and counseling services at Murdock Middle School are an integral part of the educational program. Staff members strive to work closely with administrators, faculty, parents, and other professionals, community members, and students to provide an atmosphere which contributes to the personal and educational development of students.

The Guidance and Counseling program seeks to assist students in:

- developing an awareness of their own self-worth and dignity;
- increasing their understanding of the world in which they live;
- developing decision making skills;
- setting general and/or specific career goals;
- planning high school placement.

The Guidance and Counseling Department is particularly concerned with providing a setting in which students will feel accepted and welcomed. From time to time it may be vital to have someone to talk to in these areas. Appointments are necessary and may be obtained from the secretary in the Guidance Office.

### **RIGHTS AND RESPONSIBILITIES**

Rights with respect to special education and Americans with disabilities, including P.L. 94-142, Individuals with Disabilities Act (IDEA), Section 504, and the Americans with Disabilities Act (ADA), are available through the Counseling and Special Education Departments. Such rights are pertinent when students are not progressing effectively in regular education programming. Rights and information with respect to students with special needs are available at the Counseling and Special Needs Department. Parents/guardians have the unconditional right to refer for a special education evaluation when students fail to make effective progress in regular education.

## **SECTION 504-CHAPTER 622**

The Murdock Middle School's coordinator for Section 504 compliance, Chapter 622 conformity, and Title IX adherence is Mrs. Rachael Weinhold. Mrs. Weinhold can be reached at Murdock Middle School at 978-297-4285.

### **STUDENT RECORDS**

The following persons serving in a parental role shall have access to student records:

- The custodial parent(s) (parent with physical custody)
- The student's guardian
- A person or agency legally authorized to act on behalf of or in conjunction with the student's father, mother, or guardian, IF they have physical custody. These agencies will be required to show documentation to the administration.
- By written request, non-custodial parents shall have access to a student's records unless:
  - The parent has been denied legal custody based on a threat to the safety of the child or to the custodial parent.
  - The parent has been denied legal visitation or has been ordered to supervised visitation.
  - The parent's access to the child or to the custodial parent has been restricted by a temporary or permanent protective order.

### **Public Notice of the Distribution of Student Information by the Winchendon Public School District**

Each year the school district is responsible under the Family Educational Rights and Privacy Act (**FERPA**) U.S.C. 1232g, Section 99.30, to notify parents of their rights relative to the handling of student information. The following information meets that requirement.

**FERPA** is the act by which information is handled in the school system. The following lists how the schools handle information and parents' rights to information.

- 1) Statement of Parent Rights
  - a. The right to review and inspect their student(s) records
  - b. The right to seek to amend the records (can only ask to amend records that are inaccurate, misleading or violate a student's privacy rights)
  - c. The right to consent to disclosure (parents can inform schools that they do not want information about their child/children disclosed to third parties; this must be done in writing)
  - d. The right to file a complaint with the U.S. Department of Education for the failure of the district to comply with FERPA
- 2) Procedures on How to Exercise Parental Rights
  - a. Parents must make request to review student records in writing to the building administrator
  - b. While every effort will be made to have a quick and reasonable response to the request, schools have 45 days to comply with a parent request
  - c. Parents may not see information in their child/children's record that may identify other students
- 3) Criteria for Disclosure to School Officials

Disclosure is a signed consent by parents/guardians to the school giving their permission for the school and/or district to release information pertaining to their child/children to a third party. Exceptions to this include: directory information (see list below), dates of attendance, and student emergency information for the health and safety of the student(s).
- 4) Notice of Intent to Forward Records to Other Schools

Upon receipt of a request for records from another school district, we hereby notify parents that records will be forwarded to the requesting district.
- 5) District/School Directory Information

District/School Directory Information will include student names, addresses and published phone numbers. Directory information will be organized according to the needs of the school/district.
- 6) Disclosure to a Third Party for Request of Records

If a third party requests student records the district/school will:

- a. Verify identity of the requestor
- b. Ask and record how the student information will be used
- c. Get parental consent in writing for the third party to review information. Exceptions for parental consent include: State/Local Agencies, Juvenile Justice System, Court Orders

A student, parent, or guardian who would like to review a student's educational records or who wishes a more detailed statement of these regulations should contact the Guidance Office.

### **STUDENT SUPPORT TEAM**

The Student Support Team is dedicated to helping students and parents when problems interfere with achieving a healthy productive lifestyle. The team assists through individual assessment, action-plan development, and service coordination. The purpose of the Student Support Team offers assistance to students who are experiencing difficulties that interfere with academic, social, and/or emotional development. A request for services or referral may be made by a staff member, parent/guardian or student. The Student Support Team consists of the Principal, School Psychologist, Guidance Counselors, School Adjustment Counselor/Social Worker, Resource Officer, Nursing Staff, and Mental Health Professionals. The Team meets regularly to determine the most appropriate means of assisting students who present academic and/or behavioral concerns with appropriate individuals and linking the student and family with support services as needed.

### **TRANSFER / WITHDRAWAL FROM SCHOOL**

Students who are withdrawing from Murdock Middle School must check with guidance for the appropriate paperwork. Any outstanding obligations must be resolved at this time. Forwarding of records and additional information may be set in motion in the main office.

## ***HEALTH SERVICES***

### **FIELD TRIP POLICY PERTAINING TO MEDICATION ADMINISTRATION**

The Winchendon Public School System agrees to comply with the Massachusetts Department of Public Health regulations 105 CMR 210.005 E (l) (o), which requires the development of a plan for medication administration during field trips and the following:

- Every effort to obtain a nurse to accompany students who need medication or medical care while away from the school campus.
- When it is not possible to obtain a nurse to accompany students on trips, the school nurse (RN) may delegate the administration of prescription medication to the responsible adult.
- The school nurse (RN) shall instruct the responsible adult how to administer the prescription medication to the child.
- Written consent from the parent or guardian for the named responsible adult to administer the prescription medication will be obtain.
- If the school nurse cannot ensure the safety of a student requiring prescription medication or medical care during a field trip, the nurse will recommend to the principal that the student should not participate.

The ability to give over the counter (OTC) medications cannot be delegated by the school nurse to any unlicensed individual and therefore would not be available to students during a field trip unless the nurse was present.

### **HEALTH OFFICE**

A registered nurse is available at the Health Office from 7:30 a.m. to 2:40 p.m. each day.

Health services focus on emergency care, first aid and assistance to those who become ill while at school. In addition, the nurse performs vision, hearing, height and weight screenings for grades 7; scoliosis screening for grades 6-8. Consent forms from a parent or guardian are required for the nurse to administer any medications to individual students.

Students who need to see the nurse must have the teacher call extension 5219. Students must have a pass and report directly to the nurse. In cases of real emergency, students should go directly to the nurse. Students who are released by the nurse will be issued a pass. Those who fail to return to class will be treated as truant.

### **IMMUNIZATION LAW**

Massachusetts General Law, 105. CMR 220.000, requires that students meet the minimal immunization requirements and be vaccinated against: polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, Hepatitis B, varicella, and HIV. Students who do not meet these requirements will be excluded from school.

Children will not be allowed to attend school until the parent/guardian has submitted a certified copy signed by the child's health care provider.

These requirements shall not apply:

- Upon presentation of written documentation that the student meets the standards for medical or religious exemption set forth in M.G.L. c. 76:15.
- In the case of measles, mumps, rubella and hepatitis B, upon presentation of laboratory evidence of the disease.
- In the case of varicella: upon presentation of evidence of immunity or a statement signed by the physician that the student has a history of the chicken pox disease.

Students who are behind in their immunization schedule will need to follow the recommendations of the MDPH {Mass. Department of Public Health} in order to attend school.

- All students (PreK-K) entering the School District for the first time will need to present to the building nurse documentation of compliance with the Mass. Department of Public Health's immunization requirements or unless they meet the exemption mentioned above. This needs to occur prior to entering class. Students will not be allowed to start school until this documentation is completed.
- Students entering grade seven need to receive additional immunization boosters per DPH regulations. These immunizations need to be completed and submitted to the building nurse no later than November 1 of the present school year. Students who fail to comply with this regulation will remain at home until in compliance or meet the exemptions mentioned above.
- As part of the enrolling process, all new students will be screened by the building nurse prior to the start of school. This will ensure that the students and parent understand the immunization requirements and that any medical problem is identified and, if warranted, a written health care plan designed.

### **MEDICATION PROTOCOL**

Massachusetts General Law 94C - May 1993 Public and Private Schools

The following procedure will be adhered to for the dispensing of prescription and non-prescription medication during school hours:

1. All medications must be kept in the Nurse's Office, properly stored and secured.
2. Written permission from parent/guardian and physician must accompany any medications to be given at school. No medication, including over the counter medications, will be given without written permission.
3. Parental permission is not required for students 18 years of age or older. However, written physician permission is required.
4. Medication must be in its original container, labeled by the doctor or pharmacist, with student's name, date, medication, dosage, and time it is to be given.
5. No child in grades Pre-K through 12 should be allowed to transport medication to and from school. We strongly urge parents, or an adult, to deliver medication to the schools for students in grades Pre-K through 12. In extenuating circumstances as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent/guardian of the arrangement and the quantity of medication to be

delivered to school.

