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Note: Information contained in this guide is subject to change for the coming school year.
Additional information, including School Profiles, can be found on each school’s website.
Our mission in the Worcester Public Schools is to provide all students the opportunity to advance their scholarship with rigorous core curriculum and high quality instruction. This enables students to discover the expanse of their academic talents, shape the quality of their character, and develop the confidence to become conscientious, reflective citizens who are empowered to better our community and our world.

Provide a supportive, safe, and orderly learning environment that emphasizes relationships marked by respectful interactions, acceptance, inclusiveness, and our responsibility to one another.

Work collaboratively to create and sustain excellent instruction that improves students’ skills in literacy, critical thinking, collaboration and communication to prepare them for global citizenship.

Engage responsibly with families and higher education, business and community partners to develop and enhance opportunities for all students.

Enhance professional collaborative structures that promote strong, ethical leadership and scholarship.
January 2017

Delivering on High Expectations and Outstanding Results for All Students

Dear Families,

This guide was created for families who are learning about the Worcester Public Schools. Our goal is to empower families to become knowledgeable of the services and programs available and be involved in their child’s education. Research has shown that involved families ensure greater success in their child’s education. Parent involvement makes a difference.

We are pleased to provide the Family Guide as a supplement to the Policies Handbook to learn about the various schools, programs and community organizations that are available to help support your child’s education and family needs. Additional details about each school can be found at each school’s website.

This guide is also available on our website www.worcessterschools.org and at the Parent Information Center, 768 Main Street, Worcester, MA 01610.

Sincerely,

Maureen F. Binienda
Superintendent
The Worcester School Committee is the policy-making body of the Worcester Public Schools. All meetings, which are open to the public, are held in the Esther Howland South Chamber, City Hall at 7:00 PM on the first and third Thursday of each month with the exception of June, July and August when they begin at 4:00 PM. Interested citizens, who reside in Worcester, may file petitions regarding items of concern with Dr. Helen A. Friel, Assistant to the Superintendent/Clerk of the School Committee. There are also Standing Committee meetings throughout the year which are posted on the district webpage www.worcesterschools.org

Mayor Joseph M. Petty 508-799-1153
Dianna L. Biancheria 508-753-3440
Donna M. Colorio 508-450-0104
John L. Foley 508-853-3593
Molly O. McCullough 774-502-8431
John Monfredo 508-853-3444
Brian A. O’Connell, Esquire 508-792-6789
Registration Starts at the Parent Information Center (PIC)

START HERE

Worcester Public Schools
James L. Garvey Parent Information Center
768 Main Street
Worcester, MA 01610
508-799-3194

Open year round weekdays from
8:30 AM ~ 4:00 PM
INFORMATION & ASSISTANCE

Head Start
Federally funded Program
Register your child at the Head Start Office
770 Main Street
Worcester, MA 01610
508-799-3608

Preschool through Grade 6
Register your child at the
James L. Garvey Parent Information Center

Middle and High Schools
Register your child at your neighborhood school*
* English Learners, register at the Parent Information Center

Find your Quadrant/Neighborhood on the Map.
This map can be found at www.worcesterschools.org/pic

Note: Please confirm your Quadrant at the Parent Information Center 508-799-3194

English Learners Department
Summary of General Procedures

EL Determination and Enrollment

Upon enrollment, every family (PreK-12) is asked to complete a Home Language Survey in the language of their choice. If a language other than or in addition to English is reported in any of the survey questions or the prospective student is suspected to be an English Learner (EL), a test for English proficiency will be given to the student as required by law. Test findings are discussed with the parent/guardian including whether the child appears to be proficient in English or has been found to be an EL. If the prospective student meets the criteria for EL status, parents/guardians are provided with information about Sheltered English Immersion and other program options available in the district.

*Middle and High school students may register and complete the Home Language Survey at their home schools. If a language other than English appears on the form, the home school refers the family to The Parent Information Center so that the prospective student takes the English language proficiency test as required by law. Enrollment is completed as referenced above by the staff from the EL Welcome Center.

Students who meet the criteria for EL status and who score less than proficient in English on the language proficiency measure, are designated as English Learners (EL). Students are assigned a preliminary English Proficiency Level (EPL) which ranges from 1 through 5 (1= Entering, 2= Emerging, 3= developing, 4= Expanding and 5= Bridging). Students who score at the level 6 are considered proficient in English and not designated as EL. The EPL status is
updated every year based upon the student's performance on the ACCESS for EL test, an English proficiency assessment. ACCESS tests are typically administered in January and February every year.

Opt-Out from ESL Instruction

Parents/guardians may request to opt-out their child from ESL instruction. In such situations, the EL student maintains the EL designation and is still required to take the ACCESS test. Schools are still required to provide supports at the school to address the academic needs of the student. Schools are also required to monitor opt-out students every quarter. Parents are informed about their right to opt-out their child from ESL instruction at the time of enrollment. Parents can rescind their opt-out request at any time.

Discharge from Active EL Status

EL student profiles are updated at the end of every academic year with ACCESS. Students who score at Level 6 are transitioned out of the EL designation. Students who score at level 5 or above in the total composite of ACCESS and in all domains, are reviewed for the purpose of reclassification to non-EL. Level 5 students who meet this criteria, and who consistently perform ordinary work in English successfully, are transitioned to non-EL status. Reclassified students are considered Former English Learners (FEL). FEL students are no longer required to take the ACCESS test. However, these students will be monitored for four years, as required by law, to ensure their English skills are sufficient to allow them to have full access to the curriculum and meet academic demands with success. FEL students are monitored quarterly for the first two years and then twice a year for the last two years of monitoring.

