

# Arthur T. Cummings Elementary School



## Manual Student

Principal: Ryan Heraty

**2017-18**

### **WINTHROP PUBLIC SCHOOL MISIONI**

Misioni i Shkollave Publike Winthrop është të promovojë dhe mbështesë nxënës-mësimin Pre-K-12 duke i mësuar nxënësit në një mjedis ende sfiduese edukuar të mësuarit. Ne do të përgatisë studentët tanë që të jenë qytetarë produktive që do të kontribuojnë në komunitetin e tyre dhe për komunitetin global të<sup>21</sup> shekullit

### **AT CUMMINGS ELEMENTARY SCHOOL Deklarata e Misionit**

Në Cummings Shkollën e AT, ne punojmë për të edukuar, të përgatitur dhe të frymëzojë të gjithë studentët të arrijnë potencialin e tyre të plotë si nxënës gjatë gjithë jetës, mendimtarët dhe kontribuesve produktive për shoqërinë tonë globale. Së bashku, ne do të veprojmë me integritet dhe të jenë të përgjegjshëm për veten, shkollës dhe komunitetit, dhe edukuar një mjedis të sigurt dhe pozitiv.

### **CUMMINGS SCHOOL STUDENT PENGUT**

Si një student i Shkollës Cummings, Unë premtim për të punuar me stafin dhe studentët e mi të tjerë për të krijuar një shkollë që është një vend i sigurt dhe i suksesshëm për të mësuar. Unë premtim të mos jetë një detyroj, ose të jetë një soditës të ngacmimit. Unë premtim për të ardhur në shkollë përgatitur për të bërë më të mirën. Unë do të kërkoj ndihmë kur kam nevojë për të dhe do të ndihmojnë të tjerët kur unë mund të. Unë do të respektoj të gjithë stafin dhe studentët e tjerë. Unë do të bëjë një ndryshim!

### **Qasja në një gamë të plotë të ARSIMORE PROGRAMEVE**

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

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

### **mungesat, vonesat dhe shkarkimet**

Kur një fëmijë është i mungon nga prindërit e shkollave duhet të njoftojë shkollën duke përdorur Cummings 'Hotline shkollë (617-846-5543, Opsioni 2). Me t'u kthyer në shkollë pas një mungese, dhe në rastet e kërkesave për shkarkimin e hershme, nxënësit duhet të paraqesë një njohje prind-nënshkruar që tregon datën (s) dhe shkaku e mungesës ose shkarkimin.

Kur lind nevoja për të shkarkuar një student gjatë ditës së shkollës, procedurat e mëposhtme do të ndiqen:

1. Prindi, kujdestari apo ndonjë person i cili arrin të marr një fëmijë do të kërkohet të raportojnë për të dhe për të identifikuar veten e tij / veten të personelit të zyrës.
2. Kurdo që një pyetje lind në lidhje me një shkarkim të studentëve, personeli i shkollës duhet të përpiqen për të verifikuar shkarkimin duke kontaktuar prind, kujdestar ose pyetje fëmijën.
3. Prindërit janë të inkurajuar për të dërguar një shënim, kur ka hedhur poshtë një fëmijë.
- 4.

Nën GL c. 76, seksioni 1, mungesat e nevojshme nga një student nuk mund të kalojë 7 ditë në çdo periudhë 6 mujore.

**\* Studentët hedhur poshtë nuk do të lejohen të ecin vetëm në shtëpi.**

Shpejtësisë në shkollë është shumë e rëndësishme. Studentët raportojnë në shkollë pas zile mësimit në shtëpi (8:25) konsiderohen vonuar. Vonesën e shpeshtë mund të rezultojë në veprime disiplinore. **Shih Tardy nën Disiplinës nenit.**

**Politikat e pranimit / pjesëmarrje**

Prindërit / Kujdestarët duhet të raportojë Zyrës së Kryeinspektorit në një Metcalf Square për të regjistruar studentë dhe marr pako e regjistrimit.

Prindërit, ose një kujdestar, duke regjistruar një fëmijë për herë të parë, duhet të paraqesë dëshmi me shkrim nga të mëposhtmet:

1. Një Certifikatëlindjes
2. Një formë Medicalnënshkruar nga një mjek
3. Dëshmi e Winthrop, MA seli

**• Shiko kërkesat e imunizimit nën Shëndetësisë**

**MBËRRITJA në territorin e shkollës**

- nxënësit nuk duhet të arrijnë në shkollë deri në 8:10 të mëngjesit, nëse ata janë duke marrë pjesë në një aktivitet të para të shkollës ose të blesh mëngjes. Ju lutemi të bëjë çdo përpjekje për të përmbajtur këtij harku kohor.
- Studentët nuk mund të hyjë në ndërtesë deri në 8:15 të mëngjesit

**ngacmimi**

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

**KALENDARI**

Në fillim të çdo muaji, një kalendar shkollë dhe newsletter është dërguar në shtëpi me secilin fëmijë. Gjithashtu, kalendar është postuar në faqen tonë të internetit. Kjo procedurë shërben si një mjet efektiv komunikimi shkollë-shtëpi.

**PROCEDURAT E ANKESAVE**

- Çdo ndërtesë e shkollës do të ketë një Soccer ankesa cili do të jetë përgjegjës për të ndihmuar studentët që kërkojnë udhëzime apo mbështetje në adresimin e çështjeve që lidhen me ngacmimit seksual apo sjellje të papërshtatshme të një

natyre seksuale. Ankesa Menaxher për Shkollën Cummings është Principal ose Principal Asistent.

- Çdo nxënës i cili beson se ai ose ajo i është nënshtruar ngacmimeve seksuale ka të drejtë të paraqesë një ankesë me ankesën Menaxher apo një mësues. Ankesa do të vihet në formë të shkruar dhe një hetim dhe shqyrtim të plotë do të kryhet.
- Një deklaratë e plotë e Politikës ngacmimit dhe procedurës hetimore është në dispozicion nga Zyra e Shkollës Cummings.

### **KONFERENCA: prind-mësues**

Nëse në çdo kohë që ju dëshironi që të ketë një konferencë me personelin e shkollës, ju lutemi telefononi shkollën për një takim. Mos hezitoni të kontaktoni shkollën për fëmijën tuaj. Nuk janë caktuar ditë e gjysmë gjatë gjithë vitit për konferenca mësues prind, si edhe.