6. Students 18 years or older may transport their medications to school.
7. No student will be allowed to carry medication of any kind, prescription or non-prescription, while in school, with the exception of students who are asthmatic, diabetic, or suffer from a severe allergy requiring the use of an epipen. These students must have documentation from a physician with permission to carry an inhaler, diabetic supplies, or epipen. This documentation must be on file with the school nurse.
8. All medication must be taken in the presence of the school nurse or other designated personnel.
9. Medication will be administered only by a licensed nurse or physician unless parental permission is obtained for delegation to other staff for field trips.

### **PROCEDURES FOR HEALTH AND EMERGENCY CARE AT SCHOOL**

1. School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.
2. Each year parents must supply information indicating the name, address, and phone number of a responsible person to be contacted in case the parent/guardian is not available, as well as any allergies, medications, or medical issues the student might have. In the event of an emergency, the student will be transported to the nearest hospital.
3. The District shall maintain an Emergency Response Protocol, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:
  - A. Provision for care beyond First Aid, which would enable care by the family or its physician or the Emergency Medical Personnel Unit of the Fire Department. In instances when the Emergency Medical Personnel Unit is required, every effort shall be made to provide the unit with the student's Emergency Card, which list any allergies or diseases the student might have;
  - B. Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the principal or designee;
  - C. Provisions for reporting all accident cases of injury, or illness to the principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
  - D. Prompt reporting by teachers to the principal or designee any accident or serious illness and such reports will be filed with the Business Office.

### **PROCEDURES FOR PEDICULOSIS (Head Lice)**

1. Students are to be periodically checked for head lice in school and when referred by school faculty or a parent.
2. If a student is found to have lice and/or nits, the child is removed from the classroom.
3. The parent/guardian is contacted to dismiss the child. The child is not allowed to ride the bus to or from school until all lice and nits are removed.
4. At the time of dismissal, the nurse will review the treatment protocol with the parent/guardian and inform them of the "nit free" policy. The parent/guardian will also be informed that they, or a designated adult, must bring the child to the school nurse for re-screening once the child has been treated and all nits removed.
5. If no lice or nits are found, the child may re-enter class. If lice or nits are seen, the child is sent home for further care.
6. The child should be re-screened two weeks (or sooner, at the discretion of the school nurse after treatment is completed).

SOURCE: MASC

LEGAL REF: M.G.L. 71:53;54;54A:54B;55;55A;55B;56;57

CROSS REF.: EBB, First A

### **SCHOOL BASED HEALTH CENTER**

The Murdock Health Center (MHC) is now enrolling students! All Murdock students are eligible to receive

a broad range of healthcare services, including mental health services. The Murdock Health Center is located next to the Nurse's Office and will be open from 7:30 a.m. to 3:00 p.m. No health insurance is required. Parents will not be billed for the services received at the MHC. Interested students should contact the health center or the school nurse to obtain an enrollment form.

### **STUDENT ACCIDENT INSURANCE**

When a student is injured in school or at an extra-curricular activity, an accident report is filled out by a coach, teacher, or nurse within 24 hours. The accident form must be submitted to the nurse so an insurance form can be mailed home. It is the responsibility of the parent/guardian to complete the insurance form and return it to the school nurse or mail it directly to the insurance company. The school does not assume liability for the injury, nor for the subsequent negotiations with the insurance company.

### **STUDENT HEALTH SERVICES/EDUCATION REQUIREMENTS**

The Committee recognizes HEALTH EDUCATION, HEALTH SERVICES and HEALTH ENVIRONMENT as interrelated and important components of the public school program. As such, the Committee supports careful planning and implementation of services, instruction, guidance, and procedures that recognize and comply with Chapter 71, Section 1.

The Committee supports and promotes the development and implementation of instructional programs that focus on the prevention of poor health and the maintenance of good physical and mental health habits and attitudes, with full compliance with Chapter 71, Section 1.

The Committee further supports the establishment and maintenance of health services and practices that comply with existing and updated laws and regulations that deal with the school's responsibilities for health services to students.

The Committee further supports the exercise of care and caution in the promotion and maintenance of high standards of cleanliness and safety in the school environment.

Activities for the above areas include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

References: Chapter 71, Sections:

1-Maintenance, Curriculum

53-School Physician & Nurses

54-Physical Examinations

54A-Medical Personnel Assigned to Football Games

54B-Administration of Psychotropic Drug Regulated

55-Contagious Diseases; School Attendance Regulated

55A-Procedure for Handling School Children, Liability

5B-Tuberculosis Examinations

55C-Eye protection Devices

56-Sick Children; Notification to Parents

57-Physical Examination of Students

### **STUDENT ILLNESS OR INJURY**

1. In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.
2. Transportation of an ill or injured student is not normally to be provided by the school. If the

parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

3. Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57

CROSS REF.: EBB, First Aid

### ***STUDENT EXPECTATIONS***

<b><u>Pride</u></b>	<b><u>Accountability</u></b>	<b><u>Respect</u></b>	<b><u>Teamwork</u></b>
<ul style="list-style-type: none"> <li>• Always do your personal best</li> <li>• Bring and take care of your materials</li> <li>• Actively participate</li> <li>• Stay committed to your goals</li> <li>• Get involved in school events</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest in your work</li> <li>• Think before you act to make good choices</li> <li>• Take ownership of your actions</li> <li>• Be reflective</li> <li>• Honor your commitments</li> <li>• Strive to be organized</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest with yourself and others</li> <li>• Appreciate what you have to offer</li> <li>• Be kind, caring and courteous</li> <li>• Understand and accept differences</li> <li>• Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Present your most positive self</li> <li>• Be reliable</li> <li>• Be a good listener</li> <li>• Be inclusive</li> <li>• Stand up for others even when it's uncomfortable</li> <li>• Solve problems collaboratively and peacefully</li> </ul>

### **BUS CONDUCT**

All students riding the school buses are expected to board the buses at the end of the school day unless excused by a parent's note and are expected to comply with school rules. Students who refuse to obey the directions of the bus driver promptly or who refuse to obey regulations may, among other disciplinary actions, forfeit their right to ride on the bus.

Students must obey all bus rules including:

- Being on time at the designated bus stop.
- Conducting themselves in a safe manner while waiting.
- Moving toward the bus only when the bus has come to a complete stop.
- Boarding the bus in a manner that is respectful of other riders.

Bus Rules while on the School Bus:

Students must...

- keep hands, feet, and head inside bus
- assist in keeping the bus safe and clean
- treat bus equipment well
- keep books, packages, coats, and all other objects out of the aisle
- be courteous to other students and to the bus driver
- help look after the safety and comfort of small children
- remain on the bus unless requested to leave by the bus driver in case of a road emergency
- sit where they are told to sit
- have written permission to leave the bus other than at home or at school
- not tamper with the bus or any of its equipment (Damage to equipment will be paid for by the offender.)
- use appropriate language

### **CAFETERIA EXPECTATIONS**

The following procedures and expectations apply daily in the cafeteria:

Arrival

- Teachers escort students to the cafeteria door

- Teachers will wait with students until signaled by the on duty monitor to enter
- Teachers will bring grades 6 & 7 students to their assigned tables (first few days)
- 8<sup>th</sup> grade students will not have assigned tables

#### Lunch Room Procedures

- Students enter and take their seats
- Lunch monitors release students to the food line by table
- Students line up single file
- Receive food politely then take seat- Say "please" and "thank you" to all adults in the cafe.
- Get utensils and condiments at the station before returning to your seat
- Don't play with your food, and eat only your own food.
- Use inside voices, a positive tone and language.
- Talk quietly to those seated near you.
- Ask permission before getting out of your seat
- Respect personal space
- Use good table manners
- After you done eating, raise hand and wait to be recognized to clear and empty trash.
- Clean up after yourself & pick up trash around your seat
- Return to original seat
- Students will be using the MS bathrooms instead of the HS bathrooms.
- Respect school property
- Ask permission to leave the café, sign out and take a pass
- Follow staff directions
- Student leaders monitor that clean-up is complete
- Students respond immediately to hand clap signaling the end of lunch

#### Dismissal Procedures

- Teachers will report to designated door/table at assigned time.
- Tables will be release to the teacher by the monitors
- All hallway behaviors are to be followed.

### **CELL PHONES, HEADPHONES, ELECTRONIC DEVICES**

Cell phones and electronic devices (iPods, MP3 players, cameras, and hand held games, etc.) while useful when used responsibly, easily become a disruption to the learning environment and may compromise academic integrity. Cell phones and other types of electronic devices are not allowed to be used during the school day. If families allow their children to bring cell phones and electronic devices to school, it is at their own risk. The school will not be responsible for lost or stolen cell phones or electronic devices. Students are expected to turn their cell phones to the power off position (silencing or putting the phone in vibrate mode is not permitted) when they arrive to school in the morning and put them in their locker. If a student is seen with their cell phone or electronic device out, students will first be given a warning to place the device in their locker. Subsequent violations or refusal to comply with these expectations will result in confiscation of the device and may include the need for a parent/guardian to retrieve the device from administration. Students who need to contact home will be allowed to use the student phone in the office preferably during their lunch period or with a pass from their teacher. Phone use will be permitted only in the case of emergency.