For additional information or questions, please call the English Learners office at (508)799-3623 or the EL Welcome Center at the James L. Garvey Parent Information Center at 508-799-3198.
General Registration Information

Preschool, Kindergarten, Grades 1 through 6

Registrations for new students, transfers and change of addresses take place at the
James L. Garvey Parent Information Center, 768 Main Street, Worcester, MA 01610
508-799-3194
www.worcesterschools.org/pic
Open Monday – Friday year round, 8:30 AM – 4:00 PM

- Registration for the next school year begins in January.
- Preschool lottery applications are accepted January through the posted March end-date.
- Parents will receive notification by mail of the school where their child has been accepted.
- Kindergarten programs are full-day.
- To be eligible to attend kindergarten, a child must be five years old by December 31.
- School hours vary between schools. Please visit our website, worcesterschools.org, for school hours.
- All new parents/guardians must provide:
  1. Proof of Worcester residency - current utility bill, driver’s license or student proof of address verification form for those who are sharing housing or in a temporary shelter.
  2. Proof of child’s date of birth - official birth certificate.
  4. Updated Immunization Record.
  5. A physical exam is required by the state for all first time registrant’s entering preschool, kindergarten, grades 4, 7 or 9.

*Enrollment of homeless students takes place under McKinney-Vento Act guidelines.

If the parent of a new student does not have their child’s school record at the time of registration, a “Release Form” must be signed for the student records to be released from their previous school. A staff member will contact the “home” school to request all relevant records and to ensure that the school receives them within two days. No student will be exempt from attending school for more than two days from the date of the enrollment process.

Neighborhood District Schools:
Students are automatically enrolled in their neighborhood elementary school.

Quadrant and District Magnet Schools:
The Worcester Public Schools has a Voluntary Transfer Policy which allows you to enroll your child in a school outside of your neighborhood. There are a number of magnet schools that your child may attend. Acceptance into a magnet school is based on a lottery. Each magnet school focuses on specialized areas of learning. Please visit our website, worcesterschools.org or call the Parent Information Center for a list of magnet schools, and the lottery application dates.

Middle School and High School Students:
Students registering for grades 7 through 12 must be accompanied by a parent or legal guardian. Registrations are accepted at the middle or high school.

Note: All students 7-12 with potential English Learner status should complete their registration at the James L. Garvey Parent Information Center.
High Schools

High school students register at the school. All students with potential English Learner status should complete their registration at the James L. Garvey Parent Information Center.

- City-Wide Magnet School – any student may attend
- Quadrant Magnet School – student must live in that Quadrant of the city to attend
- Innovation School

<table>
<thead>
<tr>
<th>North Quadrant</th>
<th>South Quadrant</th>
<th>Doherty Quadrant</th>
<th>Burncoat Quadrant</th>
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</table>
| **North High School**  
Grades 9 - 12  
Principal:  
Lisa Dyer  
140 Harrington Way  
01604  
508-799-3370  
**Worcester**  
Technical High School ***  
Accepts students from all quadrants  
Grades 9 - 12  
Principal:  
Kyle Brenner  
1 Skyline Drive  
01605  
508-799-1940  
**South High Community School**  
Grades 9 - 12  
Principal:  
Diane Lynch  
170 Apricot Street  
01603  
508-799-3325  
**Claremont Academy**  
Grades 7 - 12  
Principal:  
Ricci Hall  
15 Claremont Street  
01610  
508-799-3077  
**University Park Campus School *****  
Grades 7 - 12  
Principal:  
Daniel St. Louis  
12 Freeland Street  
01603  
508-799-3591  
A small school working in partnership with Clark University. Enrollment is based on specific geographic location guidelines. For admission, register at University Park Campus School.  
**Doherty Memorial High School**  
Grades 9 - 12  
Principal:  
Sally Maloney  
299 Highland Street  
01602  
508-799-3270  
**Burncoat High School * **  
Grades 9 - 12  
Principal:  
William Foley  
179 Burncoat Street  
01606  
508-799-3300 |
**Middle Schools**

*Middle school students register at the school.* All students with potential English Learner status should complete their registration at the James L. Garvey Parent Information Center.

* City-Wide Magnet School – Any student may attend

** Quadrant Magnet School – Student must live in that Quadrant of the city to attend

*** Innovation School

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<th>North Quadrant</th>
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<th>Burncoat Quadrant</th>
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<tbody>
<tr>
<td>**Worcester East Middle School *****&lt;br&gt;Grades 7 – 8&lt;br&gt;Principal: Dr. Rose Dawkins&lt;br&gt;420 Grafton Street&lt;br&gt;01604&lt;br&gt;508-799-3478</td>
<td><strong>Claremont Academy</strong>&lt;br&gt;Grades 7 - 12&lt;br&gt;Principal: Ricci Hall&lt;br&gt;15 Claremont Street&lt;br&gt;01610&lt;br&gt;508-799-3077</td>
<td><strong>Forest Grove Middle School</strong>&lt;br&gt;Grades 7 - 8&lt;br&gt;Principal: Kareem Tatum&lt;br&gt;495 Grove Street&lt;br&gt;01605&lt;br&gt;508-799-3420</td>
<td>**Burncoat Middle School * **&lt;br&gt;Grades 7 - 8&lt;br&gt;Principal: Lisa Houlihan&lt;br&gt;155 Burncoat Street&lt;br&gt;01606&lt;br&gt;508-799-3390</td>
</tr>
</tbody>
</table>

**Sullivan Middle School *****<br>Grades 7 - 8<br>*Small Learning Communities<br>Principal: Dr. Josephine Robertson<br>140 Apricot Street<br>01603<br>508-799-3350

**University Park Campus School *****<br>Grades 7 - 12<br>Principal: Daniel St. Louis<br>12 Freeland Street<br>01603<br>508-799-3591

* A small school working in partnership with Clark University. Enrollment is based on specific geographic location guidelines. For admission register at University Park campus School.
Elementary Schools

Register at the Parent Information Center for ALL Elementary Schools.

