

# Worcester Public Schools

## Student Handbook



2018—2019

**Please Note:** The form located on the back of this Handbook must be signed and returned to school.

**[www.worcesterschools.org/handbook](http://www.worcesterschools.org/handbook)**

# Worcester Public Schools Calendar 2018-2019

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	(27)	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<p style="text-align: center;"><b>2018</b></p> <p style="text-align: center;"><b>August 23, 2018 and August 24, 2018</b> Teacher/Staff Reporting</p> <p style="text-align: center;"><b>August 27, 2018-</b> First Day of School</p> <p style="text-align: center;"><b>August 30, 2018</b> First day of School for PreK-Kindergarten</p> <p style="text-align: center;"><b>September 3, 2018-</b> Labor Day</p> <p style="text-align: center;"><b>October 5, 2018 -</b> Staff Development</p> <p style="text-align: center;"><b>October 8, 2018 -</b> Columbus Day</p> <p style="text-align: center;"><b>November 12, 2018 -</b> Veterans' Day</p> <p style="text-align: center;"><b>Nov. 21, 2018 - Nov. 23, 2018 -</b> Thanksgiving</p> <p style="text-align: center;"><b>December 24, 2018 - January 1, 2019 -</b> Holiday Vacation</p>	<p style="text-align: center;"><b>2019</b></p> <p style="text-align: center;"><b>January 1, 2019 -</b> New Year's Day</p> <p style="text-align: center;"><b>January 21, 2019 -</b> Martin Luther King</p> <p style="text-align: center;"><b>February 18, 2019 -</b> Presidents' Day</p> <p style="text-align: center;"><b>Feb. 19, 2019 - Feb. 22, 2019-</b> Winter Vacation</p> <p style="text-align: center;"><b>April 15, 2019 -</b> Patriots' Day</p> <p style="text-align: center;"><b>April 16, 2019 – April 19, 2019 -</b> Spring Vacation</p> <p style="text-align: center;"><b>May 24, 2019</b> Last day of school for seniors</p> <p style="text-align: center;"><b>May 27, 2019 -</b> Memorial Day</p> <p style="text-align: center;"><b>*June 10, 2019 –</b> Last day of School</p>
---	---

= DAYS WHEN SCHOOL IS NOT IN SESSION FOR STUDENTS  
 \*Last day of school may change in response to the number of snow days used during the school year

<b>End of marking quarters:</b>	<b>November 2, 2018</b>	<b>January 18, 2019</b>	<b>April 5, 2019</b>	<b>June 10, 2019 or last day of school</b>
---------------------------------	-------------------------	-------------------------	----------------------	--

**SCHOOL COMMITTEE**

Mayor Joseph M. Petty - Chairman

John L. Foley — Vice-Chairman

Dianna L. Biancheria

Dante A. Comparetto

Molly O. McCullough

John F. Monfredo

Brian A. O'Connell, Esq.

## **SUPERINTENDENT’S MESSAGE**

The Worcester Public Schools is pleased to present the 2018-19 Policies Handbook to inform students and parents/guardians of the important policies and procedures that are in effect in our school system.

Thank you for reviewing this handbook with your child and for keeping it for future reference. Please note there have been revisions made to some of the policies and procedures from the previous year. We ask that you pay particular attention to those revisions.

Best wishes for a successful 2018-2019 school year,  
Superintendent Maureen F. Binienda

### **Policy Updates**

Gun-Free Schools Zone.....	16
Health Services for Students.....	41
Special Education.....	47
High School Graduation Requirements.....	58

## TABLE OF CONTENTS

<b>Registration</b> .....	<b>1</b>
Dr. James L. Garvey Parent Information Center .....	1
School Immunization Requirements .....	2
Registration Policy .....	3
Voluntary Controlled Transfer Policy .....	3
Policy for Non-resident Foreign Students holding J-1 Visas .....	5
School Choice .....	5
Voluntary School Uniform Policy.....	6
Students’ Dress Code Policy .....	6
Worcester Technical High School Shop and Uniform Policy .....	7
Policy Regarding Televised Broadcasts.....	7
Pledge of Allegiance and “Moment of Silence” Policy .....	7
<b>Safety and Behavior</b> .....	<b>7</b>
Internet Safety and Acceptable Use Policy .....	7
Inappropriate Network Usage .....	8
Children’s Online Privacy Protection Act (COPPA) .....	10
Science Laboratory Safety .....	10
<b>Security Measures</b> .....	<b>10</b>
Crisis Prevention and De-Escalation .....	10
Security Cameras in Schools.....	11
Emergency Plans .....	11
Student Lockers .....	12
Access to Students During School Hours.....	12
Visitors in the Schools .....	12
Use of Motor Vehicles .....	13
<b>Legal Policies</b> .....	<b>13</b>
Nondiscrimination .....	13
Sexual Harassment .....	14
Anti-hazing Law .....	15
Child Abuse.....	16
Drug-Free Schools Zones .....	16
Gun-Free Schools Zones .....	16
Education of Homeless Children .....	16
Policy on Parental Notification Relative to Sexuality Education .....	18
Annual Notice to Parents/Guardians on the Protection of Pupil Rights Amendment (PPRA) .....	19
Selective Service .....	19
Sex Offender Registry .....	19
Student Records .....	19
Every Student Succeeds Act .....	25
Due Process.....	26
<b>Code of Conduct</b> .....	<b>26</b>
School-Imposed Discipline .....	27
Disruptive Conduct .....	28
Bullying and Harassment.....	34
Athletes and Participants in School-Related Activities.....	36
Head Injuries and Concussions in Extracurricular Activities.....	37
Discipline of Students under Section 504 and ADA.....	38
Students with Disabilities Receiving Special Education Services.....	39
Resolving School-Related Problems .....	40
<b>Health Services for Students</b> .....	<b>41</b>
Wellness Policy .....	41
Overview of School Health/Nursing Services .....	41
School Health Advisory Council .....	42
Suggested Guidelines for Safe Backpack Use .....	42
Access for Pregnant Students.....	42