Students using school Chrome Books, iPads and computers must adhere to the Winchendon Public Schools Technology Acceptable Use Policy at all times. These devices will only be used as directed by the teacher for academic purposes. Recording capabilities, audio and/or video, may not be used during the school day unless directed by a staff member. Violations of the acceptable use policy and the directives of staff regarding iPad use will result in confiscation of the device and disciplinary action.

Any use of electronic devices, in or out of school, to violate any of the rules in this handbook, such as harassment, bullying, or academic dishonesty, may result in revoking these privileges as well as additional consequences based on the offense. These infractions can and may need to be referred and reported to the Winchendon Police Department for possible violations of law.



The district reserves the right to look at any data, email, files, or online activities of any device issued by the district and any device used on the school network and to access, review, copy, and store or delete any files and disclose them to others as deemed necessary. Users should not expect privacy regarding their use of district-owned devices or the district network and/or Internet access or files, including email.

### **CLASSROOM CONDUCT**

Every student must realize that the primary function of Murdock Middle School is education. All students are treated as capable, emerging, young adults. As young adults we expect that education will and can take place only in a well-structured, well-disciplined classroom setting. Students share equal responsibility with teachers for maintaining a good classroom atmosphere. Class disruptions on the part of an individual or any group of individuals will not be tolerated. Disruption of the educational process is contrary to Massachusetts General Law.

### **CODE OF STUDENT CONDUCT**

The Code of Student Conduct is established to provide a framework to assure the health and safety of all students, faculty, and parents. At MMS, the administration is primarily responsible for the implementation and enforcement of the Code of Student Conduct. The school administration views the Code of Student Conduct as a guide for student discipline. The administration reserves the right to amend, change or modify any disciplinary progression stated within this code when deemed necessary for the best interests of the individual student and the larger group as a whole. The principal and assistant principal, while mindful of the well-being of all students at MMS, attempt to approach each student as an individual and to work with an individual to promote his or her personal development. The faculty, staff and administration are committed to working together with students and parents to create an optimum learning experience for every individual. It is important for parents and students to familiarize themselves with the rules, regulations, and procedures of the middle school. The following rules, regulations, and general guidelines are established with the interests of the school community in mind.

### **CORRIDOR CONDUCT/CONDUCT IN GENERAL**

Students are always expected to exercise care when proceeding in the corridors. Students are to be monitored by school staff stationed in the hallway. For safety purposes movement should be “under the watchful eye of an adult, at all times.” Staff have specific assigned stations during class transitions. The purpose of these assigned stations is to promote proper corridor behavior and safety.

### **DRESS AND APPEARANCE**

It is expected that all students at Murdock Middle School will be appropriately attired while in school. In keeping with the preceding, dress that tends to disrupt the class or contributes to a safety hazard in class is prohibited. In the spirit of maintaining an orderly and safe learning environment, students are prohibited from wearing any article of clothing or carrying any backpack or other accessory which is lewd, which promotes violence or hate for any individuals or groups, or which degrades the beliefs of others.

- Shorts or skirts above the mid-thigh or fingertip length (whichever is longer). This length may not be surpassed by holes or slits that occur above the acceptable length. Mid-thigh is defined as the point halfway between the top of the inseam and the top of the knee.
- Pants not worn at the waist so that underwear is exposed
- Clothing attire or accessories displaying profane, vulgar messages, pictures with double meanings, and/or promoting sex, drugs, alcohol and/or gang affiliations
- Shirts or tops where the stomach shows or back is exposed when raising the arms or walking or sitting
- Halters, tank tops with narrow straps (less than two inches wide), tube-tops, shoulder-less shirts or blouses, or excessively low-cut tops.
- See-through versions of clothing
- Sunglasses, flip flops, pajamas, etc.
- Coats, jackets, windbreakers and any garment designed for outside attire should be kept in the student’s locker during school hours.
- Hats, bandanas, and other head coverings (refer to section on hats)

- Attire and/or accessories that may raise safety concerns
- Studded accessories, jewelry or chains, which could be utilized as weapons.
- Gang-related clothing
- Any other dress that distracts, disrupts, intimidates or provokes can be deemed inappropriate by school administration.

### **FLAG SALUTE**

Students should stand and remain respectful for the salute to the American Flag as well as during the Moment of Silence. Recitation of the Pledge of Allegiance remains voluntary.

### **FOOD**

Food and beverages are to be consumed only in the cafeteria, with the exception of the homeroom breakfast program. Medical permission must be obtained and verified by the nurse for any extenuating circumstances. Bottled water is allowed with discretion. Glass containers are prohibited. Soda, energy drinks, coffee, hot chocolate, etc. are prohibited during the school day.

### **FORGERY OR ALTERING**

Forgery or altering of school documentation or parent/guardian communications to school officials is considered very serious and will necessitate appropriate disciplinary action up to and including suspension.

### **GYM BAGS AND BACKPACKS**

Students are not permitted to carry daypacks, backpacks, etc. from classroom to classroom during the school day. They may carry these packs to and from school only and the packs should remain in their lockers during the school day.

### **HATS**

Hats and other head coverings (e.g., hoods, bandannas) may not be worn during the class day (7:20 a.m. - 2:05 p.m.) Students' hats/head coverings should be kept out of sight (i.e. in locker or backpack). Staff members are authorized to confiscate hats and head coverings and turn them in to an administrator to return them after a reasonable period of time. Repeated offenses and failure to surrender a hat or head covering will be viewed as an act of insubordination.

### **LABORATORY SAFETY**

Because of the hazardous nature of potential materials, chemicals and equipment involved in laboratory courses, a strict policy against misbehavior in a lab is to be maintained. Such a policy is necessary to ensure safety and prevent injuries. Any throwing of materials, deliberate mishandling of laboratory equipment and/or materials, or acting to endanger the safety of others in a laboratory will result in disciplinary consequences.

### **LOCKERS**

Every student is assigned a combination lock and locker. Students may not share their lockers with anyone or give the combination to others. Students may use only the combination lock and locker assigned to them by the school. All other locks are prohibited. Valuables should not be kept in the lockers. If it is necessary to bring something valuable to school, students may bring it to the main office to be put in the safe. Students may use their lockers between periods at the discretion of teachers. Stickers should not be affixed to the insides or outsides of lockers, nor shall lockers be defaced with pens or markers. Problems related to lockers should be reported to the office. Lockers are to be locked. The school is not responsible for items illegally removed from lockers.

### **PASSES**

Students will not be allowed to leave any classroom without a signed, dated, destination specific pass from the teacher in charge and preferably in ink. Students are to report as quickly as possible to the destination specified on the pass.

Constant requests by the same student for a pass to the bathroom should be brought to the attention of the school nurse to determine if the student has a medical problem. If a team discovers that a specific student or group is checking out regularly during the course of a day then those students will be counseled on denial of privileges.

### **PROHIBITED ITEMS**

The following items are considered disruptive to the educational process in Murdock Middle School and are not allowed in school:

- Hair sprays, perfumes, aerosols. Please note: a number of staff and students have specific allergic reactions to these types of items causing dangerous physical harm
- Caffeinated beverages such as soda, coffee, energy drinks, etc.
- Skate boards, scooters, etc.
- Games, toys, water pistols, laser pointers, fidget devices
- Tobacco products
- Other items or devices deemed inappropriate by the Principal

Students displaying and/or using these items will have the item confiscated and may receive disciplinary action including possible suspension. Though the school will secure the item, the ultimate responsibility for any loss or damage remains with the student who brought the prohibited item to school. A parent or guardian must come in to school to pick up the item. Tobacco products, lighter, and matches will not be returned. All confiscated items must be claimed by the last day of the school year, any item(s) not claimed will be disposed of one week after the official end of the school year.

### **PUBLIC DISPLAYS OF AFFECTION (PDAs)**

The corridors and classrooms of any school building as well as school grounds, are not the proper place for hugging, kissing, and other physical means of showing affection. Referral to an administrator will result in a student conference. Subsequent violations will result in a parental conference and/or other disciplinary action.

### **SCHOOL PROPERTY**

All books, Chromebooks, iPads, and other materials or equipment issued to students are the property of the Winchendon Public School District. Students are required to cover all of their books. Lost or damaged books or other school property must be paid for by the students. No new books/equipment will be issued until payment has been received. Accidental damage of school property should be reported immediately. Willful damage will be treated as vandalism, and the student will be held financially responsible.

Students, who willfully or by neglect, destroy, deface or damage school property in any way, may face disciplinary action. This disciplinary action may include a reimbursement of school funds used to repair damage to said property.

### **SKATEBOARDS, SCOOTERS AND BIKES**

Skateboards and scooters should not to be brought to school. If a skateboard or scooter are brought to school, they will be turned in to the office for the duration of the day. A second offense may result in confiscation of the equipment and possible disciplinary action. Additional issues may result in confiscation of the equipment and parent pick-up will be required. Additional discipline will be left up to the discretion of an administrator. Bikes are a means of transportation, however the rules of the road must be paramount and proper riding behavior is expected. Bikes should be locked up at the bike rack and we are not responsible for theft.