### **SJELLJA / DISIPLINORE**

- Nxënësit pritet që të sillen në një mënyrë që reflekton ndjenjën e përgjegjësisë, qytetarisë së mirë, dhe konsideratë për të drejtat e të tjerëve. Shkolla nuk do të tolerojë vrazhdësi ose dhunë në çdo formë.
- Nxënësit pritet që të respektojnë rregullat bazë të higjienës dhe të jetë i padëmshëm në pamjen e tyre.
- Parakushte të mësimi efektiv janë përgatitja, organizimi, rendi dhe disiplina.
- Ne besojmë në kujdesin disiplinuar e studentëve tanë. Prandaj, ekziston një grup të rregullave të shkollës dhe në klasë të arsyeshme me të cilat të gjithë studentët pritet që të përmbahen.
- Çdo nxënës ka të drejtë të ndjehen të sigurt dhe të lumtur në shkollë. Çdo nxënës duhet të respektojnë pronën e të tjerëve dhe hapësirë personale. Çdo nxënës ka të drejtën të mësojë të papenguar nga sjellja dhe / ose veprimet e nxënësve të tjerë.

Mësuesit tanë kanë njohuri në lidhje me sjellje që me arsye mund të pritet nga fëmijët, duke marrë parasysh moshën. Pasojat do të jenë të përshtatshme për llojin e sjelljes së papërshtatshme shfaqet.

Shumica e problemeve disiplinore janë të trajtohen nga mësuesi në klasë në bashkëpunim me prindërit. Kur është e nevojshme, alternativa pozitive janë të punësuar për të sjellë përmirësim në sjelljen e nxënësve. Përfshirja e këshilltarit Rregullimit mund të rekomandohet.

Drejtori dhe ndihmësi kryesor janë përgjegjës për vendosjen ose miratimin e mesëm të përgjithshëm dhe rregullat dhe rregulloret në klasë. Ai / ajo shërben si një person i burimeve për të dy mësuesit dhe prindërve në përmirësimin sjelljen e nxënësve. Në rastet kur mësuesi dhe / ose prindi ka qenë në gjendje për të kryer një ndryshim pozitiv, drejtori ose ndihmësi kryesor do të përfshihen më drejtpërdrejt në procesin disiplinor.

Drejtorët dhe drejtorët Asistent ketë autoritetin për të pezulluar dhe të caktojë paraburgimeve. Prindërit do të njoftohen për paraburgimeve 24 orë më parë.

\* Përçarës Behavior - çdo veprim që pengon aftësinë e mësuesit për të kryer mësimin, ndërpret mësimin e nxënësve të tjerë ose në ndonjë mënyrë ndikimet në etiketë në ndërtesë.

\*\* Paraburgimi - një periudhë kohe pas shkollës, deri në një maksimum prej 30 minutash.

Shkolla Cummings përdor një qasje "disiplinë progresive", modifikon sjelljen e padëshirueshme me anë të një sërë pasojave disiplinore që zbatohen në bazë sekuenciale mbi natyrën dhe historinë e sjelljes së keqe të nxënësit të veçantë. *Shih Disiplinës Rubrika në Shtojcën A.*

#### Shembuj të dënueshme VEPRAT

**ofenduese SJELLJES**  
të Autobusëve Shkeljeve

**disponimit**

mund të rezultojë në seancat,  
pezullimin dhe / revokimin e  
privilegjeve të autobusëve.

Cheating ose plagiarizing

Në varësi të dështimit dhe / ose ndalimi  
dhe / ose suspension.

Sjellja pandershëm

Shih Honor Kodi Policy

\* sjellje shqetësuese  
Administrative Action-humbja e

**Vepër e parë** duke rezultuar në

privilegj, pushim, apo aktivitet e  
preferuar

**Vepër e dytë**- Konferenca Parent  
dhe humbja shtesë e privilegjeve

**shkeljen e tretëm** maj të rezultojë në  
pezullimin

False Alarm / Bomb Threat

Pezullimi dhe njoftimi për  
Departamentin e Policisë Winthrop.  
Mund t'i referohet për me teper  
veprime disiplinore deri në dhe duke  
përfshirë edhe dëbimin.

Luftimi i / Fizikegrindje

Pezullimi dhe njoftimi mundur të

	Departamentit të Policisë Winthrop.
Falsifikim	May parburgimit urdhër dhe / ose pezullimit
Ngacmimi	Shih Anti-Ngacmimi Politika
Insubordination / Mosrespektimi / veprime të papërshtatshme	Maj pezullimin urdhër
** Missing Burgosjet	<b>First Vepër</b> - 1 parburgimit
	<b>Second vepra</b> - 2 parburgimet shtesë dhe konferenca prindërore.
	<b>Veprat e vazhdueshme</b> - mund të rezultojë në pezullimin.
Posedimi, dyshimi / përdorim, duke qenë nën dëbimit.	rezultatimund të pezullimit /
ndikojnë ose të qenit në praninë e dikujt përdorur ose posedon alkool apo droga të tjera.	mund të kontaktoni policinë Winthrop Departamenti.
Posedimit ose përdorimi i cdonjerit prejsubstancave të Konfiskimindëmshme.Mund të kërkojnë që mund të shkaktojë dëm fizik të personelit dhe / ose Mund të kontaktoni studentët.	pezullimin / dëbimit. Police Department Winthrop.
Përdorimi i / veshur radiot, iPods, MP3 players, këtyre lojtarët CD, telefonat celularë, ose ndonjë të tjera komunikim apo pajisjemuzikë të konferencëmëmëlidhura,ose mund të rezultojë në gjatë orëve të mësimet. SHËNIM:Telefonat celularë dhe të gjitha tjera të telekomunikacionit pajisjetduhet të pres në të gjitha kohët.	përdorimi pa kriter i ndonjë prej pajisjedotë rezultojë në konfiskimin, ose mund të rezultojë në Veprimimë të rëndë disiplinore.
* Kindle apo Nooks mund të përdoren për qëllime akademike në diskrecionin mësuesit.Interneti duhet të çaktivizohet.	
Posedimi i dhe / ose në praninë e, ose përdorimin e cigareve, lighters, ndeshjet, etj	konfiskimin. Mund të kërkojnë pezullimit dhe të njoftimit të departamentit të policisë Winthrop.

Posedimi i armëve apo tallen armë ose ndonjë artikull ose instrument që mund të përdoret Winthrop. si një armë.	mund të rezultojë në pezullimin dhe / ose dëbimit dhe njoftimit Departamentin e Policisë
Vonuar në shkollë pas periudhës së Këshillimit	Pas 7 herë -pushim ndalimi
vjedhje pezuillim.	paraburgim urdhër maj dhe / ose Kthimi do të bëhet.
Kërcënimi i fizike dëm-gojë ose në mënyrë elektronike dhe / ose	mund të kërkojnë pezullimin përjashtimin. Mund të kërkojnë njoftim të Departamentit të Policisë Winthrop.
Hedhur snowballs, shkëmbinj, ose ndonjë raketa të tjera.	paraburgimi urdhër May dhe / ose pezuillimin.
Vandalizmi	mund të rezultojë në paraburgim dhe / ose pezuillimin e njoftimit në Departamentin Policisë Winthrop.