<b>Transportation</b> .....	<b>42</b>
Transportation Program.....	42
Busing Privileges .....	42
Transfer Students.....	44
Homeless Students .....	44
Two Mile Limit .....	44
School Bus Stops and Routing.....	44
Riding School Buses.....	44
<b>Student Services</b> .....	<b>45</b>
Social Emotional Learning.....	45
Section 504 - Americans with Disabilities Amendments Act.....	46
Special Education .....	47
Employment Information and Procedures.....	49
Home and Hospital Instruction .....	49
Home Schooling .....	50
<b>Instructional Policies</b> .....	<b>50</b>
Homework Policy .....	50
Process for Assigning Textbooks .....	52
Promotion Policy.....	52
Academic Dishonesty .....	53
Attendance Policy .....	54
Field Trip Policy .....	57
Honor Roll Policy .....	57
Standardized Testing.....	58
High School Graduation Requirements.....	58
Graduation Course Requirements.....	59
MCAS Appeals Process.....	60
Massachusetts State College and University Minimum Required Courses for Admission.....	61
Advanced Placement Policy .....	61
Class Rank Grade Point Average .....	62
College Courses for High School Students .....	62
<b>General School Issues</b> .....	<b>63</b>
Delayed School Opening/Early Dismissal/School Cancellation Policy .....	63
Policy Statement and Procedural Guidelines for Recess.....	64
<b>Parents and Community</b> .....	<b>64</b>
Parent Advisory Councils.....	64
Opportunities for Parent/Guardian Support.....	66
Volunteer Staff Regulations .....	66
Worcester Public School District Media Policy .....	67
<b>Telephone Directory</b> .....	<b>69</b>
Worcester Public School District Media Policy Sign Off.....	Inside Back Cover
Policy Handbook Sign Off .....	Back Cover
Calendar.....	Inside Front Cover
School Committee Members .....	i
Superintendent's Message.....	ii

## REGISTRATION

### **Dr. James L. Garvey Parent Information Center**

Open All Year Monday through Friday  
8:30 a.m.- 4:00 p.m.  
768 MAIN STREET  
SHATTUCK BUILDING  
JACOB HIATT COMPLEX  
Phone: (508) 799-3299, (508) 799-3068,  
(508) 799-3069, (508) 799-3194

In order to enroll a student in the Worcester Public Schools, the following documentation must be provided and verified:

Verification of:

1. Birth Certificate or Passport
2. Legal Guardianship or a responsible adult party in the household who can serve as an emergency contact.
3. Worcester residence (utility bill, lease, mortgage statement, etc.) or completed STUDENT ADDRESS VERIFICATION FORM
4. State mandated immunizations
5. If available, records from previous school

The requirement for school immunizations and records may be temporarily waived for students who qualify as homeless under the McKinney Vento Homeless Assistance Act.

### **Preschool—Grade 6**

All students (preschool through grade 6) registering for, or transferring into or within the Worcester Public Schools must do so at the Dr. James L. Garvey Parent Information Center.

The Dr. James L. Garvey Parent Information Center staff will:

- Provide information to parents/guardians regarding the student assignment policy
- Assist parents/guardians in selecting an educational environment most appropriate for their child's needs
- Assist parents/guardians in the initial stages of registration required by schools, i.e., documentation of birth and immunization, completion of Home Language Survey Forms, Medicaid eligibility, etc.
- Answer questions regarding school policies

State and federal regulations require that all schools determine the language(s) spoken in each student's home in order to identify their specific language needs. If a language other than English is spoken in the home, the district is required to do further assessment to determine whether the student is an English Language Learner and to place the student in the appropriate instructional program to support content area and language learning.

**Grades 7 – 12**

Students new to our city in grades 7-8 register at the Dr. James L. Garvey Parent Information Center. New students in grades 9-12 have the option to register at their respective high school. Potential English learners must complete registration at the Dr. James L. Garvey Parent Information Center.

Students in grades 7-12 who are transferring within the Worcester Public Schools will do so at the appropriate middle or high school based on their new address.

**Massachusetts School Immunization Requirements  
for School Year 2018-2019**

	<b>Child Care/ Pre-K</b>	<b>Kindergarten</b>	<b>Grades 1-6</b>	<b>Grades 7-12</b>
<b>Hepatitis B</b>	3 doses	3 doses	3 doses	3 doses
<b>DTap/DTP/ TD/Tdap</b>	>= 4 doses DTap/DTP	5 doses DTap/ DTP	>= 4 doses DTap/DTP or >= 3 doses TD	4 doses DTap/ DTP or >= 3 doses TD, plus 1 dose Tdap
<b>Polio</b>	>= 3 doses	4 doses	>= 3 doses	>= 3 doses
<b>Hib</b>	1 to 4 doses	N/A	N/A	N/A
<b>MMR</b>	1 dose	2 doses	2 doses	2 doses
<b>Varicella</b>	1 dose	2 doses	2 doses	2 doses

Students lacking proper documentation of required immunizations shall be excluded until proof of such immunization is provided (102 CMR 7.07 and 105 CMR 220.00). If a child cannot be immunized due to medical reasons (requires physician documentation yearly) or if a parent refuses to have a child immunized because of religious or philosophical reasons (requires a parent-signed letter yearly), the non-immunized student will be excluded from school during outbreaks of diseases for which the student is not immunized (MGL c. 111, § 3, 6, 7, 109, 110, 112 and 105 CMR 300.00).

- **Lead Screening** documentation is required of all students prior to entering Pre-K and/or kindergarten (105 CMR 460).
- **Physicals Examination** documentation is required from students entering grades K, 4, 7 and 9, and yearly for all student athletes.

An **immunization clinic** is available for students at the Dr. James L. Garvey Parent Information Center (PIC). All state-required immunizations are provided by an RN at no cost. Please refer to the WPS website for hours of operation or call the Parent Information Center at 508-799-3194.



**Registration Policy  
Elementary (K-6)**

Students in the Worcester Public Schools shall attend schools based upon neighborhood district lines. They are also eligible to attend the five citywide magnet schools based on conditions of space availability and the magnet school being in compliance with the Worcester Public Schools' Deisolation Plan. The five citywide magnet schools are: (1) Chandler Magnet School, (2) City View Discovery School, (3) Jacob Hiatt Magnet School (4) Norrback Avenue School and (5) Worcester Arts Magnet School. Elementary students residing in the North quadrant are eligible to attend the North quadrant magnet school, Roosevelt School, based on space availability. Under the Voluntary Controlled Transfer Policy, transfers are permitted to any school within that school's quadrant provided the transfer has a positive effect on the minority percentage of the school and space is available.

**Secondary (Grades 7-12)**

Depending on the school district in which the student resides, he/she can attend his/her local high school. This is based on the quadrant of residence of the student at the time of enrollment, unless special permission has been requested by the parent/guardian and approved by the District Administration to attend a different school. Attendance at Worcester Technical High School is based upon an application and selection process approved by the State Department of Education.