### **STUDENT IDENTIFICATION CARDS**

All students are encouraged to have their identification cards on their person at all times during the school day.

## **TEACHER JURISDICTION**

Teacher jurisdiction and responsibility extend to all school events, off-site as well as over the entire building and school grounds. Students who fail to divulge their names to a teacher, give a false name, or refuse a reasonable request of a school official will be considered insubordinate and will receive disciplinary action.

## **THEFT**

Theft and/or failure to divulge information concerning a theft when requested could result in disciplinary action. Disciplinary action, restitution, service hours, and a conference with the student, parent/guardian, guidance counselor, and administration may be required. Referral to the local police may ensue.

## **VANDALISM**

It is unlawful to willfully or wantonly destroy, deface, mar, or damage a school, school-related property, and/or the real or personal property of another. This includes the defacement of school lawns, fields, furniture, apparatus, or other paraphernalia belonging to or connected with the school. The perpetrator may be responsible for paying the cost to restore the property to its condition prior to the vandalism and will receive appropriate disciplinary action, up to and including suspension, commensurate with the severity of the offense. Referral to the local police may also ensue.

## ***DISCIPLINE AND DISCIPLINARY MEASURES***

### **CRIMINAL HARASSMENT**

“An Act Relative to the Crime of Criminal Harassment,” G.L.c. 265 sec. 43A, makes it a crime to willfully and maliciously engage in a knowing 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. Conduct or acts may include, but are not limited to, those made by using any telephonic or telecommunication device such as e-mail or Internet communications. The crime is punishable by imprisonment in the house of correction for up to two and-one-half years, a \$100.00 fine, or imprisonment and fine. A second or subsequent offense carries a potential penalty of ten years in state prison.

### **DISCIPLINARY MEASURES**

Discipline, the need to identify constructive limits and controls in order to develop positive behaviors in all children, is an essential ingredient in every student’s total learning experience. The goal of discipline is to help students develop wise decision-making skills so that they may learn to make responsible choices in their interactions with others. To deal with student discipline issues, progressive discipline strategies are used by the teachers and administrators of Murdock Middle School and may include at the discretion of the principal or assistant principal and dependent on the nature of the discipline infraction, any one or combination of the following discipline strategies:

- Counseling that starts at the classroom level between teacher and student, and if not productive, proceeds to guidance counselor, or principal and/or the assistant principal
- Time out of class
- Detention: teacher or office (see below)
- Suspension from school that may be imposed by the principal or assistant principal for up to 5 days for serious misbehavior and that may be extended to 10 days with the approval of the Superintendent (see below)
- Assignment to an alternative program that may be recommended by the principal
- Expulsion from school that may be imposed by the principal (see below)

### **DETENTION**

*Teacher detention* is served with an individual teacher in his or her classroom. Teachers are free to determine the duration of the detention; however, a single detention should not exceed one-half hour.

*Office detention* is conducted daily from 2:10 p.m. to 2:40 p.m. Students arriving after 2:10 p.m. will not be permitted to complete the detention. The student will be responsible for making up the detention the next

day and may also be subject to further disciplinary action.

*Extended detention* will be conducted as needed for students who have not changed behaviors after other disciplinary measures have been attempted. Extended detention runs from 2:10 p.m. to 4:00 p.m.

Students are expected to complete detentions as assigned. Each individual will be given a 24-hour notice to make appropriate arrangements. Consequences assigned for failure to comply with school rules are considered a student's primary responsibility and take precedence over sports, activities and work commitments. Students failing to serve detentions that have been scheduled may be subject to further disciplinary action. Repeated failure to serve detentions will be considered an act of insubordination.

### **IN-SCHOOL SUSPENSION**

In-school suspension is designed as a tool to assist administrators in dealing with students who exhibit discipline problems. The intent of this short-term removal of a student from attending his/her regularly scheduled academic classes is to encourage proper behavior in the school setting. During the period of in-school suspension, appropriate academic work will be provided by the classroom teacher. A parent/guardian will be notified in writing about the specific inappropriate behavior which led to an in-school suspension.

In-school suspension (also referred to as in-school restriction – ISR) is designed as a tool to assist administrators in dealing with students who exhibit discipline problems. The intent of this short-term removal of a student from attending his/her regularly scheduled academic classes is to encourage proper behavior in the school setting.

During the period of in-school suspension, appropriate academic work will be provided by the classroom teacher. It must be understood that this type of academic work does not equal the quality of instruction found in a classroom. Use of in-school suspension to modify student behaviors will be monitored. Students whose school behavior does not improve through the judicious use of in-school suspension will be assigned other disciplinary measures.

A parent/guardian will be notified in writing about the specific inappropriate behavior which led to an in-school suspension. In addition, a good faith attempt will be made to contact the parent/guardian by phone prior to placing a student in the in-school suspension room. A conference with an administrator may be required prior to reinstatement to the regular class setting.

Students are responsible to return their completed assignments to their classroom teacher the first day back in their regular classes. Failure to turn in their completed assignments will result in loss of credit and no option for further make-up on those assignments. Students are not allowed to participate in extracurricular activities until the day after they have served an in-school suspension.

From time to time students may be removed from classes in order to take time and space to calm down in a non-disciplinary manner with the goal of returning them to class as soon as practical. This does not constitute a disciplinary action.

### **OUT OF SCHOOL SUSPENSION**

Out of school suspensions (OSS) are sometimes necessary to maintain order in school. They will continue to be used for students who are unable or unwilling to respond positively to school rules. Students are denied participation in extracurricular activities during their period of external suspension. They are not permitted on school grounds until the conclusion of the out of school suspension. Students may not reenter school until a parent conference is held. Students who are suspended will be expected to continue to make academic progress during the suspension.

Prior to a student being suspended from school, written notice will be sent to the student's parent/guardian (written notification may include e-mail) consisting of the basis of charges, reason for potential suspension, an opportunity for a meeting with the principal and the date, time and location of that meeting, and the availability of interpreter services at that meeting. Reasonable effort to notify parents of that hearing will include written notification and at least two attempts to reach the parent by phone. Students may be suspended prior to parental notification if the student's presence poses a danger to persons or property.

Students who are facing a suspension longer than ten consecutive days will have the right to counsel, right to present evidence and witnesses, right to cross-examine witnesses produced by the district, and the right to have the hearing recorded and receive a copy of the recording.

Students suspended for ten or more cumulative or consecutive days will be notified of their right to appeal and the appeals process.

**EXPULSION FOR OUT OF SCHOOL CONDUCT**

Chapter 71, Section 37H1/2 of the Massachusetts Acts of 1993 allows the principal of the school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The statute also allows the principal to expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school (see also “Suspension for Felony Indictment” on pg. 55).

**DISCIPLINE MATRIX**

Our system of discipline is progressive in nature. The building administrators will use his/her discretion to increase the consequence levied depending on the severity of the offense, the frequency of the offense, and the student’s prior disciplinary record. The Behavior/Consequence Chart included below categorizes offenses as Major and Minor Behaviors. The chart also includes a range/progression of possible consequences that may be levied. Since all behaviors that violate our expectations cannot be included, the included chart provides examples of behaviors and possible consequences. This chart is not intended to provide an exhaustive list. Administrators will assign a consequence that is aligned with the seriousness of the infraction.

<b>Minor Problem Behavior</b>	<b>Examples</b>	<b>Possible Consequences</b>
Minor Classroom Disruption	Talking, disturbing instruction or lesson, making noises (humming, whistling, tapping objects, etc.), throwing objects, playing with objects during lessons, eating or chewing gum in classroom, writing notes in class, tattling, etc.	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Communication Home</li> <li>• Change Clothes</li> <li>• Confiscation</li> <li>• Mediation</li> <li>• Teacher Specific Consequences</li> <li>• Minor Behavior Referral</li> </ul>
Defiance/Insubordination/Non-Compliance	Brief or low-intensity failure to follow directions or talks back.	
Irresponsibility	Habitually not prepared for class, failure to return signed papers, lacking classroom materials, slow preparing for class, abuse of restroom privileges, minor referral not returned, objects left on classroom floor, etc.	
Disrespect, Inappropriate Behavior/Language	Minor forms of disrespect to teacher or another student, eye rolling, sighing, smacking lips, impolite, using bad manners, etc., low-intensity instance of inappropriate language.	
Inappropriate Dress/ Violation of the Dress Code	Wearing clothes too short, strappy tank tops, sagging pants	
Tardiness	Late entering the classroom	
Out of Designated Area	Out of assigned area in the classroom; includes being out of seat without permission, etc.	
Physical Contact	Minor body contact: pushing, tripping, poking, pinching, play fighting, contact sports, etc.	
Misuse of School Property	Improper sitting or use of chairs, rocking, leaning back on two legs, writing on desk or classroom material (in pencil), abusing classroom or teacher materials, etc.	
Low Intensity Teasing	Name calling	

Technology Violation	Inappropriate use (as defined by school) of cell phone, iPods, music/video players, camera, iPads, and/or computer.	
Other Minor Behaviors	Peer conflict, running in halls or misbehaving in line (pushing, out of line, cutting), excessive noise in cafeteria, using classmate's materials without permission, disruptive in hall or cafeteria	