**SHËNIM:**

- e mësipërmeështë e **nuk** një listë të plotë të çdo lloj të sjelljes së keqe të mundshme. Në rast se një student angazhohet në një lloj të sjelljes së keqe që nuk teknikisht bie në ndonjë nga kategoritë e mësipërme, administrata do të lëshojë një prirje që ajo ndjen është e përshtatshme për veprën.
- Shkolla rezervon të drejtën për të mbajtur sende të konfiskuara deri shikohet nga prindi / kujdestari.
- Shkolla nuk mund të jetë përgjegjës për të gjitha sendet e konfiskuara lënë unclaimed deri në fund të këtij viti shkollor.
- Studenti ka të drejtë për një procespër shkak

**Student DREJTAVETë procesit të rregullt**

në disiplinën administrimin, zyrtarët e shkollës do të jenë të kujdesshëm për të vëzhguar të drejtën për proces të rregullt sipas ligjit për çdo nxënës. Natyra e shkeljes përcakton



procesin e duhur që zyrtarët e shkollës ndjekin. Një Disiplinor shkak procesin e politikave dhe procedurave të plotë janë të përshkruara në shtojcën e këtij dokumenti dhe në faqen e internetit të rrethit Winthrop shkollat publike.

### **CURRICULUM**

Çdo student në Shkollën Cummings merr ndarjen e mëposhtme të minuta në secilën fushë lëndore:

Arti I Gjuhës Angleze (lexim / shkrim)	120 minuta / ditë
Matematikë	90 minuta /ditë
Science	90 minuta / javë
Studime Sociale	90 minuta / javë

Përveç kurrikulën bazë në çdo klasë, të gjithë studentët të marrin pjesë në programet e mëposhtme gjatë ciklit arsimor gjashtë ditë:

Art	45 minuta / 5 ditë cikli
Computer / Library Education	cikli 45 minuta / 5 ditë
edukimit fizik.	Cikli 45 minuta / 5 dite
Music Education	45 minuta cikël / 5 dite
* pods	45 minuta / 5 cikël ditor

\* (blloqe pasurimit, duke përfshirë Shkencë, teknologji, inxhinieri dhe matematikë, Art, Muzikë, aftësive sociale, Wellness, Kompjutera)

### **kujdestarisë / KUJDESTARIA**

nëse ka kujdestaria ligjore dhe / ose pasojat e ruajtjes të cilat shkolla duhet të bëhen të vetëdijshëm, ju lutemi të jetë i sigurt për një kopje e dokumentit ligjor është vënë në dispozicion të shkollës për mbrojtjen e fëmijës suaj.

### **DRESS CODE UDHËZIME**

veshje të përshtatshme është e rëndësishme të mjedisit mësimor në Shkollën Fillore Cummings. Në vijim janë shembuj të veshje të papërshtatshme:

- Të gjitha pantallona, pantallona të shkurtra, dhe funde veshur nën nivelin e belit të cilat e lejojnë ndërresa të jenë të dukshme në çdo kohë.
- Pizhame apo veshje gjumi, pantofla (nëse nuk është një rast i veçantë).
- Kapelë të çdo lloji, duke përfshirë kapele, Sweatbands, bandanas, Kerchiefs, hoods, kufje / radio, etj
- këmisha me të pahijëshme, shkëputur ose të papërshtatshme (siç konsiderohet nga administrata) simbole apo gjuhës.
- Bare-diafragmë shirts, këmisha absolut pëlhurë, këmisha strapless, bluza të ulët-prerë, dresses backless, spageti rrip në krye të rezervuar, dhe këmisha tjera konsiderohet nga administrata të jetë shumë zbulimin. (Përjashtimet fetare janë të nderuar.)

- Mini-funde, pantallona të shkurtra bikini, short-pantallona të shkurtra (pantallona të shkurtra / funde duhet të jetë më shumë se majat e gishtave e armëve në dorë anët e studentit).
- Këpucët që mund të konsiderohet si një rrezik të sigurisë për nxënësit apo studentët në përgjithësi (p.sh. flip flops, slides, Heelys).
- Kepuce / atlete që kanë laces se as janë të lidhura, as tucked në.

Është e rëndësishme të theksohet se më sipër janë udhëzimet dhe nëse vishen një student nuk konsiderohet e papërshtatshme nuk do të ketë veprim të ndërmarrë. Në qoftë se është vërejtur një shkelje kod veshje, studenti do të jetë i shoqëruar me ose infermiere ose këshilltar të rregullimit. Studenti do të jetë i kujtoi të kodit të veshjes dhe ofroi një mundësi për të thirrur një prind për një veshje apo qasjes artikujve alternative veshje që janë të ofruara nga shkolla (p.sh., shkolla t-shirt). Është e njohur se shumë studentë nuk qëllimisht shkel kodin e veshjes dhe mësuesit / administratorët do të marrin masa paraprake për të siguruar një student nuk ndihet i synuar në këtë situatë.

### **Vendimi përfundimtar mbi përshtatshmërinë e veshje të studentit i takon administratës së shkollës.**

#### **EMERGJENTE formon**

një formë përfunduar siç duhet dhe të përditësuar emergjente për çdo student duhet të jetë në dosjen në zyrën e shkollës. Në mënyrë që të jenë të përgatitur për t'iu përgjigjur menjëherë të emergjencave që lidhen studentëve, shkolla duhet të njoftohet menjëherë për ndonjë adresë të ri, numrin e telefonit apo ndryshime të tjera të cilat duhet të reflektohen në formën e emergjencës.

#### **Evakuimin**

në rast të një emergjence që kërkon studentëve dhe stafit të evakujnë lokalet, studentët do të zhvendoset në një vend alternativ. Kur është e mundur, prindërit do të njoftohet duke përdorur sistemin e komunikimit Winthrop shkollat publike.

#### **FIELD TRIPS**

udhëtime në terren janë planifikuar përvojat arsimore korrelacion të ngushtë me kurrikulat e nivelit të klasës. Që këto mësimet ndodhin larg nga oborrin e shkollës, rrëshqet leje të nënshkruara nga prindërit janë një parakusht për pjesëmarrjen e nxënësve. *Udhëtime në terren janë për qëllime arsimore, pra vizita në dyqane dhuratë nuk janë të lejuara.* Ngrënë dhe duke pirë në autobus edhe nuk janë të lejuara. Studentët të cilët nuk marrin pjesë në udhëtime në terren janë dhënë detyra kurs të orientuar nën mbikëqyrjen e personelit tjetër mësimore.

#### **Politikën e ngacmimeve PËRMBLEDHJE**

Kjo është politika e Shkollave Publike Winthrop për të siguruar një të mësuarit dhe punës ambient të qetë dhe të sigurt për të gjithë nxënësit dhe punonjësit pa dallim, ku të gjithë anëtarët e komunitetit të shkollës trajtojnë njëri-tjetrin me respekt. Të gjitha programet,

aktivitetet dhe mundësitë e punësimit janë të ofruara pa dallim race, ngjyre, seksi, feja, origjina kombëtare, etnike, orientimit seksual, identitetit gjinor, mbeten pa strehë, mosha dhe / ose aftësisë së kufizuar.