**Voluntary Controlled Transfer Policy**

**I. Conditions for Out-of-District Transfers**

It is the policy of the Worcester Public Schools that students shall attend schools based upon neighborhood district lines. Exceptions to this policy are allowed under the "Voluntary Controlled Transfer Policy" which permits transfers to other elementary, middle and high schools or to citywide magnet schools under the following conditions:

1. There must be space available in the receiving school.
2. Elementary, middle and high schools having a minority percentage greater than the citywide average on October 1 of each year will adhere to the following restrictions:
  - a. Minority students will not be allowed to transfer into a school which has a minority percentage greater than the citywide average on October 1 of each year.
  - b. Majority students will not be allowed to transfer out of a school except in the case where the sending school is in compliance and the receiving school is out of compliance as a result of having a minority percentage greater than 15 percentage points above the citywide minority percentage.
  - c. All students, both minority and majority, shall be eligible to attend citywide magnet schools and secondary magnet schools. In order to exercise this eligibility, the magnet school must be in compliance.
3. Elementary, middle and high schools having a minority percentage less than the citywide average on October 1 of each year will adhere to the following restrictions:

- a. Majority students will not be allowed to transfer into a school which has a minority percentage less than the citywide average on October 1 of each year.
  - b. Minority students will not be allowed to transfer out of a school except in the case where the sending school is in compliance and the receiving school is out of compliance as a result of having a minority percentage less than 15 percentage points below the citywide minority percentage.
  - c. All students, both minority and majority, shall be eligible to attend citywide magnet schools and secondary magnet schools. In order to exercise this eligibility, the magnet school must be in compliance.
4. Voluntary transfer requests will be considered for properly documented medical disabilities and other unique circumstances.
  5. Spanish Bilingual, Structured English and Special Education Programs are offered in certain schools. Any student requiring these services will be enrolled in the school that will meet his/her assessed needs.
  6. When a student changes residence and would enter grade 6, 8 or 12, he/she may finish the year in that school provided that he/she is a resident of Worcester and has received the out-of-district principal's permission to remain in that school.
  7. Students who enroll in an out of district magnet program or the Worcester Technical High School must complete the year in the out-of-district school.

## **II. 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:
  - 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.

2. The application must be filled out and returned to the appropriate office.
  - Parent Information Center or the Office for Instruction and School Leadership.
3. 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.
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.

## **III. Hardship Appeals Process**

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. A maximum of two weeks will be allowed to appeal the decision in writing to the Chairperson of the Hardship Appeals Board, Parent Information Center, 768 Main Street, Worcester, MA 01610.

The board will review each case referred to it 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 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.

### **Policy for Non-resident Foreign Students holding J-1 Visas**

#### **Admission:**

- By the first week in January each Worcester Public School high school principal will determine how many spaces are available (no fewer than three) in his/her school to accommodate the admission of non-resident foreign students whose host family resides in their district (or who otherwise obtain special permission from the Managers for Instruction and School Leadership on a space available basis) **for the following school year**. No high school principal will enroll more than three non-resident foreign students until this determination is made and forwarded to the Managers for Instruction and School Leadership.

#### **Criteria for Attendance:**

- Foreign exchange students must provide certified proof of prior academic performance from the high school(s) in his/her native country.
- Transcripts from intermediary or sponsoring agencies will not be accepted as appropriate documentation for determining past academic performance unless they bear the seal of the school and/or are presented in a sealed envelope from the school.
- Acceptance to the Worcester Public Schools will be on a one (1) year basis with the sponsoring organization or guardian required to reapply annually for continued study.
- Once admitted, the foreign student will be subject to all rules, policies, regulations and procedures as they relate to all students in the system.
- The system will provide an academic record of the foreign student's participation while a member of the system to the sponsoring organization or the parent/guardian, as required.
- Foreign students holding J-1 visas participating in this program are exempt from paying tuition.
- Award appropriate city (general) diplomas and/or school diplomas if students can demonstrate through appropriate documentation and verification that they have met the prerequisite requirements of the Worcester Public Schools.

### **School Choice**

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 2018-2019 school year, the School Committee has approved the following:

1. Student enrollment in the Inter-District School Choice program is based on availability and limited preference will be given to young siblings, if space is available.
2. Parent/guardian is responsible for transportation to the district school.

3. All Pre-K to Grade 12 schools participate in the program with the following exceptions:
  - a. Chapter 74 approved programs in the comprehensive high schools
  - b. Chapter 74 approved programs in the Worcester Technical High School
  - c. Alternative Pathways Programs
  - d. Students with Limited or Interrupted Formal Education (SLIFE) Pathway Programs
4. 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.

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.

#### **VOLUNTARY SCHOOL UNIFORM POLICY**

The School Committee approved the following Voluntary Uniform Policy:

1. Voluntary uniform policies must comply with existing School Committee policies on student attire.
2. Prior to seeking School Committee approval, a majority of the school council members and the school principal must approve the school's voluntary uniform policy. The principal forwards the request to the Clerk of the School Committee who places it on the agenda for School Committee approval which then allows the school to implement the policy.
3. There will be no disciplinary action if a student does not adhere to the voluntary uniform policy.

#### **STUDENT'S DRESS CODE POLICY**

Students' clothing shall not disrupt or distract from the school's educational process. While in school, students will wear clothing that meets the following standards:

- No hats, bandanas, scarves or sweatbands
- No bare backs
- No low cut shirts/blouses that expose cleavage
- No bare midriffs (must be able to tuck in shirts/blouses)
- No bare feet, or unsafe footwear
- No clothing that uses see-through material
- No clothing that displays words (in whatever language)/graphics that are obscene and vulgar, violent, sexist, racist and/or promote the use of illegal drugs/alcohol/tobacco
- No gang-, violence- or cult-related apparel (refer to Rule 17, policy on gang and obscene clothing)
- No droopy pants or clothing that reveals undergarments
- The length of shorts and skirts must be longer than the tip of the student's fingers when his/her extended arm is by his/her side
- No outerwear. Example: jackets/parkas/windbreakers

The school principal, having discretion to render judgments regarding what is and what is not appropriate, may, if necessary, waive these policy restrictions in religious and/or medical situations. The principal will determine what consequences should follow when a student does not comply with this policy.

#### **Worcester Technical High School Shop and Uniform Policy**

Shop instructors, with the respective department heads, have a responsibility to provide a safe shop environment for all students. All trades require specific uniforms or clothing, and adherence to workplace standards of appearance beyond the requirements for school dress described in the Worcester Technical High School Handbook. Shop instructors with the respective trade department heads identify the necessary dress as described in the Worcester Technical High School supplement. The Administration enforces these requirements.