* City-Wide Magnet School  ** Quadrant Magnet School  *** Innovation School

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<th>North Quadrant</th>
<th>South Quadrant</th>
<th>Doherty Quadrant</th>
<th>Burncoat Quadrant</th>
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<tbody>
<tr>
<td>Belmont Street</td>
<td>Canterbury Street Magnet Computer-Based School</td>
<td>Chandler Elementary School</td>
<td>Burncoat Street Preparatory School</td>
</tr>
<tr>
<td>Principal: Dr. Susan Hodgkins</td>
<td>Principal: Mary Sealey 129 Canterbury Street 01603 508-799-3484</td>
<td>Principal: Jessica Boss 114 Chandler Street 01609 508-799-3572</td>
<td>Principal: Debra Catamero 562 Burncoat Street 01606 508-799-3537</td>
</tr>
<tr>
<td>170 Belmont Street 01605 508-799-3588</td>
<td>** Columbus Park Preparatory Academy ** Principal: Dr. Siobhan Dennis 75 Lovell Street 01603 508-799-3490</td>
<td>** Chandler Magnet School ** Principal: Iovone Pérez 525 Chandler Street 01609 508-799-3452</td>
<td>** Clark Street Developmental Learning ** Principal: 142Fedor Dukaj 280 Clark Street 01606 508-799-3545</td>
</tr>
<tr>
<td>City View Discovery School * Principal: Yeu Kue 80 Prospect Street 01605 508-799-3670</td>
<td>** Gates Lane School of International Studies ** Principal: Ann Swenson 1238 Main Street 01603 508-799-3488</td>
<td>** Elm Park Community School ** Principal: Ellen Kelley 23 North Ashland Street 01609 508-799-3568</td>
<td>** Lincoln Street School *** Principal: Shannon Conley 549 Lincoln Street 01605 508-799-3545</td>
</tr>
<tr>
<td>Grafton Street School Principal: Tina Schirner 311 Grafton Street 01604 508-799-3477</td>
<td>** Goddard School of Science and Technology ** Principal: Dr. Karrie Allen 14 Richards Street 01603 508-799-3594</td>
<td>** Flagg Street School ** Principal: Mary Labuski 115 Flagg Street 01602 508-799-3522</td>
<td>** Francis J. McGrath Elementary School ** Principal: Paula Gibb-Severin 493 Grove Street 01605 508-799-3584</td>
</tr>
<tr>
<td>Lake View School Principal: Maureen Power 133 Coburn Avenue 01604 508-799-3536</td>
<td>** Heard Street Discovery Academy ** Principal: Thomas Brindisi 100 Heard Street 01603 508-799-3325</td>
<td>** Jacob Hiatt Magnet School ** Principal: Jyoti Datta 772 Main Street 01610 508-799-3601</td>
<td>** Norrback Avenue School ** Principal: Christina Troiano 44 Malden Street 01606 508-799-3500</td>
</tr>
<tr>
<td>Roosevelt School ** Principal: Kelly Williamson 1006 Grafton Street 01604 508-799-3482</td>
<td>** Quinsigamond School ** Principal: Debbie Mitchell 14 Blackstone River Road 01607 508-799-3502</td>
<td>** May Street School ** Principal: Luke Robert 265 May Street 01602 508-799-3520</td>
<td>** Thorndyke Road School ** Principal: Kathleen Lee 30 Thorndyke Street 01606 508-799-3550</td>
</tr>
<tr>
<td>Woodland Academy *** Principal: Patricia Padilla 93 Woodland Street 01610 508-799-3557</td>
<td>** Nelson Place School ** Principal: Monica Poitras 35 Nelson Place 01605 508-799-3506</td>
<td>** Nelson Place School ** Principal: Ellen Moynihan 300 Mower Street 01602 508-799-3596</td>
<td>** Wawecus Road School ** Principal: Joanna Lofus 20 Wawecus Road 01605 508-799-3027</td>
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Early Childhood Programs

Preschool Programs - Half-Day ONLY

www.worsterschools.org/early-childhood
Registration at the Parent Information Center

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<th>North Quadrant</th>
<th>South Quadrant</th>
<th>Doherty Quadrant</th>
<th>Burncoat Quadrant</th>
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<tr>
<td>Belmont Street Community School</td>
<td>Canterbury Street School</td>
<td>Chandler Magnet School</td>
<td>Lincoln Street School</td>
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<tr>
<td>City View Discovery School</td>
<td>Columbus Park School</td>
<td>Elm Park Community School</td>
<td>(Full-Day Only)</td>
</tr>
<tr>
<td>Grafton Street School</td>
<td>Gates Lane School of International Studies</td>
<td>Jacob Hiatt Magnet School</td>
<td>Francis J. McGrath Elementary School</td>
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<tr>
<td>Roosevelt School</td>
<td>Goddard School of Science and Technology</td>
<td>Tatnuck Magnet School</td>
<td>Norrback Avenue School</td>
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<tr>
<td>Worcester Technical High School Preschool Program</td>
<td>Quinsigamond School</td>
<td>West Tatnuck School</td>
<td>Worcester Arts Magnet School</td>
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<td></td>
<td>South High Community High School Preschool Program</td>
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<td>Vernon Hill School</td>
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<td></td>
<td>Woodland Academy</td>
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<td>(Full-Day Only)</td>
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- Preschool is available to children who will be four (4) years old by December 31.
- A half-day center-based program operates Monday – Friday, 2 1/2 hours per day.
- The program offers both morning and afternoon sessions (please see school schedule).
- Transportation is not available. (Some exceptions are made for children with disabilities).
- All children must be residents of Worcester. Proof of residency is required.
- Preschool programs follow the Worcester Public Schools school-year calendar.
- Early Childhood registration begins January 1. Lotteries take place in the spring.
- Applications are available at the Parent Information Center.

**Worcester Child Development Head Start Program** - Based on eligibility

Taylor Administration Building, 770 Main Street, Worcester, MA 01610
www.headstart.worsterschools.org / Facebook Worcester Headstart / Twitter@WorcHeadstart

**Head Start is a federally funded preschool program** that provides comprehensive services to both children and families.

**Head Start Comprehensive Services include:**
- Education
- Family Engagement
- Family Services
- Health Services
- Disability/Mental Health

**You are eligible to apply for your child if:**
- You live in the City of Worcester.
- Your child is three (3) or four (4) years of age (priority is given to four (4) year olds).
- You receive Public Assistance.
- Your child is a Foster Child.
- You are homeless.
- Your child has a documented disability.
- Your family income falls within the Income Guidelines established by the federal Government.
Program options are as follows:

**Center-Based Partial Day**
- No fee.
- Classrooms operate five (5) days a week, 9:00 AM – 12:30 PM.
- Limited transportation is available to families who meet eligibility criteria.

