

PROPOSED CHANGES TO 2017-18 POLICIES HANDBOOK

PAGE	PROPOSED CHANGES
	<p>Change all 2016-17 to 2017-18</p> <p>Change all Quadrant Managers to <i>Managers for Instruction and School Leadership</i></p> <p>Change all Quadrant Office to Office for Instruction and School Leadership</p>
Calendar	Insert 2017-18 calendar
i	<p align="center">School Committee Mayor Joseph M. Petty - Chairman John F. Monfredo - Vice Chairman Dianna L. Biancheria Donna M. Colorio John L. Foley Molly O. McCullough Brian A. O'Connell, Esquire</p>
ii	Directory of Additional or Amended Policies – include new sections.
iii, iv	Table of contents – update as necessary
1	<p>Registration Dr. James L. Garvey Parent Information Center Change 7:30 a.m. - 4:00 p.m. to 8:30 a.m. - 4:00 p.m.</p>
4	<p>II. Procedures for Applying for a “Voluntary Transfer”</p> <p>Change the section to read as follows:</p> <ul style="list-style-type: none"> a. Applications and a policy statement are available at the Parent Information Center or the <i>Office for Instruction and School Leadership</i>: Parent Information Center: (508) 799-3194 Burncoat/South Quadrants (508) 799-3264 Doherty/North Quadrants: (508) 799-3221 *Technical Quadrant: (508) 799-3499 *Applications for Worcester Technical High School may be obtained in all secondary guidance offices or at the Technical School Admissions Office. b. The application must be filled out and returned to the appropriate office. Parent Information Center or <i>Office for Instruction and School Leadership</i> c. A written approval or denial will be sent to the home of the parent/guardian and copies will be forwarded to the principals of both the sending and receiving schools. d. A copy of the application and the approval or denial letter will be kept on file in the <i>Office for Instruction and School Leadership</i>.

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<p>4 (cont.)</p>	<p>III. Hardship Appeals Process First paragraph: change first sentence to read "If the parent/guardian disagrees with the decision of the Office for Instruction and School Leadership, an appeal must be filed before the first day of the school year. Second paragraph: revise 2nd and 3rd sentences to read: "A copy of the decision will be sent to the parent/guardian and the Office for Instruction and School Leadership. Proceedings of the Hardship Appeals Board will be recorded and maintained by personnel in the Office for Instruction and School Leadership." J-1 Non-resident Foreign Student First bullet: replace the words Quadrant Manager with Managers for Instruction and School Leadership – 2 places</p>
<p>5</p>	<p>School Choice Change section to read: The Worcester Public Schools participates in the Massachusetts School Choice program. The School Choice program allows parents to send their children to schools in communities other than the city or town in which they reside. For the 2017-18 school year, the School Committee has approved the following:</p> <ul style="list-style-type: none">• Student enrollment in the Inter-District School Choice program is based on availability• Parent/guardian is responsible for transportation to the district school• All Pre-K to Grade 12 schools participate in the program with the following exceptions:<ul style="list-style-type: none">○ Chapter 74 approved programs in the comprehensive high schools○ Chapter 74 approved programs in the Worcester Technical High School○ Alternative Pathways Programs○ Students with Limited or Interrupted Formal Education (SLIFE) Pathway Programs• Students accepted into the Inter-District School Choice program may apply for schools on the same basis as resident students, but the Intra-District Choice Plan (Voluntary Transfer) may give preference to resident students in assigning students to schools. <p>To obtain information regarding the Inter-District School Choice program, please contact the Parent Information Center at 508-799-3194 or the Office for Instruction and School Leadership at 508-799-3499.</p>

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14	<p>Nondiscrimination Equal Opportunity/Affirmative Action/Title IX ADA Title I Section 504/Chapter 622 Grievance Procedure</p> <p>Change first paragraph to read:</p> <p><i>The Worcester Public Schools is an Equal Opportunity/ Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, religion, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics or military service. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action contact the Human Resources Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.</i></p>
15	<p>Second paragraph: change the first sentence:</p> <p><i>The Worcester Public Schools pledges to encourage the equitable and prompt settlement of complaints which may be raised by any employee or applicant on a claim of discrimination based on race, color, religion, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics or military service.</i></p> <p>Change fourth paragraph to read:</p> <p><i>Your attention is called to the fact that the Worcester Public Schools, in accordance with federal and state laws, prohibits discrimination in its operations. This policy, providing equal employment and educational opportunities to all persons regardless of their race, color, religion, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics or military service will apply to all persons affiliated with the Worcester Public Schools, including students, prospective and existing personnel, contractors and suppliers of goods and services.</i></p> <p>Change sixth paragraph to read:</p> <p><i>A grievance shall be a complaint by a student, parent/ guardian, prospective employee or staff member alleging discrimination on account of race, color, religion, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics or military service</i></p>