### **Hazing**

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

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

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

Neni 19: Çdo institucion i arsimit të mesëm dhe çdo institucion publik dhe privat i arsimit post-sekondar do të lëshojë për çdo grup të studentëve, ekipit të studentëve ose organizatë studentore e cila është pjesë e një institucioni të tillë ose është njohur nga institucioni ose lejuar nga institucioni për t'u përdorur emri i saj ose objektet apo njihet nga institucioni që të ekzistojë si një grup unaffiliated studentore, ekipi studentor apo organizatës studentore, një kopje të këtij seksioni dhe seksione shtatëmbëdhjetë dhe tetëmbëdhjetë; me kusht që, sidoqoftë, pajtueshmëria një institucioni me kërkesat e këtij seksioni është që një çështje Institucioni kopje të këtij seksioni dhe seksione të shtatëmbëdhjetë dhe tetëmbëdhjetë grupeve unaffiliated studentëve, ekipe apo organizatat nuk përbën prova të njohjes ose të miratimit të institucionit i tha Grupet unaffiliated studentore, ekipet apo

organizatat.

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

Çdo institucion i arsimit të mesëm dhe të çdo institucioni publik ose privat të arsimit post-sekondar duhet, të paktën çdo vit, para ose në fillim të regjistrimit, të ofruar për çdo person i cili regjistrohet si student me kohë të plotë në institucionin e tillë një kopje të këtij seksioni dhe seksione shtatëmbëdhjetë dhe tetëmbëdhjetë.

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

Testi hazing \*

Pyetjet e mëposhtme kanë për qëllim për të ndihmuar udhëheqësit e studentëve të mendojnë për çështjet e hazing gjatë planifikimit të aktiviteteve për organizatat e tyre.

1. A do të ketë ndonjë rezervë përshkruajnë aktivitetin prindërve tuaj, një mësues, ose një administrator shkolle?
2. A do të kundërshtojë aktivitetin duke u fotografuar për gazetën e shkollës apo lajmet televizive lokale?
3. A ka një rrezik të lëndimit apo një çështje e sigurisë?
4. A është kjo një ekip apo aktiviteti grup në të cilin anëtarët inkurajohen apo pritët të marrin pjesë dhe ku të miturit janë të konsumojnë alkool?
5. do të refuzojnë anëtarët aktualë të marrin pjesë me anëtarët e rinj?
6. A ka abuzim emocional ose fizik rrezikut aktivitet?

**Personelit shëndetësor dhe POLITIKAT**

Shkolla Cummings ka shërbimet e një infermiere me orar të plotë.

### POLITIKAT

Departamenti Massachusetts i Shëndetit Publik në Massachusetts ligjeve të përgjithshme, Kapitulli 76, nenit 15, mandatat që Superintendent shkolla marrin hapa për të siguruar që të gjithë fëmijët të K-12 nën juridiksionin e tyre janë të imunizuar si duhet dhe të pranishëm sipas Ligjit të Shkollës imunizimit, Kapitulli 76, Neni 15. Një raport mbi statusin e imunizimit të gjithë fëmijët duhet të dorëzohen në Divizionin e sëmundjeve ngjitëse në tetor. Çdo fëmijë i identifikuar si nuk imunizuar duhet të përjashtohet nga shkolla deri sa ai / ajo është në përputhje me ligjin.

Vaksinimet e studentëve duhet të jetë deri në datën. Certifikatat mjeku duhet të dorëzohen në infermiere. Ne presim që të gjithë studentët K-12 për të përmbushur orarin e rekomanduar imunizimit. Nëse keni pyetje në lidhje me këtë çështje, ju lutem kontaktoni infermierën e shkollës, 617-846-5543.

### IMUNIZIMI ORARI

<u>AGE</u>	<u>Vaksinat</u>
lindjes	Hep.B
2 muaj	DPM TOPV HIB Hep.B
4 muaj	DPM TOPV HIB
6 muaj	DPM TOPV HIB
15 muaj	shytat, fruthit, Rubeola HIB Hep. B
18 muaj	DPM TOPV
parashkollor / Kindergarten	Varicella (pule li)
5 vjet	shytat, fruthit, Rubeola
4-6 vjet	DPM TOPV
Futja e klasës 7	shytave, rubeolës, rubeola, Hep. B (3 doza) Varicella, në qoftë se nuk kanë pasur li e dhenve

**Dpt.**- Difteria, Tetanozi dhe Pertusis;

**TD** - Tetanozi, Difteria

**TOPV** - trevalent Oral Polio Vaksina

**TB test** - studentë të rinj hyjnë nga jashtë SHBA

**HIB** - Meningjiti & Flu

**Hep. B** - Hepatiti

### physicals

Fëmijët duhet të kenë physicals çdo katër vjet. Physicals duhet të kryhet nga vetë mjekun tuaj personal. Fëmijët janë të kontrollohen çdo vit për defektet në dëgjimin dhe vizion nga personel i trajnuar. Në përmbledhje, shkolla pret fëmijën tuaj:

- a. Të jetë i pastër në trup dhe veshje
- b. për të paraqitur një justifikim me shkrim nga mjeku i tij / saj, kur në gjendje të marrin pjesë në aktivitete fizike
- c. të mbahet nga shkolla, nëse ai / ajo ka një sëmundje ngjitëse
- d. të keni gjumë të mjaftueshëm
- e. të ketë një mëngjes të mirë
- f. që të ketë një lloj të kontrolluar të rostiçeri: fruta, perime të papërpunuara, biskota thjeshtë, apo një sanduiç të vogël është sugjeruar.

### Sëmundje ngjitëse

Është kërkuar që ju të njoftojë infermierën e shkollës e ndonjë sëmundje ngjitëse. Infermierja e shkollës do të trajtojë ndonjë nga shqetësimet tuaja.

#### **Udhëzime për sëmundje ngjitëse**

Ju lutemi lexoni me kujdes dhe të përdorin udhëzimet e mëposhtme në qoftë se fëmija juaj sëmuret me një sëmundje ngjitëse.

**Chicken li:** Përjashtimi nga shkolla për një javë pas shfaqjes së shpërthimit të parë. Një kartë duhet të merret nga Bordi i Shëndetit dhe dhënë infermieres së shkollës para se të ri-pranimit në shkollë.

**Fruthi gjermane:** Përjashtimi nga shkolla për katër ditë nga paraqitja e nxituar. Raportues të Bordit të Shëndetësisë nga mjeku.

**Fruthi:** Përjashtimi nga shkolla për katër ditë nga paraqitja e nxituar. Raportues të Bordit të Shëndetësisë nga mjeku.

**Shytat:** Përjashtimi nga shkolla për një javë nga fillimi i sëmundjes, ose derisa të gjithë ënjtje ka rënë, cilado që është më herët. Raportues të Bordit të Shëndetësisë nga mjeku.