**Center-Based Full Day**
- Minimal fee based on family income.
- Classrooms operate five (5) days a week for families that are working, in school or job training. (Documentation is required in order for a child to be placed in a full day classroom).
- Own transportation is required.

*For additional information, please call the WPS Head Start Program Administrative Office 508-799-3608, 508-799-3254 or 508-799-3237
Open Monday through Friday, 8:30 AM – 4:30 PM
Bilingual staff available*

### Worcester Child Development Head Start Program Locations

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<th>North Quadrant</th>
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<tr>
<td>Millbury Street</td>
<td>Mill Swan Communications Center</td>
<td>Greendale School</td>
<td>133 Leeds Street</td>
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<tr>
<td>389 Millbury Street</td>
<td>337 Mill Street</td>
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### Head Start Family Income Guidelines

**POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA**

<table>
<thead>
<tr>
<th>Persons in family/household</th>
<th>Poverty guideline</th>
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<tbody>
<tr>
<td>For families/households with more than 8 persons, add $4,160 for each additional person</td>
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</tr>
<tr>
<td>1</td>
<td>$11,880</td>
</tr>
<tr>
<td>2</td>
<td>$16,020</td>
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<td>3</td>
<td>$20,160</td>
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<td>4</td>
<td>$24,300</td>
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<td>5</td>
<td>$28,440</td>
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<td>6</td>
<td>$32,580</td>
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<td>7</td>
<td>$36,730</td>
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<tr>
<td>8</td>
<td>$40,890</td>
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</table>
Programs for English Learners

The Worcester Public Schools offers Sheltered English Immersion (SEI) as the predominant program for English Learners (ELs) as required by law. The SEI program provides daily ESL instruction to students from all proficiency levels. All students also receive instruction in content areas delivered by SEI endorsed teachers so that the academic content is more comprehensible by the students. The combination of explicit instruction in English Language Development (ELD) by ESL teachers and of Sheltered Content Instruction (SCI) by SEI endorsed teachers, maximizes the academic achievement of EL students. Under this model, EL students with an entering level of English (EFL 1), are expected to reach advanced English Proficiency (EFL levels 5 or 6) within 5 to 7 years of consistent participation in SEI programs. Proficiency levels determine the amount of ESL instruction students receive per day. SEI is available at all schools in the district. In addition, other programs are offered based upon specific criteria. All programs are described below. Parents/guardians receive information about all EL programs at the time of enrollment at the James L. Garvey Parent Information Center from staff at the EL Welcome Center.

Program Services in English

**Sheltered English Immersion — SEI Elementary** *(provided at all elementary schools)*

Students receive ESL instruction delivered by an ESL certified teacher. ESL instruction provides explicit, direct and systematic instruction to learn the English Language across all linguistic domains including speaking, listening, reading and writing. The instruction is provided thorough a curriculum anchored in English Language Development (ELD) standards from the World Class Instruction Design and Assessment (WIDA) Consortium. It is aligned with the Common Core Standards. The curriculum addresses literacy acquisition and the development of academic language.

**Sheltered English Immersion — SEI Secondary** *(provided at all secondary schools)*

Students receive ESL instruction delivered by an ESL certified teacher for full periods, as a subject area. ESL classes are scheduled according to the student’s proficiency level. Level 1 and 2 students are scheduled for Language Acquisition (A or B) and Literacy Acquisition (A or B). Level 3 students are scheduled for Language Acquisition C or Literacy Acquisition C based upon their needs and skills in English. Level 4 and 5 students are scheduled for Academic Language A and B courses, Language Acquisition D or Literacy Acquisition D courses. Students are able to earn credits from these courses under the core electives category. In addition, EL students receive instruction in content areas by SEI endorsed teachers so that the academic content is accessible and comprehensible by the students.

**Dr. James A. Caradonio New Citizen Center**

The New Citizens Center (NCC) is a program for EL newcomers with significantly Limited and Interrupted Formal Education (SLIFE). Students, ages 8 through 21, are eligible when they have been in the United States for no more than three years, are in the emerging stages of English language proficiency, have received little or no formal education comparable to the public education system in Massachusetts, and have significant delays in literacy in their native language.

EL students at the NCC programs receive instruction under a full day Sheltered English Immersion model. The program provides intensive instruction in English Language Development (ELD) and in literacy acquisition. It also provides consistent instruction in numeracy and foundational concepts for Science and Social Studies. NCC programs offer individualization, flexibility, academic scaffolding, team teaching and the social-emotional supports that students require within a culturally and linguistically supportive framework. This facilitates students’ transitioning to the U.S. and to the American culture. Students transition from NCC programs to their home schools or to other appropriate programs once they achieve intermediate English proficiency skills and the necessary academic foundation to access the mainstream curriculum or pursue a high school diploma.

Worcester Public Schools offers three New Citizen Center programs:

- **NCC Primary**: Located at Clark Street Developmental Learning for students 8 through 11 years of age.
- **NCC Secondary**: Located at New Ludlow Street for students 12 through 17 years of age.
- **NCC Young Adults**: Located at the Fanning Building for students 18 up to the 22nd birthdate.
Program Services in Spanish

**Dual Language Program** – Offered at the following elementary schools, Grades K-6:

- Chandler Magnet School
- Roosevelt Elementary

The Language Acquisition Programs offered at these schools are for students whose parents are interested in having their children develop bilingual and bi-literacy skills in both English and Spanish. English and Spanish-speaking students are placed in the same classroom and are taught their subjects in both languages. Students learn culture and language from each other and develop skills that increase their social, cultural, and linguistic competency. Students typically enter the Dual Language Program in kindergarten. First and second grade candidates are considered on an individual basis and require a screening. Admission to this program requires completion of an application by the parent/guardian and a screening for the prospective student. Applications to the Dual Language Program open in the spring of each year. There is a community based informational session each spring. Acceptance decisions are made by the end of the academic year. For more information, please contact Dr. Hope Oliveras at 508-799-3452 or the EL Welcome Center at 508-799-3198.