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15	Level I, b. and c. change Quadrant Manager to Manager for Instruction and School Leadership
17	<p>Retaliatory Action The School Committee, through its Superintendent, assures that no retaliatory action will be taken against those persons who file complaints of discrimination on the basis of <i>race, color, religion, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics or military service.</i></p>
21	<p>Tolerance Eliminate section</p>
24	<p>Education of Homeless Children Delete the following sentences from paragraph 2: All students residing in a situation that meets the statutory definition of homeless are eligible for free breakfast and lunch. A free meals application must be on file for each student, but income verification is not needed if the student is classified as "homeless" on the application.</p>
25	<p>Education of Homeless Children (continued) 8. change Bertha Elena Rojas at (508) 799-3623 to <i>Maura Mahoney at (508) 799-3175</i></p>
31	<p>Legal Policies Policy on Parental Notification Relative to Sexuality Education Change the words "school year" to course in the second paragraph to read as follows: At the beginning of each course, all parents/guardians of students.....</p>
33 – 34	<p>No Child Left Behind Act of 2001 Eliminate entire section and replace with: Every Student Succeeds Act The Worcester Public Schools makes every effort to comply with the regulations and requirements of the Every Student Succeeds Act (ESSA), a federal law enacted in 2015. This legislation requires school district personnel to notify parents/guardians of a variety of issues regarding their children's education. Among them is a requirement to notify parents/guardians of students attending Title I schools of their right to know about the qualifications of the teachers and instructional assistants who work with their children. In a Title I school, parents/guardians have the right to know the professional qualifications of classroom teachers who instruct their children. ESSA allows parents/guardians to ask for certain information about a student's classroom teacher and requires that the district provide the parents/guardians with the requested information in a timely manner if a parent/guardian asks</p>

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	<p>for it. Specifically, parents/guardians have the right to ask for the following information about each of their children's classroom teachers in a Title I school:</p> <ul style="list-style-type: none"> • Whether the teacher has met the Massachusetts Department of Elementary and Secondary Education (DESE) qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. • Whether the teacher is teaching under emergency or other provisional status through which DESE qualification or licensing criteria have been waived. • Whether the teacher is teaching in the field of discipline of the certification of the teacher. • Whether any instructional assistants or other paraprofessionals provide services to your child, and, if they do, their qualifications. <p>If parents/guardians would like to receive any of this information, they must contact the principal of their child(ren)'s Title I school.</p> <p>In addition, districts are required provide to each individual parent/guardian information on the child's level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required until Title I and to notify parents/guardians in a timely manner when their child has been assigned, or has been taught four or more consecutive weeks by, a teacher who does not meet applicable DESE certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.</p> <p>At the beginning of each school year, Title I schools must notify parents/guardians of each child that the parents may request and the school will provide in a timely manner information regarding any state or school policy regarding student participation in any assessments mandated by ESSA. Information on each mandated assessment is available on the Worcester Public Schools Website.</p> <p>No later than thirty days after the beginning of the school year, each Title I school must inform parents/guardians of an English learner identified for participation or participating in a language instruction educational program of the reasons for placement; the child's level of English proficiency and academic achievement; and how the program will address the child's specific needs; and to provide parents/guardians with written guidance detailing the parental rights and options with regard to such program.</p>
<p>44</p>	<p>Athletes and Participants in School-Related Activities</p> <p>Academic Requirements</p> <p>1. insert after sentence 1:</p> <p><i>Yearlong major courses are equivalent to a Carnegie Unit which is a minimum of 1.0 credits.</i></p>
<p>48-49</p>	<p>Resolving School-Related Problems</p> <p>Under the chart delete 3. Communication and School Support Coordinator</p> <p>Under the chart change the words "Quadrant Manager's" with "<i>Managers of Instruction and School Leadership.</i>"</p> <p>Renumber the chart.</p>

<p align="center">59</p>	<p>HIV-AIDS Policy – Guidelines Last bullet update page number to reflect Administration of Medication</p>
<p align="center">63</p>	<p>Homeless Students Update page number to reflect Education of Homeless Children section</p>
<p align="center">65</p>	<p>Security Measures</p> <p>Add new language from the MASC Policy Manual under file EBC after Security Cameras in School:</p> <p>Emergency Plans Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans. The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters. The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district.</p> <p>Each Plan shall include:</p> <ol style="list-style-type: none"> 1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called. 2. A determination of EMS response times to any location on the campus. 3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support. 4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment. 5. Safety precautions to prevent injuries in classrooms and on the school campus. 6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71. 7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use. <p>The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.</p> <p>Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.</p>