**Scarlet Fever:** Përjashtimi nga shkolla për 24 orë pas mjekimit ka filluar. Raportues të Bordit të Shëndetësisë nga mjeku.

**Fyt strep:** Njësoj si fruth i keq. Raportues të Bordit të Shëndetësisë nga mjeku.

**Impetigo:** Përjashtimi nga shkolla deri lezione janë shëruar nëse nën trajtim dhe mjeku i jep leje për të ndjekur shkollën.

**Conjunctivitis:** Përjashtimi nga shkolla për 24 orë pas ilaçeve ka filluar.

**Të qenët me morra (aka: morrat):** Përjashtimi nga shkolla deri studentit është plotësisht i lirë i morra. Infermierja do të jetë në dispozicion për të kontrolluar fëmijën në 8:15 pm ose me marrëveshje paraprake ndërmjet infermiere dhe prind.

**Kolla:** Pasi pertussis (kolla e mirë) diagnostikohet nga mjeku, ajo duhet të raportohet në

infirmieres së shkollës dhe Bordi i Shëndetësisë. Një pesë (5) Trajtimi dita e antibiotikëve është e nevojshme para se të kthehej në shkollë. Për më shumë informacion në lidhje me protokollin pertussis, ju lutem telefononi infirmieren e shkollës në (617) 846-5543.

**Sëmundja e pestë s:** Nuk ka nevojë për përjashtimin; nga koha diagnoza është bërë, fëmija nuk është ngjitëse. Nënata e ardhshme që janë të ekspozuar ndaj sëmundjes së pestë së, duhet të kontaktoni obstetër tyre.

### SHËNDETI

1. Ne rekomandojmë që fëmijët nuk vijnë në shkollë në qoftë se ata duket të jetë i sëmurë. Është e këshillueshme për të mbajtur në shtëpi fëmijën, nëse ai / ajo ka një dhimbje të fytyrës, të rënda të ftohtë, skuqje ose ethe. Afërsia e shtrojë në klasat përshpejton përhapjen e sëmundjeve ngjitëse.

2. Infirmierja e shkollës është përgjegjëse për të ndjekur vetëm për sëmundje dhe aksidente që ndodhin gjatë orëve të mësimin. Ajo ka autoritetin për të përjashtuar çdo fëmijë i cili duket të ketë një gjendje infektive. Nëse sëmundja ndodh gjatë ditës, fëmijët do të shkarkohet vetëm pas një prind apo i rritur tjetër të caktuar është njoftuar.

3. Kur një student mungon, një shënim që tregon arsyen duhet të sillen në pas kthimit në shkollë.

4. Nëse një fëmijë është i mungon për shkak të sëmundjes, por është në gjendje të bëjë disa schoolwork, ju lutem mos hezitoni të telefononi zyrën e shkollës. Ne do të jetë shumë i lumtur për të siguruar punë në mënyrë për të ndihmuar fëmijën tuaj "të mbajtur lart". Ju lutem, mos presin që mësuesi të flas me ju, ose për të përgatitur punën gjatë ditës së shkollës, për atë kohë i takon klasës.

5. Asnjë student nuk do të lirohet nga palestër apo pushimet nëse një direktivë është marrë nga mjeku e fëmijës për efekt se për shkak të sëmundjes së fundit ose dëmtimi studentit nuk duhet të marrin pjesë.

6. Për shkak të rritjes së numrit të studentëve që duhet të marrë ilaçin me gojë gjatë orëve të mësimin, prindërit duhet t'i përmbahet udhëzimet e mëposhtme për mbrojtjen dhe sigurinë e fëmijës.

- Prindërit duhet të nënshkruani një formular miratimi dhe ilaçe formularin administratës në dispozicion nga infirmierja e shkollës për çdo **recetë dhe nonprescription medikamente**. **Një mjek duhet të nënshkruajë formularin për recetë dhe counter medikamente që do të jepet.**
- Vetëm infirmierja e shkollës ose ndërtesë administratori i ndihmon në administrimin e ilaçeve. **Fëmijët nuk janë të lejuar të kenë mjekësi në klasë apo në personin e tyre.** Prindërit ose fëmija (nëse e besueshme) duhet të marrë ilaçe në zyrën e infirmiere ku është mbajtur në një vend të sigurt. **ALL mjekim duhet të dërgohen në një enë të mbyllur, shënuar me etiketë recetë dhe emrin e fëmijës.**

## **Snacks**

Ne ju rekomandojmë që ju të dërgoni fëmijën tuaj në shkollë me një meze të lehtë të shëndetshme të tilla si fruta apo perime. Ju do të njoftohet nëse fëmija juaj është në një klasë ku nuk ka arra ose gjalpë badiava duhet të hahet. Vetëm ujë është e lejuar në klasa (dmth nuk ka pije frutash, qumësht, sode, Gatorade, etj). Enë qelqi nuk janë të lejuara.

## **Palët**

Shkollat Publike Winthrop ka një politikë të partisë ushqimit-free. Kjo do të thotë nuk ka ushqim është që të sillen në klasë nga burime të jashtme për Festimet / palët. Ka mënyra të tjera për të festuar, duke përfshirë dhënien në klasë ose nxënësve një libër, lapsa, stickers, kuponat, etj Në rrethana të veçanta drejtori mund të heqë dorë këtë politikë për të lejuar disa ushqime nga burime të autorizuar nëse ngjarja është një ngjarje shkollë sponsorizuar.

## **Detyrat e shtëpisë POLITIKA**

Detyrat e shtëpisë është shqyrtuar me kujdes dhe ndërtuar si një pjesë domethënëse të të mësuarit. Ajo mund të jetë një tjetër hap në drejtimin e sjelljes në shkollë, studenti, dhe komunitetin më afër së bashku në një kërkim të përbashkët për arsim cilësor.

Rekomandimet e mëposhtme tregojnë një rritje graduale në shpeshësinë dhe kohën në alokimet për detyra detyrat e shtëpisë. Arsyeja pas kësaj është që të sigurojë rregullsinë dhe vazhdimësinë për detyrat e shtëpisë duke ruajtur një shkallë të fleksibilitetit.

Grade 3            45 minuta / ditë, 4X / javë Math, Reading, Spelling, Lang.  
Arts, Science, Studime Sociale

Klasa 4            60 minuta / ditë, 4X / javë Math, Reading, Spelling, Lang.  
Arts, Science, Studime Sociale

Grade 5            60 minuta / ditë, 4X / javë Math, Reading, Spelling, Lang.  
Arts, Science, Studime Sociale

Një përvojë e suksesshme arsimore për një fëmijë është e varur mbi mësues, prind, dhe ndarjen e fëmijëve dhe përbushjen e qëllimeve të përbashkëta. Për një politikë detyrat e shtëpisë të jetë i suksesshëm, të gjithë pjesëmarrësit duhet të kuptojnë dhe të pranojnë jo vetëm e tyre, por rolet e njëri-tjetrit.