#### **POLICY REGARDING TELEVISED BROADCASTS**

Many times Worcester Public Schools extra curricular activities and programs are broadcast on Charter Channel 191 WEA-TV and participants may be shown in these broadcasts. Re-broadcasts of all programs may be made throughout the school year at unannounced times.

#### **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

It is the policy of the Worcester Public Schools that the Pledge of Allegiance be recited and a "Moment of Silence" be observed at all levels on a daily basis.

### **SAFETY AND BEHAVIOR**

#### **INTERNET SAFETY AND ACCEPTABLE USE POLICY**

##### **Purpose**

The Worcester Public Schools recognize the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. Worcester Public Schools encourages the responsible use of computers; computer networks, including the internet; and other electronic resources in support of the mission and goals of our district.

It is the policy of the Worcester Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The Worcester Public School system certifies that its schools have adopted and are enforcing Internet safety policies as part of Protecting Children in the 21st Century Act. Children's Internet Protection Act (CIPA) as amended in the Broadband Data Improvement Act [Pub. L. No. 110.385] to include educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The district has adopted curriculum to remain in compliance with the most recent FCC Report and order FCC 11-125.

### **Terms of Agreement**

In order to use networked and Internet resources, all students and parents/guardians must sign and return the signature page as contained on the back cover of the Policies Handbook, and those under age 18 must obtain parental permission.

### **Internet Safety**

The Worcester Public Schools is in compliance with the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA). The Worcester Public Schools will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the Worcester Public Schools District network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

A third party filtering system is in place that prevents accessing web pages that are 1) obscene, 2) pornographic, or 3) deemed harmful to minors. The district will monitor the online activities of users. The staff and students are advised never to access, keep or send anything that they would not want made public. While some pages are blocked by human intervention, other sites are blocked based on an algorithm that attempts to discern inappropriate sites. Best efforts are made to make the filtering as accurate as possible given the vast number of websites on the Internet. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

Staff and students should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. The Internet is to be used for constructive educational purposes only. Drives and files may be reviewed by network administrators occasionally to maintain system integrity.

To the extent practical, steps shall be taken to promote the safety and security of users of the Worcester Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called "hacking," and other unlawful activities; and b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

### **Unacceptable Uses**

The activities listed below are not permitted. The list of activities described below is not meant to be comprehensive. The Worcester Public Schools reserves the right to make judgments both as to what constitutes inappropriate behavior and the consequences that apply.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as full name, phone number, address or identifiable photo without permission from teacher and parent or guardian

- Harassing, insulting or attacking others (cyber-bullying)
- Damaging or modifying computers, computer systems or network resources, whether physically or through use of software means such as deletion, formatting, viruses, hacking, phishing, cracking
- Attempting to bypass web content filters through proxy sites or other means
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Installing any software, shareware or freeware without Principal approval and installation by on-site contact person
- Employing the network for commercial purposes, financial gain or fraud
- The network, wired and wireless, is for educational uses only. Any non WPS device on the Worcester Public Schools network shall be used for educational purposes only. Non educational use is prohibited.

#### **Penalties**

Violation of any terms set forth in this policy may result in the loss of Worcester Public Schools computer network privileges, disciplinary action and/or appropriate legal action.

#### **Electronic Messaging Guidelines**

The Worcester Public Schools contracts with a vendor to provide emergency and informational calls, texts and emails. The Telephone Consumer Protection Act of 1991 "TCPA" (and subsequent amendments) was created to prevent consumers from receiving "robo" marketing calls from telemarketers. By signing the parent handbook, you are providing prior express consent for the school district to contact you and your family via phone, email or text message for emergency and informational purposes. If you would like to opt-out of receiving informational messages, you can do so at [www.worcesterschools.org/tcpa](http://www.worcesterschools.org/tcpa). Emergency messages will continue to be sent to the contact numbers provided, as authorized under TCPA.

Note: Worcester Public Schools' teaching staff is not contractually obligated to check email or other electronic messaging systems. Please contact your child's teacher personally to confirm whether they utilize these systems. When using email, please follow these important guidelines: Email is not confidential. Teachers will not respond via email to discuss contentious, emotional, or highly confidential issues. These issues are to be handled by phone or personal contact. Emails should be used for general information that is non-vital. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not read the message in time. A phone call should be made to make sure your message is clearly received.

#### **Adoption**

The School Committee of the Worcester Public Schools adopted this Internet Safety and Acceptable Use Policy at a public meeting following normal public notice on May 21, 2009. This amended policy was adopted by the School Committee of the Worcester Public Schools on June 5, 2014.

### **Children's Online Privacy Protection Act (COPPA)**

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 3<sup>rd</sup> 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 website/application operator.

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.

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:

<http://www.worcesterschools.org/digitalbackpack>

If a parent/guardian wishes for their child to be removed from specific 3<sup>rd</sup> party services, an opt-out form can be obtained at the above website. Completed forms should be returned to the school principal.

### **Science Laboratory Safety**

Science is taught using an inquiry based approach in the Worcester Public Schools. This can be done safely only with the cooperation of students to the teacher's directions and procedures. It is the responsibility of students to conduct themselves in an appropriate manner in the lab setting. Students are expected to:

1. Sign a safety contract which emphasizes their responsibilities in the science lab
2. Have parents/guardians co-sign the contract to alert them to these responsibilities
3. Be aware of measures to be taken should an accident occur
4. Know classroom evacuation procedures in case of an emergency
5. Use protective equipment (gloves, aprons, goggles, etc.) provided as instructed
6. Food or beverages are not permitted in the laboratory

## **SECURITY MEASURES**

### **Crisis Prevention and De-escalation (Physical Restraint)**

The Board of Education adopted new regulations on the use of physical restraint in public education programs. The regulations (603 CMR 46.00) are meant to promote safety for all students. Physical restraint shall be considered an emergency procedure of last resort and shall be used only when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Mechanical restraints, medication restraints and seclusion are prohibited in all public education programs.

The amended regulations may be found at



<http://www.doe.mass.edu/lawsregs/603cmr46.html?section=all>

### **Security Cameras in Schools**

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

### **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/staff have been trained in carrying out the plans.

The Superintendent shall review annually the safety plan with local police and fire officials. Building principals will meet all requirements for conducting fire drills and Emergency Response drills 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.

### **Student Lockers**

All lockers available to students are the property of the Worcester Public Schools. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration when deemed appropriate.

Any student assigned a locker must use a school issued lock. The administration will remove all non-school issued locks. If a locker is not used/assigned, the administration will secure it with a lock.

Students must store all cell phones, book bags, gym bags and outerwear (coats and jackets) in their lockers during the school day.