Major Problem Behavior	Examples	Possible Consequences
Abusive Language	Using profanity, swearing, other inappropriate verbal messages	<ul style="list-style-type: none"> <li>• Minor Behavior Consequence</li> <li>• Notification to the parent/guardian</li> <li>• Loss of Privileges</li> <li>• Grade Impact</li> <li>• Detention</li> <li>• In-school Suspension</li> <li>• Out of School Suspension</li> <li>• Community Service/Restitution</li> <li>• Possession Inspection</li> <li>• Involvement of the School Resource Officer</li> <li>• Referral to counseling or substance abuse program</li> </ul>
Arson	Planning and/or participation in malicious burning of property	
Bomb Threat/False Alarm	Delivering a message of possible explosive materials being on-campus, near campus, and/or pending explosion	
Bullying/Harassment	Threatening or intimidating others, tormenting others, vicious teasing, using influence to control others, relentless name calling, gestures or verbal comments regarding race, religion, gender, ethnicity, or disability, etc.	
Defiance/Insubordination/Noncompliance	Refusal to follow directions or complete assignments, blatant defiance, talking back, argumentative, refusal to accept school discipline, refusal of a School Conducted Search	
Dishonesty	Lying, cheating, plagiarism, forgery, stealing, etc.	
Disrespect	Socially rude interactions with teacher or another student	
Disruption	Controllable outburst during lesson, sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	
Fighting	Involved in mutual participation in an incident involving physical violence.	
Inappropriate Displays of Affection	Inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	
Inappropriate Location/ Out of Bounds Area	In an area that is outside of school boundaries (as defined by school).	
Physical Aggression, Assault	Serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	
Property Damage	Vandalism, deliberate damage to school, teacher, or another students' belongings	
Skipping Class	Leaves or misses class without permission	
Technology Violation	Inappropriate use (as defined by school) of cell phone, iPods, music/video players, camera, iPads, and/or computer.	
Use/Possession of Alcohol, Tobacco, Drugs	Possession of alcohol, tobacco, or drugs (including controlled substances)/alcohol/drug paraphernalia: use of or distribution of drugs/alcohol	
Use/Possession of Combustibles	Possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	

Major Problem Behavior	Examples	Possible Consequences
Use/Possession of Weapons	Possession of knife, gun or any other object that can be used as a weapon (including homemade items, or using injurious objects, toy weapons, BB-guns) on school property or at a school-related event.	

### **DISCIPLINE OF STUDENTS ON IEPs OR 504 ACCOMMODATION PLANS**

If a special education student or a student on a 504 plan has violated the school's disciplinary code, the school may suspend or remove the student from his/her current educational placement for a period of ten (10) cumulative days in a school year. When it is suspected that the suspension of a special education student or a student on a 504 plan will accumulate to ten (10) days in a school year, a team shall be convened to review the IEP or the 504 plan and the student's progress under that IEP or 504 plan. The review team will determine whether the student's misconduct is related to the student's identified need for special education or 504 plan accommodation, or results from inappropriate program/placement, or an IEP or a 504 plan that was not fully implemented.

If the team concludes that the student's conduct is related to a student's disability, then the student may not be removed from the current educational placement (except in case of weapon or drug possession or use). The team must develop a new IEP or 504 plan and immediately implement the new IEP or 504 plan, following parent/guardian approval.

If the team concludes that the student's misconduct is not related to the student's disability, the current IEP or 504 plan is appropriate and the IEP or 504 plan is fully implemented, then the team must amend the student's IEP or 504 plan to provide for the delivery of special education services or 504 accommodation, respectively, to the student during the period of suspension, and the parent/guardian must consent to that amendment.

### **DISCIPLINARY POLICIES - DUE PROCESS**

In *Goss v. Lopez*, the United States Supreme Court held that before a student receives a disciplinary penalty, the student has the constitutional right to receive:

1. Oral or written notice of the charges against him/her
2. An explanation of the evidence against him/her
3. The opportunity to present his/her side of the story to an impartial decision-maker (who may be a school administrator).

In the case of a violation requiring suspension from school, notice of the suspension and the hearing must occur before the student may be asked to leave the school, except when a student presents an immediate threat to school officials, other students, him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time.

### **DISRESPECT OR INSUBORDINATION**

A student who is disrespectful or blatantly disobeys a faculty member or uses profane language toward school personnel or another student will be subject to discipline up to and including suspension. Communication with the student, parent/guardian, and administrator is mandatory prior to reinstatement. Recurrence of profanity, insubordination, and/or disrespect will result in more severe action.

### **FALSE ALARM OF FIRE**

"Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise, makes or circulates or causes to be made or circulated a fire alarm or fire shall be punished by fine of not less than one hundred dollars nor more than five hundred dollars or by imprisonment in a jail or house of correction for not more than one year." General Laws, Ch. 269, Sect. 13



## **FIGHTING ON SCHOOL PROPERTY**

Fighting will not be tolerated. Students who place their hands on other students in a forceful, threatening, violent, or inappropriate manner will be dealt with promptly and seriously by administration and will be subject to suspension, police intervention, and possible criminal and civil charges. In more severe confrontations, the incident will be reported to the Winchendon Police and court action may be initiated by the school. Any student video recording fights or other confrontations is subject to disciplinary action including suspension.

## **INCENDIARY DEVICES**

Possession and/or lighting of any incendiary device which would include, but not be limited to, firecrackers, bombs, dynamite, or live ammunition shall be prohibited on school property, school transportation, or at school-related activities/field trips. No person shall by verbal or written communication falsely suggest, imply, or directly state that a bomb or other explosive or incendiary device is present on school property or school transportation vehicles. Discipline for such action could include, but is not limited to, detention, suspension, mandatory counseling, community service, or expulsion and notification to the Police and Fire Departments.

## **LEAVING THE BUILDING**

Leaving the building without permission during the day will result in disciplinary action up to and including suspension.

## **MISCELLANEOUS POLICY**

Violation of the following Miscellaneous Policies will result in disciplinary action up to and including suspension:

- Throwing snowballs on school property is prohibited.
- Students are not to bring any object to school that is likely to distract students from lessons.
- Students are expected to perform class work on a regular basis. Refusal to do so will be considered insubordination.
- Gambling is prohibited. Gambling material is not allowed and will be confiscated.

## **SEARCHES**

Searches may be conducted by the school administration when:

- There are reasonable grounds for suspecting that a student has violated or is violating either the law or the rules of the school;
- The search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student or the nature of the infraction.

“Reasonable grounds” for a student search may include:

- A school official’s personal observation that the student possesses contraband material on school premises;
- The school official’s receipt of a report to that effect by a teacher, another school employee, a student or some other reliable source; this may include an anonymous source.

The school district retains the right to inspect lockers and desks periodically for compliance with school policies and state laws. The administration has on file a list of locker combinations and a master key which permits every locker to be opened. Failure to comply with the administrative search policy will result in automatic suspension and police notification.

## **SUBSTANCE USE/ABUSE POLICIES**

### **DRUG AND ALCOHOL PROHIBITION POLICY**

In accordance with M.G.L. Chapters 71, Section 37H and 272, Section 40A, it is the policy of the

Winchendon Public Schools to prohibit any substance, which when taken into the body, can impair the ability of the person to function safely and effectively in any capacity. Substances, drug paraphernalia, defined as equipment, a product, or a material of any kind that is used or intended for use in packaging, repackaging, storing, containing or concealing an above listed substance or injection, inhaling, or otherwise introducing into the human body an above listed substance is prohibited under this policy. These are prohibited in school buildings, on school grounds, while being transported on school vehicles or at any school-sponsored activities. Violations of this policy will be handled in accordance with the Student-Parent Handbook and /or Massachusetts General Laws.

Consequences: Students found under the influence of and/or impaired by, (legal intoxication not required), while on school property or at a school-sponsored event, will be subject to disciplinary action up to and including expulsion. Students may also be requested to take part in drug and alcohol counseling through school offered services or other appropriate alternatives.

## **MINORS AND ALCOHOL**

The Legislature amended two laws designed to curb underage drinking.

“An Act Relative to the Sale or Delivery of Alcoholic Beverages or Alcohol to a Person Under 21

Years of Age” amended G.L.c. 183 sec. 34 to criminalize the furnishing of alcohol to any minor with the exception of a child or grandchild, on premises or property owned or controlled by the person charged. A violation is punishable by imprisonment for up to one year in a house of correction, a \$2000 fine, or fine and imprisonment. Previously, it had not been a violation of criminal law to serve alcohol to a minor in one’s own home.

“An Act Relative to the Possession of Alcoholic Beverages in Motor Vehicles” amended c. 90 sec.

241 to make it a crime, punishable by a fine between \$100 and \$500, for a person to possess an open container of any alcoholic beverage in the passenger area of a motor vehicle, while the motor vehicle is in operation. The passenger area is defined as the area designed to seat the driver and passengers, including any readily accessible areas. Previously, the law prohibited only the driver of a car from drinking from an open container of an alcoholic beverage.

## **SUBSTANCE HAVING PROPERTY OF RELEASING TOXIC VAPORS**

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapor, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses of the nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section.