<p>67</p>	<p>Student Services Child Study Department Child Study Department Services include:</p> <p>second in list: delete bilingual and monolingual after Individual and group counseling</p> <p>add to the end of the list: Delivery of schoolwide social emotional learning supports</p>
<p>69, 70</p>	<p>Section 504 (continued)</p> <p>Eliminate 504 Coordinator chart and replace with:</p> <p><i>The person responsible for Section 504 at your school is the principal. The person responsible for assuring that the district complies with Section 504 is Maura Mahoney (508) 799-3175 or MahoneyM@worc.k12.ma.us. Please contact your child’s school or Ms. Mahoney if you have any questions or concerns regarding this notice or Section 504.</i></p>
<p>72</p>	<p>Home Schooling</p> <p>Update page number to reflect the athletic eligibility guidelines.</p>
<p>80</p>	<p>Internet Safety and Accountability Use Policy</p> <p>Add the following section after Adoption:</p> <p>Children’s Online Privacy Protection Act (COPPA)</p> <p>The Worcester Public Schools utilizes a number of computer software applications and web-based services to supplement educational services provided by school-based staff. While these tools are reviewed to ensure that they provide students with effective tools for learning, the applications and services are not operated by the district but by 3rd parties. In order for students to use these programs and services, certain personal identifying information – typically the student’s name and e-mail address – must be provided to the web site/application operator.</p> <p>Under the federal Children’s Online Privacy Protection Act (COPPA), the websites/application operators must provide parent/guardian notification and obtain consent before collecting personal information from children under the age of 13. The law permits school districts to consent to the collection of personal information on behalf of its students thus eliminating the need for individual parent/guardian to consent directly to individual website/application providers.</p> <p>A list of the sites used in our classrooms with links to privacy policies and terms of service can be found on the district’s website:</p> <p>http://www.worcesterschools.org/wps-online-services</p> <p>If a parent/guardian wishes for their child to be removed from specific 3rd party services, an opt-out form can be obtained at the above website. Completed forms should be returned to the school principal.</p>

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<p>82</p>	<p>State Testing Replace third sentence in first paragraph to read as follows:</p> <p>Students must also participate in state assessments as required by the Massachusetts Education Reform Act of 1993 and the federal Every Student Succeeds Act (ESSA). Students in Grades 3-8 and 10 are required to be tested in English Language Arts and Mathematics. <i>During the spring of 2017/18, the state will be administering the “next-generation” MCAS assessment for students in grade 3-8, as was done in 2016/17. Grades 4, 5, 7 and 8 are expected to be participating in online testing, while all other grades will take a paper-pencil version. It is expected that the state will transition to computer-based testing in all grades, 3 through 10, by the spring of 2019.</i> The reader should consult the Massachusetts Department of Education web site for the most recent information: http://www.doe.mass.edu/Assess/.</p> <p>First sentence in second paragraph change 2016-17 to 2017-18.</p>
<p>83</p>	<p>District Testing Work Sampling System</p> <p>Delete entire section.</p>
<p>85</p>	<p>Graduation Course Requirements</p> <p><u>Grade 9 beginning 2013-14</u></p> <p>After 4 credits Mathematics add (<i>Effective with the graduating class of 2019, three of the four courses must include Algebra I and II, Geometry or Trigonometry</i>)</p>
<p>86</p>	<p>Graduation Course Requirements (continued)</p> <p>5. Exception Allowances add the following after b.</p> <p><i>c. Students enrolled in Career/Vocational Technical Programs may substitute foreign language courses for an additional academic elective course plus one of the following options: complete at least one full year of study of foreign language or complete a fourth year of study of Science and technology/engineering or complete on full year of study for computer science”</i></p>
<p>93</p>	<p>Title I Parent Involvement</p> <p>Change first sentence to read: It is the policy of the Worcester Public Schools to comply with the No Child Left Behind Parental Involvement Non-Regulatory Guidance (Title I, Part A, U.S. Department of Education, 2004), <i>as updated by the Every Student Succeeds Act</i>, to promote the participation...</p> <p>Second sentence: change Office of English Language Learners and Supplemental Supports to Office of English Learners.</p>
<p>Back Cover</p>	<p>4th paragraph: change 2016-17 to 2017-18</p>