## **Roli i mësuesit është të:**

- detyra Dizajn detyrat e shtëpisë që janë një zgjatje apo forcimi i punës në klasë dhe të cilat janë të bazuar në nevojat individuale të nxënësve.
- Siguroj se çdo detyrë është shpjeguar dhe, nëse është e përshtatshme, ka filluar në shkollë nën drejtimin e mësuesit.
- Konstatohet se detyra janë të arsyeshme, por jo të përmasave të tilla si për të krijuar



- reagime negative.
- Shqyrtojë dhe të regjistrojnë çdo detyrë përfunduar detyrat e shtëpisë ditën se ajo është për shkak
- Lajmëroni prindi ose kujdestari i dështimit të studentit për të përmbushur detyrën e tij / saj në mënyrë të përshtatshme.

### **Roli i prindit është:**

- Sigurimi fëmijën e tyre me një mjedis të përshtatshëm për studim.
- Inkurajojë një qëndrim pozitiv ndaj detyrave të shtëpisë.
- Tregojnë interes në detyrat e fëmijës së tyre dhe të nxisë shprehitë e të pavarura të punës.
- Render lëvdata pas përfundimit të suksesshëm të një detyre.
- Diskutoni ndonjë pyetje apo shqetësime në lidhje me detyrat e shtëpisë me mësuesin.

### **The role of the student is to:**

- Make every effort to understand completely the homework assigned before he/she leaves school.
- Maintain a notebook to record assignments.
- Establish a regular time and place to study that is well-lighted and free from noise and distractions.
- Plan his/her time with provision for the unhurried completion of all assignments.
- Submit on time a neat, accurate and well-executed assignment.

### **INCLEMENT WEATHER POLICIES**

It is expected that schools will be in session every day as scheduled in the school calendar. The parent may, if weather conditions warrant, keep the child at home. When the parent exercises this option: (1) all the regulations for absence apply and (2) the child should remain at home and not around the town or school building.

When extreme weather or emergency conditions develop, the Superintendent may decide to cancel school. When schools are closed in the morning, they will remain closed all day. If this should occur, the Superintendent will send an automated phone call to families that have a phone number on record. In addition, the “No School” announcement will be made beginning at 6:30 AM over the radio and TV stations as follows:

**WBUR-FM 90.9 WRKO-AM 680 WEZE-AM 1260**

**WBZ-TV 4 WCVB-TV 5 WHDH-TV 7 WCAT-TV 15 (local access)**

**DO NOT CALL** the Fire, Police or School Departments or the home of any school personnel as this delays making announcements and ties up the telephone.

**Under normal circumstances once school is in session there will not be any early dismissals.** This is to protect those students whose parents are not at home. However, parents should have some arrangement, by which a child can be supervised if conditions become such that children and teachers must be dismissed. Any parent may, when

conditions are bad, come to school and have a child dismissed.

#### DELAYED OPENING OF SCHOOL

Policy allows for either a 1 hour or 2 hour delay of the opening of schools because of inclement weather; the same procedure of notification will be followed as in the case of school cancellation.

#### INTERNET ACCEPTABLE USE POLICY

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

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

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

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

**STUDENT**

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

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Print Student's Name

Student's Signature

**PARENT/GUARDIAN**

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

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

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Parent/Guardian's Name

Signature

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

**INSTRUCTIONAL MATERIALS**

1. Textbooks and essential materials are loaned to students without charge.
2. Students are held responsible for the loss of textbooks or for damages beyond normal wear.
3. Students are held liable for loss of classroom or school library materials charged to them and for damage beyond normal wear.
4. Report Cards will be held in the event of unreturned or unpaid textbooks.

### LUNCH/MILK PROGRAM

A nutritious lunch is available for purchase each school day for \$2.50. Free or reduced lunch tickets are available to those with limited income. Forms for this are sent home annually. Milk and snacks may be purchased in the lunchroom during the lunch period. Water is available for purchase for 50 cents.

A breakfast program is available each morning, including early release days, beginning at 7:50AM. Breakfast may also be purchased for \$1.50. Free and reduced tickets are available for breakfast.

A bag lunch is also available on half days.

### PARENT CONCERNS

In cases of discipline problems or other school related issues, parents shall first discuss the issue with the teacher involved. If the issue is not satisfactorily resolved at this level, the parent may make an appointment with the assistant principal or principal.

### PARENT CONFERENCES

- Parent conferences will be held in conjunction with the first and second marking periods.
- A parent/teacher conference for a student in any grade level may be held at any time upon request by either parent or school.

### PHYSICAL EDUCATION

Physical Education is a regular part of the school curriculum and, as such, the following requirements are brought to your attention.

- **Clothing: sneakers for safety and appropriate clothing** are advised.
- **Excuses: no child will be excused from a physical education class unless he/she has a medical excuse.** He/she must be seen by the school nurse, or, if a prolonged illness, have a written excuse from a doctor.

### PROPERTY OF STUDENTS

- Each year we have boxes of unclaimed, unlabeled sweaters, jackets, coats, gloves, hats, lunch boxes, etc. **Please label all student belongings** so that they can be returned to your children.
- If the articles are not claimed within a reasonable period of time, it will be up to the school personnel to discard the materials as they see fit.
- Parents are invited to come in and look through the lost and found articles any time during regular school hours. The Lost and Found is located in the cafeteria.

### PUPIL SERVICES

The Winthrop School District offers a variety of diagnostic/remedial services for pupils who evidence learning problems that cannot be remediated within the general classroom.

## RECESS

- Recess is a part of the elementary school program. It is a time set aside for children to develop social skills in a semi-structured setting.
- Whenever possible, the children go outside for all or a portion of their recess time. Recess offers them a change of pace from cerebral to physical activity. Factors such as temperature, wind chill, and the condition of the playground are considered when making a decision about indoor or outdoor recess. Students must be dressed appropriately for coping with the elements.

## REPORT CARDS

### **Grades 3 through 5**

In grades 3 through 5 report cards are issued three times per year (December, March and the last day of school). Individual parent conferences are to further evaluate your child's progress.

Appointment slips will be sent home at the appropriate times.

## REPORTING CHILD ABUSE/NEGLECT - MANDATORY

Massachusetts Law requires that any school person who has reason to suspect that a child has been **abused or neglected** must report the case. **School personnel are mandated reporters.**

## SAFETY

- Students walking or riding in automobiles should not arrive at school earlier than ten minutes before the start of the school day unless the student is participating in a before-school program. Supervision is not provided prior to that time.
- **When dropping off or picking up students, do not park in restricted areas. Students should enter or leave the vehicle on the passenger side of the car, use crosswalks and follow the directions of the crossing guards. Please drive slowly and carefully in the school zone. Idling in the drop off area is prohibited and is against the law.**
- **Please note: The circular driveway on Pauline Street is for bus pick up/drop-off only.**
- Students arriving on school grounds by bicycle **must** be wearing helmets and **must** immediately park/secure their bicycle.