**Spanish Transitional Bilingual Education Program**

- Chandler Magnet School, Grades K-6

The Transitional Bilingual Program (TBE) is available to EL students with Spanish as their native language who have little or no knowledge of English (EPL 1) and who are new to the United States. Bilingual teachers provide literacy and content instruction in Spanish while the students also receive ESL instruction by an ESL teacher. As the students’ English proficiency increases, the students progressively receive more English instruction until they are ready to transition to the mainstream English program. The purpose of the program is to accelerate English language acquisition through the linguistic transference of a strong native language. Parents/guardians are required to sign a waiver for the TBE program. The waiver is renewed annually should the students remain in the program.

For additional information about programs and services for English learners, please call the English Learners Department at 508-799-3098, 508-799-3198 or 508-799-3623. www.worcesterschools.org/ell-support

**Special Education, Intervention Services**

www.worcesterschools.org/special-education

Special education services are specifically designed instruction and/or related services that meet the unique educational needs of an identified student with disabilities. These services provide support to access the general curriculum so that the student can successfully develop their individual educational potential. If you are concerned that your child has a disability and it is affecting his/her ability to make progress in school, you may contact your child’s teacher or principal to inquire about additional supports or a referral for special education evaluation.

Contact Kay Seale, Manager, Special Education and Intervention Services – 508-799-3093

**Note:** A Student Support Process meeting (SSP) is recommended before a referral to special education. Many times, the issues of concern may be addressed more quickly and appropriately through the SSP. See the WPS Policy Handbook for details.

**Students with Disabilities**

If you believe that your child has a disability and may need certain accommodations or supports in order to be successful in school, please speak to the principal about whether a 504 Plan should be developed.
Voluntary Transfer Policy

After October 1, all transfer requests should be made at the student’s school through the principal.

Procedures for applying for a "Voluntary Transfer"

1. Applications and a policy statement are available at the Parent Information Center or the Office for Instruction and School Leadership at the Durkin Administration Building. Applications for Worcester Technical High School may be obtained in all secondary guidance offices or at the Worcester Technical High School Admissions Office.

2. The application must be filled out and returned to the appropriate office.
   a. Elementary (K-6) James L. Garvey Parent Information Center
   b. Secondary (7-12) Office for Instruction and School Leadership

3. A written approval or denial letter 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.

4. A copy of the application and the approval or denial letter will be kept on file in the Office for Instruction and School Leadership.

All of the documents required for registration are required for a “Voluntary Transfer” in addition to:

- Student’s records from previous school
- Transfer Form
- Transcripts
- Discipline Record
- Last Report Card

If parents have student’s previous school records with them, students will be enrolled immediately once the school Guidance Counselor has determined their class schedule.

Note: Transportation to a ‘new school’ must be provided by parent/guardian.

Hardship Appeals Process

If the parent/guardian disagrees with the Manager's decision, a maximum of two weeks will be allowed to appeal the decision in writing to the Chairperson of the Hardship Appeals Board:

Mark Berthiaume - School Choice Coordinator
768 Main Street, Worcester, MA 01610
508-799-3450

The Board will review each case referred and make timely decisions relative to the disposition of the appeal. A copy of the decision will be sent to the parent/guardian and the appropriate Manager.

NOTE: No hardship appeals are accepted after October 1 of each year.

Transportation

Worcester Public Schools Transportation Office – 508-799-3152.

Bus routes are listed by school on our website, www.worcesterschools.org

Transportation is granted to students in Kindergarten through grade 12 who reside two (2) miles or more from the school they are entitled to attend.

The Worcester Public Schools has the right to remove busing privileges from any student not adhering to the conduct policy.

For additional information about transportation policies and services, refer to the WPS Policy Handbook. The handbook is distributed to parents at the start of the school year or on entrance to the school.
Attendance Policy

Elementary Level: Kindergarten through Grade 6
- 14 or more absences per year will be considered excessive and may result in retention.
- Parents should report absences by telephone or by writing a note.

Middle and High School: Grades 7 through 12
- Students will not receive credit for a class in which he/she has more than 14 absences.
- After five (5) absences in grades 7 or 8, the principal/designee will contact the parent or guardian in writing and may request a meeting to discuss absences.
- A student who misses less than ½ of a class period will be considered dismissed. A student who is absent for more than ½ of the class will be considered absent.
- Four (4) unexcused tardies to a class in a semester will equal one (1) absence for that class.

For additional information, refer to the WPS Policy Handbook.

Early Dismissals/School Cancellations

When schools are dismissed early, all after school and evening programs are cancelled. For general information concerning delays, early dismissal and the Cancellation Policy, refer to the WPS Policy Handbook for details.

School cancellations or delays will be announced on our website at www.worcessterschools.org and on the following radio and TV stations:
- Radio Stations - WTAG 580AM, WXLO 104.5FM, WORC 1310AM (en español 5 AM – 6 AM), WCWU 93.1FM, WSRS 96.1FM, WBZ 1030AM, WCRN 830AM
- TV Stations - WHDH TV Channel 7, WCVB TV Channel 5, WBZ TV Channel 4 and WFXT Channel 25

How to Address Needs at Your Child’s School

Please follow the process outlined by the Worcester Public Schools. Proceeding to the next step if the situation is not resolved:

Other options:
If the problem is not resolved, you may access the following statewide programs that support parents and advocate for students’ individual needs:
- Parent Professional Advocacy League - Worcester Chapter 508-767-9725
- or
- Federation for Children with Special Needs 1-800-331-0688
- or
- 617-236-7210 in Massachusetts

Set-up a meeting with your child’s teacher

School Principal

Office for Instruction and School Leadership 508-799-3499

Deputy Superintendent, Sue O’Neil, Ph.D. 508-799-3018

Superintendent of Schools, Maureen Binienda 508-799-3115

School Committee 508-799-1153

School Options:
You may ask for a Student Support Team meeting at your child’s school to address any concerns related to your child.
You may choose to bring a person with you to serve as an advocate, interpreter or for support.
School-Based Health Centers

The Worcester Public Schools partners with two health providers to operate School Based Health Centers serving 13 of our schools. Health Centers are staffed by agency personnel as well as a WPS School Nurse and School Adjustment Counselor. The School-Based Health Centers provide students with necessary health care including: physicals for school, work or sports; treatment of illness; first aid; emergency care; immunization and/or health education. In order to receive services from the partner health agency at the school, parents/guardians must complete and return to school a signed enrollment form. This is available at the school. When appropriate, health insurance companies of the families will be billed. No one will be denied services if unable to pay.