This section shall not apply to the inhalation of anesthesia for medical or dental purposes.

Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than six months, or both. Any person who is discovered by a police officer in the act of violating this section may be arrested without a warrant by such police officer and held in custody, in jail, or otherwise, until a complaint is made against him/her for such offense which complaint shall be made as soon as practicable and in any case within twenty-four hours, Sundays and legal holidays excepted.

## **TOBACCO**

Winchendon Public Schools Smoke-Free Schools Policy

The Smoking Policy of the Winchendon Public Schools has been reinforced and expanded by the Educational Reform Act of 1993, Section 36 of Chapter 71 which calls for the prohibition of tobacco products within school buildings, facilities, on school grounds, or on school buses by an individual, including school personnel.

Consequences: Students found smoking on school property or in possession of cigarettes and/or smoking paraphernalia will be subject to disciplinary action up to and including suspension.

## **THREATENING ACTIONS**

Direct or implied threats made against other students, staff or school building and property will result in disciplinary action up to and including expulsion. Additionally, actions and writings which are violent and threatening in nature will be brought to the attention of the administration and may result in disciplinary action up to and including expulsion. These may result in referral to the local police.

# Murdock Middle School

APPENDIX/PROCEDURES  
2019-2020



## ACCEPTABLE USE POLICY – TECHNOLOGY

### Purpose

The Winchendon Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

### Availability

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Winchendon Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Winchendon Public Schools.

### Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Winchendon Public Schools as well as with law and policy governing copyright.

### Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

### Liability

The Winchendon Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Winchendon Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

### ACCEPTABLE USE FOR STUDENT COMPUTER AND INTERNET SAFETY PROCEDURE

(In accordance to School Committee Policy IJNDB and CIPA. [PUB. L. No. 106-554 and 47 USC 254(h)]).

The Winchendon Public School District provides computer network and Internet Access for student and staff use.

The Internet is a global network that offers vast, diverse, and unique resources to both students and staff. The purpose of this network is to enhance the educational experience. The use of the school network and Internet is a privilege, not a right. Students and Staff must agree to obey specific standards of online

behavior, language, content and security. The privacy of all users is very limited. All online activity is monitored and recorded. It is expected that the user comply with the rules listed below along with school rules outlined in this Student-Parent Handbook. Users must abide by this Internet Safety Policy. Sign off to the Agreement form to the Student-Parent Handbook will constitute agreement to this STUDENT COMPUTER AND INTERNET SAFETY PROCEDURES and must be completed before access to school network and the Internet is permitted. If one wishes not to have access to electronic devices, computers, or the Internet a request must be submitted in writing to Building Administration.

The school system will not be responsible or liable for the actions of the user. Users will assume full liability, legal, financial, or otherwise for their actions. The Winchendon Public School District will be taking reasonable precautions to filter out controversial materials, but does not warrant the effectiveness of Internet filtering. However, it is impossible to monitor all materials or controversial information. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there may be appropriate modification of the filtering profile to stop continued access. Since the positive access of materials outweighs the objectionable, the end user must submit to strict guidelines and responsibilities. If a Winchendon Public School student or staff member violates any of the provisions mentioned below, future access may be denied and appropriate disciplinary action will result at the discretion of the Administration.

#### General Information

- Limited Educational Purpose including classroom activities, career development and limited high-quality self-discovery activities
- Not to be used as a public forum. Winchendon Public Schools reserves the right to place reasonable limits on materials posted or accessed through the school system.
- Not to be used for commercial purposes. You may not offer, provide or purchase products or services through the Internet.
- Not to be used for political lobbying, but may be used to communicate with elected officials.
- The use of Internet resources may not be used in violation of any U.S., State or local regulation.
- Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit or threatening material.
- Internet resources may not be used to infringe on copyright, pirate, or to plagiarize materials.
- Devices that may be issued to the students are accessories to learning, a privilege not a right and are Property of the Winchendon Public Schools
- Questions on the acceptable uses of the network or devices should be directed to a member of the administration.

#### Student Internet Access

- Students will have access to the Internet in all areas of the buildings.
- An account agreement must be renewed on a school-year basis as part of the handbook process. Parent approval can be withdrawn at any time with written notice.
- All student web pages, blogs, cloud accounts must be related to school activities.
- Students will be responsible for their own actions.
- Students will not change settings on the browser or any other applications.
- Students will not alter any material on an electronic device other than their own files.
- No student may attempt to “hack” into any computer, electronic device or server.
- Non-Educational games will not be played, accessed or downloaded.
- Students must immediately disclose to their teacher or another adult any message received that is inappropriate or makes them feel uncomfortable.

#### Unacceptable Uses, including but not limited to

- Posting of personal contact information about yourself or other students, teachers or people. Personal information includes your address, telephone, school address, work address, photos, etc.
- Students may not agree to meet with someone they have met online.

- Downloading inappropriate materials, unlicensed commercial software, non-educational software, malware, viruses, trojans, etc.
- Receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, weaponry, or explosive devices.
- Attempting to gain unauthorized access any file servers in the Winchendon School System, outside file servers, or go beyond your authorized access on any device.
- Attempting to (or doing so) log in through another person's account or access another person's files.
- Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Using the Winchendon Public School devices to engage in any illegal act such as arranging for a drug sale, controlled substances, purchase of/for underage person's alcohol, participating in a criminal gang activity, threatening persons, harassment or cyberbullying, etc.
- Damage to school computers and tablets, either physical damage or reconfiguration of the computer systems, will be considered vandalism.
- Using obscene language or profanity.
- Sending or displaying offensive messages or pictures.
- Accessing personal e-mail accounts
- Attaching or using unauthorized devices to the network (including but not limited to wireless access points, 3G or 4G network cards, tethering, etc.)
- Bypassing the school network/Internet by using unauthorized personal wireless Internet devices
- Bypassing the school network/Internet filters

#### E-mail, Instant Messages, & Use

- Winchendon Public School District will issue a unique computer login and/or e-mail address for students in select grades as deemed appropriate by Administration. Some accounts cannot receive email or messages from outside of the winchendonk12.org domain. Therefore, these students should not use school email for setting up accounts that need to be verified or receive notices via email.
- Winchendon Public School District e-mail (@winchendonk12.org) is for school use and educational use only. The email is not to be used for any other purpose. The same applies for any instant messaging accounts that may be provided by the school.
- Communications on the Winchendon Public School email and devices are not private and can be called upon at any time, including in a court of law. Do not use it for personal use, shopping, or other non-educational means.
- Students should log into e-mail under their own username and password. Never should anyone be sending or receiving e-mail using another person's login credentials.
- Student and staff names, phone numbers, address, grades or any other personal information is never to be transmitted over electronic form without express written permission from the parent/guardian or staff member.
- Users should never intentionally disrupt network traffic, degrade or disrupt equipment in any way, shape or form, steal data or other intellectual property, gain or seek unauthorized access to resources or entities.
- Misuse, non-compliance or withdrawal of enrollment will result in loss of access to the system and email. The level of loss of access will be determined by District Administration.

#### Privacy

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

## Consequences of Violating Rules on Computer or Network Use

Violation may result in the loss of Internet/computer privileges, detention or including and up to suspension at the discretion of the school Administration. Discipline will be in accordance to applicable rules as stated in the Student Handbooks. Students will be held responsible for any damage they cause and will be subject to school rules regarding damage to property. When applicable, law enforcement agencies may be involved.

The Winchendon Public School District reserves the right to update these guidelines as necessary.

File: JLCD

## **ADMINISTERING MEDICINES TO STUDENTS**

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations: 105 CMR 210.00

File: JICFB

## **BULLYING PREVENTION**

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members 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 him/herself, or of damage to his/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.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.



Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means 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 any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;
- Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:
  - Create a hostile environment at school for the target;
  - Infringe on the rights of the target at school; and/or
  - Materially and substantially disrupt the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

#### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

#### Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses. Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect 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.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

#### Retaliation

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

#### Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

#### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission Title IX of the Education  
Amendments of 1972  
603 CMR 26:00  
M.G.L. 71:370; 265:43, 43A; 268:13B; 269:14A

### REFERENCES:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

CROSS REFS.: AC, Nondiscrimination, ACAB, Sexual Harassment, JIC, Student Discipline, JICFA, Prohibition of Hazing

SOURCE: MASC August 2013

1<sup>st</sup> Reading: 7/19/18

Approved: 7/19/18

## **NON-DISCRIMINATION PROCEDURES**

### **NON-DISCRIMINATION AND GRIEVANCE PROCEDURE**

Title VI, Title IX, Section 504, ADA, Age Discrimination Act, M.G.L.c. 151C, 603 C.M.R. §26.08

The Winchendon Public Schools is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity that makes up the community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and decrease self-esteem.

The Winchendon Public Schools does not discriminate against students, parents, employees or the general public. No person shall be excluded from or discriminated against in admission to the Winchendon Public Schools, or excluded from participation, denied benefits or otherwise discriminated against the Winchendon Public Schools on account of race, color, disability, age, sex, religion, national origin, or sexual orientation. Additionally, the Winchendon Public Schools does not tolerate discrimination or harassment based upon race, color, disability, age, sex, religion, national origin, or sexual orientation. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the designated Title IX Coordinator/Civil Rights and Grievance Officer or to the U.S. Department of Education, Office for Civil Rights.