For security reasons, students will not be permitted to wear outerwear (coats and jackets) during the school day. Students will be permitted to carry backpacks made of a mesh or transparent material at the secondary level.

Any weapon, drugs or other prohibited items or substances found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code.

### **Access to Students During School Hours**

The Legal Office of the Department of Elementary and Secondary Education has supported the present policy of the Worcester Public Schools regarding permitting persons to meet with students during school hours without parental permission.

The following persons may be granted access to students during school hours:

1. The custodial parent (the parent with physical custody more than 50% of the time) or guardian or personnel or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. According to Massachusetts General Laws Chapter 71, §34H, the non-custodial parent must submit a written request to the school principal for such access. For further information, contact your child's principal.
2. A student, age 14, or upon entering grade 9, may consent to meet with an individual.
3. Certain individuals, including school personnel, police, and employees of certain state agencies may be granted access to students in the performance of their official duties. This information can be viewed at

<https://worcesterschools.org/wp-content/uploads/handbook/Access%20to%20Students%20During%20School%20Hours.pdf>

**If any court ordered restrictions exist regarding access to your child, it is imperative that you provide the WPS a copy of the order so that we can comply with the order of the court.**

### **Visitors in the Schools**

All Worcester Public Schools are posted with signs requiring that all visitors must report to the Office of the Principal. This ensures that the school administration knows who is visiting in the building, the reason for the visit, and if the timing of the visit is appropriate.

The following sign-in procedures will be adhered to upon entering a school building:

- Enter through the front door (some schools have Intercom Systems that will allow you to enter after ringing a bell and identifying yourself)
- Go immediately to the front office
- Please sign in at the register
- Affix a Visitor's Tag on a visible area of your attire
- Wait for further instructions from the school clerk or administrator on how to proceed to the respective visiting area or classroom

Any other entry into a school building by visitors will be considered trespassing. Intruders into the building are immediately asked to leave, and if they refuse to do so, local law enforcement officials are contacted for assistance. Trespassing laws will be enforced in accordance with this policy.

#### **Use of Motor Vehicles**

Students are extended the privilege of bringing automobiles to school as long as they respect the safety of others and obey these basic rules:

1. Automobiles must be parked in the assigned student parking areas.
2. Students who leave the campus in motor vehicles during the school hours without following established dismissal procedures will be suspended.
3. Idling of a motor vehicle engine in excess of 5 minutes is prohibited on school property. Violators will be fined.
4. Students must drive slowly and carefully on or near school grounds, always remembering that pedestrians have the right of way.
5. Cars may not be visited during the school day except with parincipal's approval
6. Parking privileges will be revoked or suspended for the following reasons:
  - a. Speed in excess of 15 m.p.h.
  - b. Any act endangering life or property while on school grounds.
  - c. Parking in areas other than student parking areas.
  - d. Parking privileges will not be available without an appropriate school registration and parking permit.

## **LEGAL POLICIES**

### **Nondiscrimination**

#### **Equal Opportunity/Affirmative Action/Title IX**

##### **ADA Title I Section 504/Chapter 622 Grievance Procedure**

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, handicap (disability), or sexual orientation.. The Worcester Public Schools provides equal access to a full range of general, occupational and vocational education programs. The Chief Human Resource Officer is responsible for the coordination of Title IX, Section 504 ADA, Title I and Chapter 622 in the Worcester Public Schools and will be responsible for coordinating grievance procedures, which can be viewed at

<https://worcesterschools.org/wp-content/uploads/handbook/Nondiscrimination%20Grievance%20Procedures.pdf> and by contacting your child's school. For more information relating to Equal Opportunity/Affirmative Action contact the Chief Human Resource Officer, 20 Irving Street, Worcester, MA 01609, 508-799-3020.

**Sexual Harassment Policy**

It is the policy of the Worcester Public Schools, as well as state and federal law, that sexual harassment of a student, present or prospective employee, or visitor shall not be tolerated.

**Definition**

Sexual harassment is defined as unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is either made explicitly or implicitly a term or condition of an individual's study, work or employment, in the Worcester Public Schools
2. submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual
3. such conduct has the purpose or effect of substantially interfering with the educational performance or work of an individual with reasonable sensitivity.

**Considerations**

Sexual harassment is not limited to prohibited conduct by a male toward a female, by a supervisory employee toward a non-supervisory employee or by a teacher toward a student, by a student toward a teacher, or by a student toward a student. The Worcester Public Schools' view of sexual harassment includes, but is not limited to, the following considerations:

1. A male, as well as a female, may be the victim of sexual harassment and a female, as well as a male, may be the harasser
2. The harasser does not have to be the victim's superior.
3. The victim may be the same or opposite sex as the harasser
4. The victim does not have to be the person to whom the unwelcome sexual conduct is directed; the victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts at humor or sexual harassment of one female/male may create an intimidating, hostile or offensive environment for another female/male or may unreasonably interfere with an individual's educational or work performance.
5. Sexual harassment does not depend on the victim's having suffered an educational or economic consequence as a result of the harasser's conduct.

**Violations**

Violations of this policy and of the law, if proven, may result in disciplinary action. Any person who believes that he/she has been the victim of sexual harassment may seek redress through the Worcester Public Schools' Sexual Harassment Grievance Procedures which can be viewed at <https://worcesterschools.org/wp-content/uploads/handbook/Sexual%20Harassment%20Grievance%20Procedures.pdf> and by contacting your child's school.

**ANTI-HAZING LAW (G.L. c. 269)**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$3,000.00 or by im-

prisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.00.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and Sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said Sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of Sections 17 and 18 and that such group, team or organization understands and agrees to comply with the provisions of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of

higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

#### **Child Abuse**

MGL c. 119, §§51A and 51B govern the reporting of child abuse and neglect and requires all professional school employees to report suspected cases of abuse of students to the Department of Children and Families (508-929-2000).

Worcester Public Schools' policy requires personnel to inform parents or guardians when there is an indication of a student's self-destructive behavior. The purpose of this is to alert the parents/guardians about the student's possible need for additional support and/or treatment.

Related to this requirement, a 51A report will be filed by school authorities when a parent/guardian ignores the school staff's efforts to involve the parent/guardian in a perceived need of the child requiring special education, counseling or emergency medical attention.

#### **Drug Free School Zones**

Any person who distributes or possesses with intent to distribute any controlled substance as defined by Massachusetts General Laws Chapter 94C within one thousand feet of Worcester Public Schools' property, whether or not school is in session, shall be subject to punishment by imprisonment of not less than two nor more than fifteen years. In addition, a fine of not less than one thousand or more than ten thousand dollars may be imposed but not in lieu of the mandatory minimum term of imprisonment as established by law.