## SAFETY PROCEDURES AND RULES FOR BUS RIDERS

The following procedures will enable all of us to experience a safer and more desirable school transportation program:

1. Bus students should stay quietly in their seats until the bus trip is over and the bus

comes to a complete stop.

2. Save snacks and homework for later.

### **SCHOOL COUNCIL**

The Cummings School Council is formed in accordance with Massachusetts General Law, Section 59C of the Education Reform Act of 1993. The School Council will be made up of the principal, parents of students attending the school and teachers who teach at the school. The School Council meets regularly with the building principal to assist in the identification of the educational needs of the students attending the school, to assist in the review of the annual school budget and in the formulation of a school improvement plan.

### **SCHOOL PARENT/TEACHER ASSOCIATION (PTO)**

The Cummings School has an active parent/teacher organization. This organization plays an important role to staff and students. All parents and staff are encouraged to become active members in this organization. **Monthly meetings are held in the Cafetorium.**

### **SCHOOL PRIDE**

How a student treats school property is a reflection of the student's respect for society. Each student has the responsibility of protecting his/her share of the privileges of the public education handed down through our forefathers. Among those privileges is the use of tax-supported school buildings. Students are expected to demonstrate respect by not littering school grounds or in any way defacing school property.

### **STUDENT RECORDS**

Records of school progress, test data and health issues are maintained for each student. Parents are at liberty to review these records, at any time, and may do so by making an appointment with the school principal or classroom teacher. **Non-custodial parents must request to the Principal in writing to review these records. The custodial parent's permission is necessary.**

### **TEACHER-PARENT-SCHOOL RELATIONSHIP**

- Get acquainted with your child's teacher at school.
- Feel free to communicate with the teacher at school concerning your child's progress and welfare. Make an appointment for a conference simply by calling the school or writing a note.
- Show interest in your child's daily work. If you are interested, your child will be.
- Work closely with the teacher. Misunderstandings can be avoided when all the facts are known.
- Problems at home can cause problems at school. The teacher has a better opportunity to help your child overcome difficulties if he/she is aware of home problems that are stressful for the youngster.

- Please check with the teacher or administrator if your youngster reports any school incident that you find disturbing.
- Since reading is a very important function in our curriculum, every effort should be made to provide the student with a “positive reading atmosphere” at home.

### **TESTING**

- Students will participate in benchmark and standardized testing multiple times a year.
- The standardized tests are the following:
  - **Next Generation MCAS (Massachusetts Comprehensive Assessment System)**
- Please check the Massachusetts Department of Education website for the current year's schedule of testing grades and dates. Go to [www.doe.mass.edu/mcas/cal.html](http://www.doe.mass.edu/mcas/cal.html).
- Three times a year all students will be administered benchmark testing in the areas of reading and math via the Reading or Math Inventory Assessments. .
- If your child is involved in a special program, appropriate tests are administered within the framework of that program.

### **TIME OF SCHOOL DAY**

**8:15 AM Students line up to enter school.**

**8:20 AM Students begin filing to classrooms.**

**8:25 AM School begins.**

**2:45 PM Student dismissal.**

**Note: The School Day has been extended starting in the 2017-18 School Year.**

**All students will be dismissed at 12:00 PM on scheduled early release days. Bag lunches are available on early release days.** A schedule of early release days will be available early in the school year.

### **TITLE VI**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education.

### **VISITS AND APPOINTMENTS**

Please feel free to visit your school often. Become acquainted with what your children are doing and what services are offered them. This is one way of helping children realize

the importance of school. Teachers will not be able to answer your questions during school hours. Appointments may be coordinated for before or after school times. To make an appointment, call the office or write a note.

When entering school for a visit, please make your presence known to the Principal's office before going to other areas of the building. **Visitors to the Cummings School must wear a Visitor's Badge (available at the office).** These procedures are to insure the safety of all children and to preserve uninterrupted instructional time.

### **VOLUNTEERS**

Parents are encouraged to become volunteers at the school. Help is needed in a variety of tasks, such as assisting in the library, absentee hotline volunteers, assisting in classroom activities, and chaperoning field trips.

If you are interested in volunteering, please contact the school. All volunteers must first submit to a CORI check and be cleared by the School Department as a volunteer.

### **WITHDRAWALS**

Pupils transferring out of the school should notify the office and the classroom teacher as soon as possible. School records must be prepared prior to a student's final school day.

***\*All policies are subject to interpretation and exemptions by the Principal and Superintendent of Schools on an individual basis.***



## APPENDIX

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## **Bullying Prevention Policy**

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

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

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

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

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

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

Acts of bullying, which include cyberbullying, are prohibited:

- on school grounds and property immediately adjacent to school grounds
- at a school-sponsored or school-related activity, function, or program whether on

or off school grounds

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

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

### III. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form,<sup>1</sup> a voicemail box, a dedicated mailing address, and an email address.

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

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

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

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

#### **Reporting by Staff**

A staff member will report immediately to the principal or designee, or to the

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

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

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

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

### **Safety**

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

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

### **Obligations to Notify Others**

- a. Notice to parents or guardians. Upon determining that bullying or

retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

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

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

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

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to

be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

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

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

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

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

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

- a. Counseling and other services. Culturally and linguistically appropriate resources within the school and district including linkages with community based organizations, including Community Service Agencies (CSAs) for Medicaid



eligible students. In addition, the Plan should identify staff and service providers who assist schools in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. Schools may consider current tools including, but not limited to, behavioral intervention plans, social skills groups, and individually focused curricula.

- b. Students with disabilities. As required by MGL c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.
- c. Referral to outside services. Schools and districts should establish a referral protocol for referring students and families to outside services. Clear protocols will help students and families access appropriate and timely services. Referrals must comply with relevant laws and policies. Current local referral protocols should be evaluated to assess their relevance to the Plan, and revised as needed.

## VII. **TRAINING and EDUCATION**

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

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

The bullying prevention and intervention plan shall include:

- Definitions and examples of bullying, cyber-bullying and retaliation including the similarities and differences between bullying and discriminatory/sexual harassment, and sexual violence
- Establish clear procedures for students, staff, parents, guardians, and others to report incidents of bullying or retaliation

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

The bullying prevention and intervention plan will afford all students the same protection regardless of their status under the law.

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

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents
- Information regarding the complex interaction and power differential that can take place between and among the bully, the target, and any witnesses to the bullying

- Research findings on bullying
- Information on the incidence and nature of bullying
- Internet safety issues as they relate to cyber-bullying;

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

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

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

**VIII. NOTICE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Names of the person(s) you are reporting:

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

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

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

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

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

**Disciplinary Due Process**

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student's continued presence in school poses a

danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's, judgment there is no alternative available to alleviate the danger or disruption, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).