The Winchendon Public Schools shall act to investigate all complaints (formal or informal, verbal, written, or electronic) alleging discrimination or harassment (including sexual harassment, sexual assault, and sexual violence) carried out by employees, students, or third parties, or all possible discrimination of which it becomes aware, and to discipline or take other appropriate action against any member of the

school community who is found to have violated this policy, and provide appropriate interim steps and remedies to the victim(s).

### **Definitions**

**Discrimination:** Treating an employee or student adversely in the terms or conditions of his/her employment or education on the basis of that person's race, color, age, gender, sexual orientation, religion, ethnic or national origin, disability, veteran's status or any other legally protected status constitutes discrimination.

**Harassment:** Harassment is defined as unwelcome conduct that is severe, persistent, or pervasive and creates a hostile environment, whether verbal or physical, that is based on: race, color, national origin, sex, sexual orientation, religion, disability, or age. Harassment is prohibited by the Winchendon Public Schools and violates the law.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, or success as a student, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance by creating an intimidating, hostile, or offensive working or educational environment, or (4) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement.

**Retaliation:** Retaliation is prohibited. No person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege under this policy, or because he or she has made a complaint, testified, assisted, or participated in any manner in an investigation under this policy. Any individual who believes, in good faith, that he or she has been subjected to any form of discrimination, such as harassment, described above, has a right to file a complaint with the Winchendon Public Schools.

In each school building, the building principal or his/her designee are the people responsible for receiving oral or written reports of harassment or discrimination.

Therefore, any school personnel who become aware of harassment or discrimination must immediately relay that complaint to the principal or his/her designee. Upon becoming aware of harassment or discrimination, the principal or his/her designee must immediately notify the School District Civil Rights and Grievance Officer & Title IX Coordinator. Individuals who become aware of the harassment or discrimination may also file a complaint directly with the School District Civil Rights and Grievance Officer & Title IX Coordinator:

Suzanne Michel, who can be contacted at:  
978-297-3436, [smichel@winchendonk12.org](mailto:smichel@winchendonk12.org)  
Winchendon Public Schools,  
32 Elmwood Rd.  
Winchendon, MA 01475

The Civil Rights and Grievance Officer & Title IX Coordinator has the responsibility to identify and discuss the interim steps to address, prevent and remedy discrimination and harassment. Appropriate steps to end harassment may include separating the victim and harasser, providing counseling for the victim and/or harasser, and/or taking disciplinary action against the harasser. These steps should not penalize the victim.

The Civil Rights and Grievance Officer & Title IX Coordinator shall: (1) give notice of the procedures, including where complaints can be filed, to students, parents and employees; (2) ensure an adequate, reliable, and impartial investigation of complaints and give the parties involved in the complaint the opportunity to present witnesses and other evidence; (3) set time frames for the major stages of the

complaint process; (4) give notice to the parties of the outcome of the complaint; and (5) give an assurance that the recipient will take steps to prevent the recurrence of any harassment and correct its discriminatory effects on the complainant and others, where appropriate, except when the complaint involves an allegation against the Civil Rights and Grievance Officer & Title IX Coordinator. In such an event the complaint shall be filed with the Superintendent or the Chair of the School Committee and the investigation shall be conducted by the School Committee.

The school district encourages the complainant or person reporting the discrimination or harassment to file the complaint in writing. However, oral reports of discrimination or harassment will be considered as well. If an oral complaint is received, the principal or his or her designee can request a written complaint but cannot insist upon a written complaint. Additionally, if only an oral complaint is received, the principal or his/her designee must reduce the complaint to written form within forty-eight (48) hours and forward the complaint to the Civil Rights and Grievance Officer & Title IX Coordinator.

Suzanne Michel, Director of Pupil Services, shall be the School District Civil Rights and Grievance Officer & Title IX Coordinator with responsibility to identify, prevent and remedy discrimination and harassment. The Civil Rights and Grievance Officer & Title IX Coordinator shall:

- a. Communicate to students, parents, and staff the District's responsibilities under this procedure;
- b. Respond to any and all complaints/reports or incidents of discrimination following the approved grievance procedure;
- c. Track complaints/reports for trends and repeat perpetrators;
- d. Assess the school's climate on these issues by soliciting input from parents and students on any problems of discrimination existing in District's schools and efforts to address these concerns; and
- e. Develop and provide age-appropriate training for all students.

***Winchendon Public Schools Civil Rights and Grievance Officer & Title IX Coordinator Contact Information:***

***Suzanne Michel  
32 Elmwood Rd.  
Winchendon, MA 01475  
978 297-3436  
smichel@winchendonk12.org***

The school district shall make this procedure available in each facility that the district maintains, in a place accessible to student, faculty, administrators, employees, parents and members of the public. In addition, this procedure shall be posted on the district website.

The Superintendent will discuss this policy with students and employees annually. Training, including debriefing, on the requirements of non-discrimination and the appropriate responses to civil rights violations as herein defined will be provided to all school personnel on an annual basis but no later than October 15<sup>th</sup> of each school year, and at such other times as the Superintendent in consultation with the School District Civil Rights and Grievance Officer & Title IX Coordinator determines it is necessary or appropriate. This policy shall be reviewed at least annually for compliance with state and federal law.

The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. Follow up and a monitoring plan will be established, if applicable, to ensure a discrimination-free learning environment.

**Investigation, Finding, and Appeal of Finding**

Upon notice of a possible civil rights violation, the Civil Rights and Grievance Officer & Title IX Coordinator shall immediately undertake or authorize an investigation to gather all relevant evidence. The Civil Rights and Grievance Officer & Title IX Coordinator may seek additional investigative resources.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged civil rights violation. The investigation may also consist of the evaluation of any other information or documents that are relevant to the particular allegations. Both parties shall be afforded the opportunity to present witnesses and other evidence. A preponderance of the evidence standard (meaning there is more likely than not a violation) will be used for investigation of all allegations of discrimination.

The investigation shall be completed (no later than twenty (20) school working days from the receipt of the report) by the School District Civil Rights and Grievance Officer & Title IX Coordinator who will make a written report with recommendations to the involved parties upon completion of the investigation. The report will be filed with the Superintendent. If the complaint involves the Superintendent, the report shall be filed with the Chair of the School Committee and the investigation shall be conducted by the School Committee. If the complaint involves the Civil Rights and Grievance Officer & Title IX Coordinator, the report shall be filed with the Superintendent or the Chair of the School Committee and the investigation shall be conducted by the School Committee. The report shall include a determination of whether the allegations have been substantiated and whether they appear to be violations of this policy. The School District Civil Rights and Grievance Officer & Title IX Coordinator's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been conducted. The Civil Rights and Grievance Officer & Title IX Coordinator shall maintain complete and confidential files. If the complainant or responding party is not satisfied with the Civil Rights and Grievance Officer & Title IX Coordinator's decision, he/she can appeal that decision to the Superintendent within five (5) school days. If the complaint involves the Civil Rights and Grievance Officer & Title IX Coordinator or Superintendent, and the complainant or responding party is not satisfied with the decision, he/she can appeal that decision to the School Committee within five (5) school days. The Superintendent or School Committee will review the information considered by the investigating party, collect any additional information he/she believes is necessary to make an informed decision, and issue a written decision to the complainant and the responding party. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. However, the Superintendent or School Committee will make sure that the appeal is handled as quickly as feasible and will strive to complete the investigation within ten (10) working days.

All alleged perpetrators will be insured of full due process rights and all other protections guaranteed them through state and federal law. The disclosure of information will only be provided to the extent necessary to properly investigate the allegations.

#### **School District Actions**

Upon receipt of the Civil Rights and Grievance Officer & Title IX Coordinator's report that a violation has or may have occurred, the school district will take prompt, appropriate action. Appropriate actions may include but are not limited to:

- a. *Referrals to support services, counseling, awareness training, parent teacher conferences, and/or*
- b. *Recommendation or actual issuance of a warning, suspension, exclusion, expulsion, transfer, termination or discharge.*

In the event that the evidence suggests that the misconduct is also a crime in violation of any state or federal law, the School District Civil Rights and Grievance Officer & Title IX Coordinator shall report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the school district's investigation or each complaint filed under these procedures will be reported in writing to the complainant and the person against whom the complaint was made.

Any student, parent, employee or members of the public, who chooses not to use the school district's internal grievance procedures or who is not satisfied with the district's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

1. For complaints related to discrimination/harassment of students:

The U.S. Department of Education, Office for Civil Rights  
5 Post Office Square, Suite 900 (8<sup>th</sup> Floor)  
Boston, MA 02109-3921  
Telephone: 617-289-0111; Fax: 617-289-0150; TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
Telephone: 617-994-6000; TDD: 617-994-6196

2. For complaints related to discrimination/harassment of parents:

The U.S. Department of Education, Office for Civil Rights  
5 Post Office Square, Suite 900 (8<sup>th</sup> Floor)  
Boston, MA 02109-3921  
Telephone: 617-289-0111; Fax: 617-289-0150;  
TDD: 877-521-2172

3. For complaints related to discrimination/harassment of employees:

The U.S. Department of Education, Office for Civil Rights  
5 Post Office Square, Suite 900 (8<sup>th</sup> Floor)  
Boston, MA 02109-3921  
Telephone: 617-289-0111 Fax: 617-289-0150 TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
Telephone: 617-994-6000 TDD: 617-994-6196

OR

The Equal Employment Opportunities Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Telephone: 1-800-669-4000

No reprisals or retaliation shall be invoked against any person for processing, in good faith, a complaint, either on an informal basis or formal basis, or for participating in any way in these complaint procedures. Therefore, any individual that believes that she or he has been subjected to retaliation may file a complaint using these procedures.