#### **Gun Free School Zones MGL c.269 §10(j)**

MGL c. 269 §10(j) prohibits anyone who is not law enforcement from carrying a gun or dangerous weapon on the grounds of any school (elementary, secondary, college or university). This prohibition is applicable *regardless of whether or not an individual possesses a valid license to carry*.

#### **Education of Homeless Children**

The Worcester Public Schools complies with all requirements of the McKinney-Vento Homeless Assistance Act (Subtitle B – Education for Homeless Children and Youth) reauthorized in January, 2002 and the amendments to this act under the Every Student Succeeds Act (ESSA) of 2015. The Worcester Public Schools will:

1. Establish safeguards that protect homeless students from harassment and/or discrimination on the basis of their homelessness

2. Ensure that all children and youth will receive a free appropriate public education and are given meaningful opportunities to succeed in our schools
3. Inform parents/guardians/students of their right to appeal the district's enrollment or transportation decisions to the Commissioner of the Department of Elementary and Secondary Education or his/her designee, consistent with the Homeless Education Advisory 2003-7; McKinney-Vento Homeless Education Dispute Resolution process
4. Follow the requirements of the McKinney-Vento Act

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 member will be asked to verify the current living situation on the Student Address Verification Form so as to determine whether the student(s) is/are eligible under the McKinney-Vento Homeless Assistance Act for required supplementary supportive services and legally mandated exemptions from certain enrollment requirements. In keeping with these requirements:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing, assuming transportation arrangements are feasible and are in the best interest of the student;
2. Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;
3. Students who choose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;
4. If a homeless student arrives without records, the student will be enrolled immediately and the district's designated Homeless Education Liaison must assist the family and contact the previously attended school system to obtain the required records;
5. To the extent feasible, transportation will be provided for students in order to maintain continuity of their attendance in a single school over the course of the school year;
6. When a student is residing outside of the city due to circumstances related to homelessness (in accordance with the statutory definition of "homeless") efforts will be coordinated with the district where the student is temporarily residing to provide transportation to the school of origin if this is the preference of the parent/guardian/caregivers and student;
7. Persons living in battered person's shelters or a safe house can give school officials the Post Office Box or mailing address of the shelter office, along with verification from the shelter director that the children are residing in that facility in lieu of the street address. Transportation arrangements will be made in a manner that seeks not to disclose such shelter addresses.
8. Questions or concerns regarding issues pertaining to homeless students should be referred to the Office of Social and Emotional Learning at (508) 799-3175.

### **POLICY ON PARENTAL NOTIFICATION RELATIVE TO SEXUALITY EDUCATION**

In accordance with Massachusetts General Laws Chapter 71, Section 32A, the School Committee has adopted the following policy:

At the beginning of each course, all parents/guardians of students in the Worcester Public Schools will be notified in writing of the courses and curriculum offered that primarily involve human sexual education or human sexuality issues. The principal of each school will be responsible for sending notice(s) to the child's parents/guardians. The parental notice will include the date and time for a parent/guardian meeting to be held at the school. At the parent/guardian meeting, the school's health or biology teacher will describe the course in detail and answer questions / concerns which parents/guardians may have about course content and delivery.

At the time of enrollment, principals will give this written notice to parents/guardians of those students who enroll in school after the start of the school year.

If the school's curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before changes are implemented.

Each written notice sent to parents/guardians will include a brief description of the curriculum covered by this policy and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexuality issues, without penalty to the student's grades or academic standing. Parents/guardians who request to exempt their child can send to their child's principal a letter or the reply form attached to the parent/guardian notice. The parent/guardian should specify the course, class or school activity from which the child is to be exempted. Any student who is exempted by request of the parent/guardian under this policy will be given an alternative assignment or a directed study period for the duration of the exemption.
2. Inspect and review program instructional materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at the Worcester Public Schools' Health Education Office, 20 Irving Street, Worcester, MA (508) 799-3075 and/or the Office of Science and Technology/Engineering, 20 Irving Street, Worcester, MA (508) 799-3479.

A parent/guardian, dissatisfied with the process for notice, the access to instructional materials, or the exemption for a student under this policy will follow the Procedures for Resolving School-Related Problems as described in this Policy Handbook.

After following the school district's problem-resolution process, a parent/guardian who is still dissatisfied can write to the Massachusetts Commissioner of Education at 75 Pleasant Street, Malden, Massachusetts 02148 to request a review of the issue(s) in dispute.

### **ANNUAL NOTICE TO PARENTS/GUARDIANS ON THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Worcester Public Schools will inform parents/guardians of any student sur-



veys that their child may be asked to participate in that include questions on drug use, sexual activity, political/religious affiliations, or other personal information. All such surveys are voluntary and anonymous. A copy of the survey will be made available for review through the principal and on the Worcester Public Schools' website.

### **SELECTIVE SERVICE**

#### **Peacetime Registration Requirement of Selective Service System**

Section 3 of the Military Selective Service Act states that male U.S. citizens and aliens residing in the United States, who are between the ages of 18 and 26, are required to register in a manner prescribed by proclamation of the President. The proclamation under which registration is presently required was signed on July 2, 1980. It provides that males born on or after January 1, 1960, must register with Selective Service within 30 days of their 18th birthday.

The Every Student Succeeds Act reiterates that the various branches of the United States armed forces may have access to directory information of 11th and 12th grade high school students. However, the Family Rights to Privacy Act states that parents and guardians may deny this access if they so wish. Directory information includes your son/daughter's name, address, phone number and age. If you wish for the Worcester Public Schools NOT to divulge your child's directory information, you must make your request in writing to your child's principal.

### **SEX OFFENDER REGISTRY**

#### **Public Information**

Massachusetts has created a sex offender registry by enacting Chapter 239 of the Acts of 1996. Under this law persons convicted of certain sex offenses are required to register with the police department where the offender lives and works. The designation for any particular offender is given by the State Criminal History Systems Board. The law requires that any person requesting sex offender registry information appear in person at police headquarters to obtain sex offender registry information. For further information you may contact the Worcester Police Department at (508) 799-8651.

### **STUDENT RECORDS**

#### **The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are "eligible students."

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records. Schools may charge a fee if copies are requested.