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

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

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

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

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

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

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

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

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

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

**2. Efforts to Involve Parent:** The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

**3. Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating fact, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

**4. Decision:** The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of

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

### **III. Long Term Suspension**

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

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

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

**2. Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

**3. Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;

3. Identify the length and effective date of the suspension, as well as a date of return to school;

4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);

5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

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

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

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

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

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

- Make immediate and reasonable efforts to orally notify the student and the



student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;

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

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

### **V. Appeal to the Superintendent**

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

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the

administrator's hearing for long-term suspension as described in Section D above.

- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

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

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

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

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or

expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

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

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

**VII. Suspensions under MGL c. 71 s. 37H ½ for Felony Complaints or Convictions**  
**Massachusetts General Laws Chapter 71, section 37H 1/2 provides that:**

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the

expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

## **VII. Procedures Applicable To Conduct Covered By MGLC 71, §37H And 37H ½**

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

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.

2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

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

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

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

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

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

1. The principal/designee shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of

communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

2. For each student expelled or suspended from school for more than ten (10) consecutive days, whether in- school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

### **Students with Disabilities:**

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

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

## **I. BACKGROUND OF POLICY**

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

## **II. PURPOSE AND SCOPE**

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

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

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

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

outside of the workplace, the school may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this policy

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

### **III . Examples of Prohibited Conduct**

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

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

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education, or
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student, or
3. Such conduct interferes with an individual's job duties, education, or participation in extracurricular activities, or
4. The conduct creates an intimidating, hostile or offensive work or school environment. The legal definition of sexual harassment is broad. In addition to the



above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating or humiliating to individuals of either gender may also constitute sexual harassment.

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

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

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

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

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

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

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

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

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

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

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

- Sexual Assault - Penetration, no matter how slight, of a vagina or anus with a sex organ or object, or oral penetration by a sex organ of another person, without the consent of the victim, or non-consensual touching of a sexual nature of another person with or without force.
- Domestic Violence - violent misdemeanor and felony offenses committed by a victim's current or former spouse, current or former cohabitant, person with whom a victim shares a child, or individuals engaged in a substantive dating relationship as defined by MGL Chapter 20A.

- Dating Violence - Violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by (a) its length, (b) its type, and (c) frequency of interaction of persons involved in the relationship.
- Stalking – an intentional course of repeated conduct or behavior over a period of time directed at a specific person that would cause a reasonable person to (a) fear for her, his or other's safety, or (b) to suffer substantial emotional distress.

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

## V. REPORTING

The Winthrop Public Schools strongly urges all individuals in the school community to bring any complaint of discriminatory harassment, sexual harassment and/or sexual misconduct including sexual violence to the attention of school personnel so that they can resolve the issue. Complaints may be made orally and/or in writing. The Winthrop Public Schools will promptly review every complaint, take necessary action to eliminate the conduct and work to ensure the safety of the complainant and any/all witnesses. In response to incidents of sexual misconduct and or violence, individuals including students and if applicable, their parents or guardians may simultaneously contact law enforcement and/or file a criminal complaint.

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

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

- Boston Area Rape Crisis Center (24 hour hotline): (800) 841-8371
- SAFE-LINK DOMESTIC VIOLNCE HOTLINE- 1-877-285-2020

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

### **Employee Complaints:**

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

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

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

### **Student Complaints:**

A student who believes that he/she is the victim of sexual, discriminatory harassment and/or sexual assault or misconduct should promptly report the matter to a teacher, counselor, or administrator who in turn shall notify in writing a complaint manager in the school. As an alternative, a student may report directly to a complaint manager. Notice of each school's complaint managers will be posted in a prominent location in the school. All employees of the Winthrop Public Schools must respond to complaints by students of harassment by notifying the building principal or an appointed complaint manager verbally and in writing regarding the alleged policy violation. Employees are required to take every report of harassment seriously. A student may also file a complaint by contacting:

**Title IX Coordinator:** Frank Woods, K-12 Curriculum Director  
40 Hermon Street  
Winthrop MA 02152  
(617) 846-5543 Ext. 4504  
[fwoods@winthrop.k12.ma.us](mailto:fwoods@winthrop.k12.ma.us)

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

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

Ilene Pearson, Principal      617-846-5509      [ipearson@winthrop.k12.ma.us](mailto:ipearson@winthrop.k12.ma.us)

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

Ryan Heraty, Principal      617-846-5543      [rheraty@winthrop.k12.ma.us](mailto:rheraty@winthrop.k12.ma.us)

#### **Winthrop High School**

Matt Crombie, Principal      617-846-5505      [mcrombie@winthrop.k12.ma.us](mailto:mcrombie@winthrop.k12.ma.us)

### **Central Office**

Stacy DiChara, HR Director   617-846-1852 x1075   [sdichara@winthrop.k12.ma.us](mailto:sdichara@winthrop.k12.ma.us)

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

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

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

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

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

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

The Winthrop Public Schools shall promptly initiate an investigation into allegations of sexual and discriminatory harassment including sexual assault and misconduct while observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. During the investigation and prior to a final determination, the Title IX Coordinator and/or appropriate administrator will take appropriate interim measures to protect the complainant. During an investigation the complainant and accused may present witnesses and other evidence. Victims of sexual/discriminatory harassment, and /or sexual assault will not be required

to mediate allegations of harassment with their alleged perpetrators without appropriate involvement by the District, and further, any mediation process can be terminated by the victim at any time. Both the complainant and the accused individuals shall be notified by the School District of the outcome of any investigation.

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

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

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

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

In certain cases, harassment of a student, and in particular, sexual harassment of a

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

## **V. PENALTIES:**

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

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

### **All Students**

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

### **All Staff**

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

## **VI. TRAINING AND EDUCATION**

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

- What constitutes sexual and discriminatory harassment including sexual violence under Title IX
- The differences and similarities between harassment and bullying

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

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

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

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

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



- Student confidential and non-confidential reporting options

## **V. CONTACT AND REFERRAL INFORMATION**

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

### **Massachusetts Commission Against Discrimination (MCAD)**

Boston Office:

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

Worcester Office:

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

Springfield Office:

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

New Bedford Office:

800 Purchase Street  
Room 501  
New Bedford, MA 02740

### **Massachusetts Department of Elementary and Secondary Education**

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

Federal agencies responsible for enforcing federal laws prohibiting harassment include:

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

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

US Department of Education, Office for Civil Rights (OCR),  
JF Kennedy Federal Building - Room 1875  
Boston, MA 02203  
(800) 368-1019

## **VI. LEGAL REFERENCES**

Mass. Gen. Laws. Ch. 151B

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

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

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

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

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

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

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

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

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

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

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

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

Names of the person(s) you are reporting:

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

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

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

Signature of Complainant \_\_\_\_\_ data \_\_\_\_\_

Complaint Received By: \_\_\_\_\_ data \_\_\_\_\_

Compliance Officer