SCHOOL-BASED HEALTH CARE PROVIDERS

<table>
<thead>
<tr>
<th>School</th>
<th>Health Agency Partner</th>
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</thead>
<tbody>
<tr>
<td>Burncoat High School/Burncoat Middle School</td>
<td>Edward M. Kennedy Health Center</td>
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<tr>
<td>Claremont Academy/Woodland Academy</td>
<td>Family Health Center</td>
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<tr>
<td>Doherty Memorial High School</td>
<td>Family Health Center</td>
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<tr>
<td>Elm Park Community School</td>
<td>Family Health Center</td>
</tr>
<tr>
<td>Goddard School of Science and Technology</td>
<td>Family Health Center</td>
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<tr>
<td>North High School</td>
<td>Edward M. Kennedy Health Center</td>
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<tr>
<td>South High Community School</td>
<td>Family Health Center</td>
</tr>
<tr>
<td>Sullivan Middle School</td>
<td>Family Health Center</td>
</tr>
<tr>
<td>Worcester Technical High School</td>
<td>Edward M. Kennedy Health Center</td>
</tr>
</tbody>
</table>

Agency Locations

Family Health Center - 26 Queen Street, Worcester, MA 508-860-7700
Edward M. Kennedy Health Center - 19 Tacoma Street, Worcester, MA 508-852-1805

Students with Disabilities

If you believe that your child has a disability and may need certain accommodations or supports in order to be successful in school, please speak to the principal about whether a 504 Plan should be developed.

School Nurses

Nursing Staff

Every school has a full or part time school nurse. Worcester Public Schools nurses are registered nurses who have the professional education and expertise to function in the complex systems of education and health. Contact the school nurse directly to discuss medical concerns regarding your child.

Contact: Debra McGovern, DNP, PNP-BC, RN, Coordinator of Nursing Services
Bullying Prevention and Intervention Plan

Robert F. Pezzella, Director of School Safety

Bullying Prevention Website: www.worcesterschools.org/bullying-prevention

Dedicated Email Address: reportbullying@worc.k12.ma.us

Anonymous Bullying Reporting Line: 508-799-3472

Worcester Public Schools

Worcester, Massachusetts

Office of the Superintendent

Maureen F. Binienda

Superintendent

Dr. John E. Durkin Administration Building

20 Irving Street

Worcester, Massachusetts 01609-2493

Tel. 508-799-3115

FAX 508-799-3119

biniendam@worc.k12.ma.us

January 2017

Dear Families,

The Worcester Public Schools Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyber-bullying. The Worcester Public Schools are committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying and retaliation. The district takes seriously its responsibility for the implementation of the plan to ensure that students are safeguarded from bullying.

The district is committed to providing all students with a safe learning environment that is free from in-person bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process and outstanding results for all students.

Welcoming, safe and secure schools are core principles of the Worcester Public Schools. We have a strict Code of Conduct that includes anti-bullying expectations. We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying or retaliation in the Worcester Public Schools buildings, on school grounds, or in school-related activities. We will investigate all reports and complaints of bullying, cyber-bullying, and retaliation and take immediate action to end bullying behavior and restore the target’s sense of safety. We will support this commitment in all aspects of our school community, the curriculum, instructional programs, staff development, extracurricular activities and engage parents/guardians to support bullying prevention.

For additional information and to access the district plan and incident reporting form please visit www.preventbullying.worcesterschools.org, email reportbullying@worc.k12.ma.us, or contact our School Safety Director, Robert Pezzella, at 508-799-3472.

Sincerely,

Maureen F. Binienda

Superintendent
Student Resources/Programs

AVID - Advancement Via Individual Determination

AVID is a grade 4 through 12 system to prepare students for four-year college eligibility. These students are capable of completing a college preparatory curriculum but are in need of support as they tackle the most rigorous classes that will guide them to a successful college career and beyond. The main components of AVID are academic instruction, tutorial support, organizational skills and a focus on higher order thinking skills.

www.worcessterschools.org/avid

AP – Advanced Placement

Advanced Placement courses provide students with unique learning experiences that help ensure college success. Students engage in intense discussions, solve problems collaboratively, and learn to write clearly and persuasively while developing time management skills, disciplines and study habits. Students who achieve a score of 3, 4 or 5 on the Advanced Placement Exam may earn college credit from many four-year colleges in the United States. Worcester Public Schools offers over 20 Advanced Placement courses in on-site, community-based or virtual learning settings.

www.worcessterschools.org/advanced-placement

For a wealth of additional information, visit www.collegeboard.org

Child Study Department - Academic, Social and Emotional Support

All Worcester Public Schools have a Child Study staff member assigned to the building. If you have concerns relating to social and emotional issues, you may contact Child Study staff directly at the school or at the Child Study Main Office, 508-799-3175. Each school has a Student Support Process (SSP). Consultations/assessment services are available for your child or referrals to community-based providers. School staff members, including support staff, will meet with parents and teachers to share ideas and strategies to address issues. Your child may not only receive school-based support but there are a variety of community-based services to draw from to help families address the various needs of their children and families. School Adjustment Counselors and School Psychologists will work with you to help identify and access services.