2. To request that a school add information, comments, data or any other relevant written material to the student record. If the school decides not to amend the record, the parent or eligible student then has the right to a conference with the principal. After the conference, if the school still decides not to amend the record, the parent or eligible student has the right to appeal to the Superintendent and has a further right to appeal to the School Committee.
3. To have control over the disclosure of personal identifiable information from the education record. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - a. School officials with legitimate educational interest
  - b. Other schools to which a student is transferring
  - c. Specified officials for audit or evaluation purposes
  - d. Appropriate parties in connection with financial aid to a student
  - e. Organizations conducting certain studies for or on behalf of the school
  - f. Accrediting organizations
  - g. To comply with a judicial order or lawfully issued subpoena
  - h. Appropriate officials in cases of health and safety emergencies and
  - i. State and local authorities, within a juvenile justice system, pursuant to specific State law

FERPA allows schools to disclose, without consent, "directory" information, which is considered by the Worcester Public Schools to include student's name; honors and awards received; participation in officially recognized activities and sports; weight and height of members of athletic teams; school or program attended; enrollment status; grade level; and dates of attendance.

Parents and eligible students may request that the Worcester Public Schools not disclose directory information by contacting the Office of School and Student Performance by U.S. mail at the Durkin Administration Building, Room 202, 20 Irving Street, Worcester, MA, 01609. Additional information on FERPA may also be obtained from the U.S. Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **Regulations**

In compliance with Chapter 71, Section 34D of the General Laws of the Commonwealth of Massachusetts, the Worcester School Department is notifying the parents/guardians of public school students of its plans to gather information regarding students and their backgrounds, aptitudes and achievement in order to better meet their individual needs.

On the secondary level, students maybe be asked to complete a questionnaire which relates to identifying information, family background, interests and plans for the future. Any questions which students and/or parents/guardians feel should not be answered may be omitted. This information is necessary in order to keep school records up to date.

Any variance from the preceding plans will be made known in writing prior to implementation.

### **Types of Student Records**

The school principal or his/her designee is responsible for the privacy and security of all student records maintained in the school. The Superintendent of Schools or his/her designee is responsible for all student records that are not under the supervision of the school principal.

The student's record consists of the transcript and the temporary record, according to 603 Code of Massachusetts Regulations, Chapter 23.00. It includes all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

1. **Transcript** - Minimum administrative records necessary to reflect the student's educational progress and to operate the educational system. Data is limited to:
  - a. Name (student and parent/guardian)
  - b. Address (student and parent/guardian)
  - c. Telephone number (student and parent/guardian)
  - d. Date of birth
  - e. Course titles
  - f. Grades or equivalent
  - g. Course credit
  - h. Grade level completed
  - i. Year completed

The transcript may be destroyed sixty (60) years following the student's graduation, transfer, or withdrawal from the school system.

2. **Temporary Record** - All information in the student record not contained in the transcript which is clearly of importance to the educational process. This information may include:
  - a. Standardized test results (including MCAS results)\*
  - b. Class rank
  - c. Extracurricular activities
  - d. Evaluations
  - e. Educational plans
  - f. EP, 504, Regular Education Accommodation, Behavior Support Plans and Safety Support Plans
  - g. Student Support Process Reports
  - h. Individual Student Success Plans
  - i. Health records
  - j. Attendance

- k. Incident reports involving student suspension or the committing of criminal acts
- l. School Discipline Records

\*In accordance with Massachusetts General Laws Chapter 71, Section 87, the score of any group intelligence test shall be removed from the record of the student at the end of the school year in which the test was administered.

Section 37L of the Education Reform Act of 1993 requires that any incident report involving student suspension for the committing of criminal acts must be included in the student's record. This includes reports in which the "student" was charged with an infraction that resulted in suspension. If a student transfers to a new school system, this information must be included as part of the student record, as the new system must be provided with this information.

Teachers' notes and similar information that is not accessible to authorized school personnel or third parties are not included in the student record. Such information may be shared with the student, parent/guardian, or a temporary substitute without making the file part of the student record. However, if such information is released to authorized school personnel, it then becomes a part of the student's record. Any information added to the temporary record shall include the name, signature and position of the person entering the information, date of entry, and shall be limited to that which is relevant to the educational needs of the student.

The temporary record of each student enrolled on or after June 2002 shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/her parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation or withdrawal.

During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated or irrelevant information contained in the temporary record. The Worcester Public Schools hereby gives notice on an annual basis that temporary records are so reviewed and destroyed at the end of each school year as deemed appropriate. Parents/guardians wanting an opportunity to receive the information or a copy prior to its destruction should contact the principal by June 1st of the school year.

### **3. Access to Student Records**

The following personnel have access to students' records in the performance of their official duties:

- a. School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider who work directly with the students.
- b. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche who process information for the student's records. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- c. The Evaluation Team which evaluates children pursuant to Chapter 71B of the Massachusetts General Laws.

- d. School health personnel and local and state health department personnel in the performance of official duties.
- e. The following persons serving in a parental role shall have access to a student's records:
  - i. The custodial parent(s) (parent with physical custody)
  - ii. The student's guardian
  - iii. A person or agency legally authorized to act on behalf of or in conjunction with the student's father, mother or guardian, assuming this father, mother or guardian has physical custody.
- f. Non-custodial parents **shall not** have access to a student's records when:
  - i. The parent has been denied legal custody based on a threat to the safety of the child or to the custodial parent or
  - ii. The parent has been denied visitation or has been ordered to supervised visitation or
  - iii. The parent's access to the child or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the student information described in the statute.

Massachusetts General Laws Chapter 71 § 34H requires the non-custodial parent to submit a written request for access to the student's records to the school principal. For further information contact your child's principal.

- g. The student, if age fourteen (14) or upon entering grade nine (9).
- h. Authorized school administrative personnel may examine records for administrative reasons even if they are not providing direct service to the student.
- i. Federal, state and local education officials, and their authorized agents, as necessary, in connection with the enforcement of federal and state education laws. Personally identifiable data shall be protected and destroyed when no longer needed for enforcement purposes.
- j. Worcester Public Schools will forward student records to authorized school personnel of the school to which a student transfers or seeks to enroll [603 CMR 23.07 (4)(f)].
- k. Upon the receipt of a court order or lawfully issued subpoena, provided that the eligible student or parent/guardian is notified in reasonable time that (s)he may seek to have the process quashed, as required by Massachusetts General Laws Chapter 66A, § 2(k).
- l. The Department of Children and Families (DCF).
- m. A probation officer.
- n. A justice of any court.
- o. The Department of Youth Services (DYS).
- p. Bureau of Special Investigation on Welfare Fraud may inspect enrollment and attendance records of any student who is being investigated for welfare fraud or of any student who is the child, ward or dependent of someone who is being investigated for welfare fraud. The law prohibits the Bureau from obtaining access to academic, medical and evaluative records.
- q. Appropriate parties, including the local police department and the Department of Children and Families (DCF), in connection with a health or safety

emergency, including weapon reports, if knowledge of the information may be necessary to protect the health or safety of the student or other individuals.