**File: KEB**

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Complaints about school personnel will be investigated fully and fairly. Whenever a complaint is made directly to the School Committee as a whole or to a Committee member as an individual, the complainant will be referred to the appropriate school administrator and/or the Superintendent for study and possible solution.

The Superintendent will develop, for approval by the Committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

LEGAL REFS.: M.G.L. [76:5](#)  
CROSS REF.: [BEC](#), Executive Sessions

File: ADB

### **DRUG AND ALCOHOL PROHIBITION**

In accordance with M.G.L. Chapters 71, Section 37H and 272, Section 40A, it is the policy of the Winchendon Public Schools to prohibit drugs and alcohol from school buildings, on school grounds, while being transported on school vehicles or at any school sponsored activities. Violations of this policy will be handled in accordance with Massachusetts General Laws.

File: JICH

### **ALCOHOL, TOBACCO AND DRUG USE BY STUDENTS PROHIBITED**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REFS.: [M.G.L.71:2A](#); [71:96](#); [71:97](#); [272:40A](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[GBEC](#), Drug Free Workplace Policy

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

[IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco

1ST Reading: [7/19/18](#)

Approved: [7/19/18](#)



### **PROHIBITION OF HAZING**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. [269:17](#), 18, 19

### **SEXUAL HARASSMENT**

All persons associated with the Winchendon Public Schools including, but not necessarily limited to, the School Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Winchendon School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment carried out by employees, students, or third parties, and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. The Winchendon School Committee ensures that there will be adequate, reliable, and impartial investigation of complaints of sexual harassment.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable regardless of whether that conduct satisfies the definition of sexual harassment.

#### **Definition of Sexual Harassment**

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**The Grievance Officer**

**Suzanne Michel**

**Civil Rights and Grievance Officer & Title IX Coordinator can be contacted at:**

**smichel@winchendonk12.org**

**(978) 297-3436**

**Winchendon Public Schools**

**32 Elmwood Rd.**

**Winchendon, MA 01475**

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure.

**Complaint Procedure:**

All complaints will be processed through the NON-DISCRIMINATION AND GRIEVANCE PROCEDURE [beginning on p. 43 of the 2018-2019 Murdock Middle School Student-Parent Handbook].

Title VI, Title IX, Section 504, ADA, Age Discrimination Act, M.G.L.c. 151C, 603 C.M.R. §26.08

The grievance officer, upon request, will provide the charging party with a list of government agencies that handle sexual harassment matters.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45 Federal Regulation 74676 issued by EEO Commission Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX) Board of Education 603 CMR [26:00](#)

1<sup>st</sup> Reading: Thursday, April 12, 2012

2<sup>nd</sup> Reading: Thursday, May 3, 2012

Voted and Approved: Thursday, May 3, 2012

File: JBA

**STUDENT-TO-STUDENT HARASSMENT**

Harassment of students by other students will not be tolerated in the Winchendon Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The superintendent will develop administrative guidelines and procedures for the implementation of this policy.

REFS.: "*Words that Hurt*," American School Board Journal, September 1999 National Education Policy Network, NSBA

LEGAL REFS.: M.G.L. [151B:3A](#)  
Title VII, Section 7, *Civil Rights Act of 1964 as amended*  
Board of Education 603 CMR [26:00](#)

File: ADC

### **SMOKING ON SCHOOL PREMISES**

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF: M.G.L. [71:37](#)

File: JICC (also [EEAEC](#))

### **STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended P.L. 103-382, 1994

M.G.L. [66:10 71:34A](#), [B](#), [D](#), [E](#), [H](#)

Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.  
603 CMR: Dept. Of Education [23.00](#) through [23:12](#) also Mass Dept. Of Education publication [Student Records: Questions, Answers and Guidelines](#), Sept. 1995

CROSS REF: [KDB](#), Public's Right to Know

## **WEAPONS**

Dangerous weapons, instruments, firecrackers, or replicas of weapons may not be brought to school. Students should be advised that a knife of any kind or size, or any blade or object with a blade, would be considered a weapon. Any such articles will be confiscated immediately and the incident reported to the parents/guardians and police. Students will be subject to disciplinary action up to and including expulsion.

- a. Any student, of any age, who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, or replica including, but not limited to, a gun or a knife, or a controlled substance including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b. Massachusetts State Law requires school personnel to report incidents involving a student's possession of a dangerous weapon on school premises. Reports are to be transmitted to the local police and Department of Social Services, and students involved may be referred to counseling.
- c. Any student who assaults the principal, assistant principal, a teacher, aide, other school personnel, or a student 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.
- d. 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. The student may have representation present and has the right to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- e. Any student who has been expelled from the Winchendon Public 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 expulsion to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of appeal may not be limited solely to a factual determination of whether the student has violated any provisions of this section.

- f. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent may notify the Superintendent of the receiving school of the reasons for the student's expulsion.

#### Suspension for Felony Indictment

The principal, according to the DiRenzo V. Gerhard case, has the jurisdiction to suspend a student who has been charged with an off-campus felony (or felony delinquency) or to expel a student who has been convicted of an off-campus felony (or felony delinquency).

File: JICI-R

### **PROCEDURES FOR WEAPONS VIOLATIONS**

Weapons, or anything which can be construed or used as a weapon, may not be brought to school or at school-related events, by students of any age.

For students in grades 7-12, any violation of this policy *may* result in criminal action in accordance with Massachusetts General Laws, Section 10, Chapter 269. Additionally, violation of this policy *may* provide grounds for expulsion by the building Principal as provided by Section 36 of Chapter 71 of the Acts of 1993.

For students in grades 6 and under, the above, or other appropriate actions as described below, may be implemented.

Any weapon found as a result of a search, whether of a student locker or other student property such as a book bag or backpack or car on premises, may be considered to be the property of the student in question for purposes of criminal action and school discipline under this policy.

#### A. Definition

For purposes of this policy/procedure, a "weapon" *may* include, but is not limited to, the following: a gun, ammunition, knife of any length or size, blackjack, metallic knuckles, fused rings, martial arts weapons, clubs, slingshots, pea-shooters, blowguns, chains, wires, studded bands, screwdrivers, homemade devices, incendiary or explosive devices, replicas of weapons, toys resembling weapons, pins and needles, mace or pepper spray, or any other device, object or apparel which can be used, or has the potential to be used, to inflict bodily harm on another person.

Students of any age are prohibited from bringing to school or school-related events, any "toys" that resemble weapons, regardless of the material of which they are constructed.

#### B. Procedures

In handling "weapons-related" incidents, the Principal or designee may investigate such incidents or reports of incidents in the following manner:

1. gather information from all possible parties
2. interview suspected individuals
3. make determination of responsibility
4. notify police and parents
5. initiate appropriate consequences
6. initiate due process (temporary suspension until exclusion hearing, manifestation determination if appropriate and availability of the appeal process with representation, within 10 school days of the exclusion).

## C. Consequences

### Middle/High School — Grades 7-12

Students in grades 7-12 are considered young adults, and therefore will be expected to understand the seriousness of the use/possession of weapons, the potential threat to others, the implications of their own actions, and the resulting consequences.

Therefore, students in grades 7-12 who are in violation of the weapons policy *may* be subject to exclusion, expulsion, the filing of criminal charges, referral to the Department of Social Services, and referral for psychological evaluation, as deemed appropriate by the Administrator.

### Elementary — Grades 4-6

Students in grades 4-6 are expected to understand the general seriousness of the use/possession of weapons, the potential threat to others, the implications of their own actions, and the resulting consequences.

Therefore, students in grades 4-6 who are in violation of the weapons policy *may* be subject to exclusion, expulsion, the filing of criminal charges, referral to the Department of Social Services and referral for psychological evaluation, as deemed appropriate by the Administrator.

### Elementary — Grades 3 and under

Students in grades 3 and under may, or may not, understand the seriousness of the use/possession of weapons, the threat to others, and the implications and consequences of their own actions.

The Administrator has the discretion to apply any and all of the consequences to older students, or to reduce the consequences as necessary for a child this age.

Generally, a student with a weapon who expresses an intent or desire to harm someone will receive more severe consequences than a student who brought in a weapon without full understanding of the issues. The Administrator's decision will be regarded as final, and may be appealed as this policy allows.

Any consequences may include consideration of the age and capability of the student, the type of "weapon", and any potential to harm others. The Administrator may determine periods of exclusion for such instances, not to exceed the consequences used for students in grades 4-6 above.