www.worcessterschools.org/child-study

Supporting Homeless Students

Under the McKinney-Vento Homeless Assistance Act (Subtitle B) students who reside in a situation that fits the legal definition of “homeless” may qualify for certain supports, services and exemptions from the usual enrollment requirements. When a family is enrolling a student or students in school or changing an address but is unable to provide the usual form of address verification, or is sharing housing with others or is temporarily sheltered in some other alternative arrangement, the family will be asked to verify the current living situation on the Student Address Verification Form. Transportation to support continuous enrollment in school may be arranged as feasible.

www.worcessterschools.org/child-study/homeless-children-education

Support for Foster Parents, Foster Children, Pre-Adoptive and Adopted Children and Families

Specialized case management services are provided to students who are in foster care and those who are homeless. One School Adjustment Counselor and a Resource Specialist, under the direction of the Child Study Department, work to increase understanding and awareness of the academic, psychological and social development needs of foster, adopted, homeless and other children at risk in the Worcester Public Schools. In addition, they provide support and intervention to foster parents and their children. They facilitate communication between the many providers, teachers and organize transportation as needed. Phone - 508-799-3394

Title I Purpose and Overview

Title I targets resources to the districts and schools with high percentages of students from low-income families. This federal grant funding may be used to support additional instructional staff, extended-time programs, and other approaches to help ensure that all students have the opportunity to obtain a high-quality education and reach proficiency on state academic standards and assessments.
Family and Community Engagement

We welcome all families to:
- Attend school activities
- Participate in parent workshops and conferences
- Become a Volunteer at your child’s school
- Join parent/teacher/community groups such as:
  - **Parent Teacher Organizations** - many schools have active parent groups. Contact your school’s principal for details.
  - **School Site Councils** - an advisory group that collaborates and assists in school improvement planning.

School Site Council consists of:
- Parent/guardian (elected position)
- Teachers or other school staff (elected position)
- A student (grade 9 -12)
- School principal
- Community organizations/partners

Parents/guardians have:
- Opportunity to shape policy decisions
- Gain understanding of the schools improvement strategies
- Focus on the interest of the school and all its students

Volunteers
The Worcester Public Schools is fortunate to have individuals from all facets of the community involved with our students and provide a wide variety of volunteer services. Volunteering is the giving of your time and talent with no financial compensation expected. Research shows that when parents are actively involved with their child’s education, there is a direct correlation to increased student achievement.

Adult Learning Center
Consider resuming your education. The Adult Learning Center is available to help with English proficiency, GED preparation/classes and basic literacy. We are one of the largest official Hi-Set exam (formerly GED) Testing Centers in Central Massachusetts.
508-799-3091   www.worcesterschools.org/adult-education

Citywide Parent Planning Advisory Council (CPPAC)
CPPAC is the parent advisory council to the Worcester Public Schools Administration and the School Committee. Made-up of parents/guardians who represent the school that their children attend. The council has two main goals:
- To create and maintain a means of communication among parents, teachers, administrators and the school committee
- To promote an environment of understanding and common purpose so that the best education may be offered to all children.

CPPAC meets the second Wednesday of each month at 7:00 PM in the Saxe Room at the Worcester Public Library. Meetings are open to the public. All parents are encouraged to participate. www.worcesterschools.org/cppac

African Community Education
African Community Education (ACE) is an organization that was established to address educational gaps that African children and their families face in the Worcester Public Schools. It strives to help recent immigrant and/or refugee children succeed in school. The center is open daily Monday - Thursday for Drop-in-Tutoring from 3:00 – 6:00 PM and on Saturdays there is program from 8:30 AM to 2:30 PM.
www.acechildren.org
Community Resources and Support

**Big Brothers Big Sisters of Central MA**
Mentoring program located at eight elementary schools in Worcester.
Contact: Melanie Perreault, 508-752-4539  www.bbbscm.org

**Central Branch YMCA**
Programs include Aquatics, Health & Wellness, Sports, Recreation, Youth Teens, Early Childhood, Camps
766 Main Street, Worcester, MA 01608. Phone: 508-755-6101.  www.ymcaworcester.org

**Central Massachusetts Housing Alliance – Worcester**
Contact 508-791-7265.  www.cmhaonline.org

**CommunityBuild**
CommunityBuild is a Collective of diverse, skilled consultants who work under the leadership of the organization’s principal, Suzanne M. Buglione. Based in Worcester, CommunityBuild engages individuals from across Central Massachusetts, bringing racial/ethnic, linguistic and experiential diversity to the work place.  57 Harrison Street, Worcester, MA 01604, Phone 508-757-6519  Suzanne M. Buglione, Principal sbuglione@communitybuild.net

**Community Healthlink, Inc.**
Youth and family services offering counseling for youngsters and parents, as well as family therapy. Previously known as the Worcester Youth Guidance Center
275 Belmont Street, Worcester, MA 01605  www.communityhealthlink.org/chl/

**Family and Community Academy of Worcester**
The Family and Community Academy of Worcester (FCA) is a partnership between several community organizations and the Worcester Public Schools. The mission and purpose of the FCA is to support parents/guardians and other caregivers in developing the skills and confidence for lifelong learning and active engagement in the development of the whole child.  www.worcesterschools.org/fca

**Friendly House**
After School programs available to youth.
Contact: Josefina Velez, Danielle Delgado, 36 Wall Street, Worcester, MA 01604. Phone: 508-755-4362
www.friendlyhousema.org

**Girls, Inc.**
Programs include aquatics, Eureka!, Teen Program, Leadership Development, Girls Basketball, Nutrition and Health, Dance, Literacy and Homework Help
Contact: Kathleen Odgren, Director, 125 Providence, Worcester, MA 01604. Phone: 508-755-6455.
www.girlsincworcester.org

**Guild of St. Agnes**
After school care, Child Care, Careers, Volunteer, Resources
405 Grove Street Worcester, MA 01605. Phone: 508-755-2238  www.guildofstagnes.org

**Homework Helps: Big Y Homework Hotline: 1-800-866-BIG-Y (2449)**
Monday - Thursday 4 PM – 7 PM during the school year. Children from Kindergarten through Grade 12 can call and ask any question. Teachers will help with assignments.

**Latino Education Institute**
Educational services for Latino students and their families. Located at Worcester State University, 537 Chandler Street, Worcester, MA 01602. Contact: Kathy Orenzo 508-798-6507  www.worcester.edu/LEI
MASS 2-11 Dial 2-1-1 or 877-211-6277

A program of the United Way of Central MA. Online access to statewide community resources for emergency food, rent, help paying your heating and utility bills, mental health counseling, health programs, public health and safety services, child care referrals, job resources, and other help for individuals, parents and families. www.unitedwaycm.org

Massachusetts Parent Information Resource Center (Mass PIRC)
Mass PIRC is a statewide organization helping families across Massachusetts learn about their rights and how to take an active, effective role in their children’s education. Mass PIRC also works with schools and districts to help design ways for schools to become places where families are welcomed and their involvement encouraged. Please visit our resource-rich web site - in English, Spanish and Portuguese at www.masspirc.org. Our Tri-lingual (English, Spanish and Portuguese) toll-free information line is 1-877-471-0980.

Parent/Professional Advocacy League, Worcester Chapter (PAL)
PAL, Massachusetts Chapter, for a family's mental health needs, is the only statewide family organization with a network of over 4,000 families working to change the Children's Mental Health System in MA. We offer information, resources and referrals to families who have children with behavioral, emotional or mental health needs. www.ppal.net
Contact: Meri Viano, PAL Statewide Regional Manager, 508-767-9725 ext. 206, mviano@ppal.net
Sandy Maclellan, PAL Lead Family Support Specialist, 508-767-9725 ext. 201 smaclellan@ppal.net

Parental Stress Line - 1-800-632-8188
Calls are anonymous and confidential. A 24-hour helpline for parents who want to talk about challenges they are having with their children. www.parentshelpingparents.org/parentalstresslinec/parental-stress-line.html

Rainbow Development Center
Non-profit childcare agency, education, family services.
10 Edward Street, Worcester, MA 01608, Phone: 508-791-6849 www.rainbow@rainbowcdc.com

Southeast Asian Coalition of Central Mass
Educational and multi-service center for Asian families. 484 Main Street, Worcester, MA 01608
Contact: Anh Sawyer 508-791-4373 www.seacma.org

Special Education Parent Advisory Council
Meetings are held the 2nd Wednesday of each month from October through May during the academic school year from 6:30 PM - 8:30 PM at: Worcester Seven Hills Family Support Center, 799 West Boylston Street.
Contact: Ana Morales, Family Support Director, 508-796-1851, amorales@sevenhills.org
Rupa Chatterjee, SPED PAC Chair, rupachatterjee2@gmail.com

Stand for Children
Stand for Children is an innovative education advocacy organization that brings parents, educators and community members together to use the power of grassroots tactics to work with elected officials and school administrators to ensure all children get the excellent public education they need to thrive. Our members are focused on securing adequate funding for public schools and reforming education policies on a state and city wide level. www.stand.org/ma

Worcester Boys & Girls Clubs of Worcester
As one of the largest youth development agencies in Central Massachusetts, we not only change lives, we save lives. We invite you to become part of our organization as a Club member, donor, or volunteer. Together we can make great things happen for our kids, and for the city of Worcester. www.bgeworcester.org

Worcester Community Action Council
For All Worcester Services – Fuel Assistance, Mental Health Providers, Housing Search, Support Group Programs and many more Community Agencies. Contact: 508-754-1176 www.wcac.net/contact.html
Worcester Community Connections affiliated with Y.O.U., Inc.
Parent-to-Parent support and help for families with everyday educational needs.
484 Main Street, Suite 200, Worcester, MA 01608
Contact: Ann Bureau 508-754-1176, ext.126  www.wcac.net/contact.html

Worcester Education Collaborative
An independent advocacy organization working to ensure that students in the Worcester Public Schools are given the opportunity to succeed at the highest possible level: to both acquire skills and knowledge to master the challenges of the 21st century and to help develop a wide variety of partnerships among families, schools, organizations and businesses that will enhance quality public education.
484 Main Street, Suite 300, Worcester, MA 01608
Contact: Dr. Jennifer Davis Carey, Executive Director - 508-757-5631 ext. 256.  www.wecollaborative.org

Worcester Educational Development Foundation, Inc. (WEDF)
WEDF was founded in 2005 for the sole purpose of supporting students and teachers in the Worcester Public Schools.
Contact: wedf@worc.k12.ma.us or 508-799-3018  worcesterschools.org/wedf or www.wedfwps.org

Worcester Family Partnership
A MA Department of Early Education and Care Grant to provide support services to families with children age’s birth to school age and their families. Opportunities include Playgroups, Gym Time, Family Recreational Activities, Support for families and many other programs.
130 Leeds Street, Worcester, MA 01606
Contact: Beth Vietze, 508-799-3136  www.worcesterschools.org/worcester-family-partnership

Worcester Youth Center
Welcome to Worcester Youth Center, a place where young people can build lasting, positive change in their lives!
Since 1994, the Worcester Youth Center has provided a safe space for education, health and recreation programs for inner city youth. The only free teen “drop-in” center with structured programs and support groups in Worcester, it serves more than 900 young people ages 14 to 24 each year, and nearly 400 are regular participants in its leadership and practical learning programs. The Center registers more the 15,000 visits a year. www.worcesteryouthcenter.org

WRAP – Worcester Refugee Assistant Program
WRAP is a network of individuals committed to assisting local refugees from Burma achieve sustainable self-reliance through mentoring, advocacy and providing material support as needed. Our primary goal is to assist our friends from Burma in attaining economic independence, establishing a true community and learning how to access services. We are an independent non-profit organization that works to complement and augment the efforts of other organizations and individuals assisting resettled refugees. www.worcesterrefugees.org/about-wrap.html

YWCA
Programs include karate lessons, dance lessons and a tumble class.
1 Salem Square, Worcester, MA 01608, 508-767-2505  www.ywcacentralmass.org

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, gender, age, religion, national origin, gender identity, marital status, sexual orientation, disability or homelessness. 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 Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.