- r. Schools are required by state law to "flag" or mark the student record of a child who has been reported missing, and should notify the police whenever there is an inquiry regarding the records.
  - s. In line with federal regulations a school may release a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletics teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent/guardian. This serves as Worcester Public Schools public notice of the types of information it may release. **Eligible students and parents/guardians who do not want this information disclosed to any third party must submit a written request to the principal of the school.**
4. **Access of other third parties** requires the written consent of the eligible student or parent/guardian except for the provisions specified under 23.07(4) of the regulations. When granting consent, the eligible student or parent/guardian shall have the right to designate which parts of the student's record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent/guardian and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall be released to a third party on the condition that (s)he will not permit any other third party to have access to such information without the written consent of the eligible student or parent/guardian.

**5. Amending Student Records**

The student and/or his or her parent/guardian shall have the right to add information, comments, data or any other relevant written material to the student record.

The above persons have the right to request deletion or amendment of any information contained in the student record. They shall also have the right to a conference with the principal to make objections known regarding material contained in the record.

In the event any decision of a principal is not satisfactory, the student and/or his or her parent/guardian may then appeal to the Superintendent in writing for a review of the objections. A further appeal is possible to the School Committee if the Superintendent's response is not satisfactory. A hearing shall be conducted by the School Committee within four weeks of written notice of an appeal. The student and/or parent/guardian may be represented by an advocate of his or her choosing to cross-examine witnesses and to present evidence. Written notice of the decision will be furnished to the student and/or parent/guardian.

**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. 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:

1. 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.
2. Whether the teacher is teaching under emergency or other provisional status through which DESE qualification or licensing criteria have been waived.
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether any instructional assistants or other paraprofessionals provide services to your child, and, if they do, their qualifications.

If parents/guardians would like to receive any of this information, they must contact the principal of their child(ren)'s Title I school.

In addition, districts are required to 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 under Title I.

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.

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 a program.

#### **Due Process**

The Code of Conduct of the Worcester Public Schools is administered within the framework of the United States Constitution and federal and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at

school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Worcester Public Schools adheres to the Student Discipline Laws and Regulations as set forth in MGL c. 71 §§37H, 37 H½ and 37 H ¾ and 603 CMR 53.00 et seq. which can be viewed on the district's website at <https://worcesterschools.org/wp-content/uploads/handbook/Student%20Discipline.pdf>

## CODE OF CONDUCT

### Philosophy

It is the policy of the Worcester Public Schools to ensure fair and effective disciplinary practices. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her classroom.

A key aspect of a student's education is the acquisition of social and behavioral skills, since effective learning can only occur when students obey basic rules of conduct. This means that:

1. Students have a responsibility to conduct themselves in a manner that is in the best interest of the school and its students.
2. Parents/guardians have a responsibility to develop positive attitudes toward study and behavior.
3. Teachers have a responsibility to continue behavior development through teaching and discipline in the classroom.
4. The Administration and the School Committee have a responsibility to support and maintain the enforcement of discipline within the school buildings.

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP). Such provisions will also be made, when appropriate, for students with a disability who are receiving accommodations or related services under a 504 plan.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences.

The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning.



### **School-Imposed Discipline**

**Expulsion** means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under MGL c. 71, §§37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal or his/her designee determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in MGL c. 71, §§37H or 37H½ .

**In-school suspension** means removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 CMR 53.00.

**Short-term suspension** means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Long-term suspension** means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of MGL c. 71, §37 H, or in section 37H ½ of MGL c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension under section MGL c. 71 §37H ¾ shall extend beyond the end of the school year in which such suspension is imposed.

**Other Discipline:** Demerits or detentions may be imposed for infractions of these rules at the school level. Alternative consequences may be used, as appropriate, and include the use of evidence based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Participation in clubs and activities at Worcester Public Schools and attending

school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Worcester Public Schools is limited to students who are currently enrolled in and attending Worcester Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the principal or his/her designee. If a student is suspended from an extracurricular activity, at the determination of the principal, the student may be excluded from that specific type of event involving the student's school of enrollment for the remainder of the school year. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of MGL c. 71 §37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents/guardians will be notified when a student is removed or excluded from extracurricular activities.

School discipline shall not include the right to inflict corporal punishment except that reasonable force may be used as necessary to protect other students or other persons from assault or the imminent threat of bodily injury.

School Officials may legally search a student and confiscate property provided:

1. there are reasonable grounds to suspect a search will turn up evidence tending to show that the student has violated or is violating the law or the school's rules; and
2. the search as conducted is reasonably related in scope to the circumstances that justified the search in the first place.

### **Disruptive Conduct**

Violation of any of the following rules is grounds for discipline as defined above and pertains to actions both on or off school grounds during school or school-related situations.

#### **Rule 1. – Damage or Destruction of School Property**

A student shall not steal or cause damage to school property, nor make such attempts. The Administration intends to file criminal complaints against, and seek restitution from, any student who violates this rule.

#### **Rule 2. – Damage or Destruction of Private Property, Cheating, Forgery, Plagiarism**

A student shall not steal or cause damage to private property nor make such attempts during school situations on or off school grounds or at any school-related situations including, but not limited to, travel to and from the situation. A student shall not cheat, forge or plagiarize any work submitted for academic credit or documentation.

#### **Rule 3. – Physical Assault on a School Employee**

A student shall not cause or attempt to cause physical injury to a school employee on or off the school grounds or during school situations or school-related situations including, but not limited to, travel to and from the situation. Any student who assaults any school employee or any student who assaults a principal,

teacher, instructional assistant, or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion or a long-term suspension from the school by the school principal.

**Rule 4. – Physical Assault on a Student or Other Person not Employed by the School**

A student shall not cause or attempt physical injury to another student or any other person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation.

**Rule 5. – Verbal Assault on a School Employee**

A student shall not assault verbally any school employee on or off school grounds at any school related situation including, but not limited to, travel to and from the situation. Verbal assault means defiance, insolence, rudeness, obscenity, bullying or abusive language. Abusive language shall include but not be limited to derogatory statements concerning race, sexual orientation, color, gender, age, religion, gender identity, national origin or disability.

**Rule 5A. – Threatening a School Employee**

A student shall not threaten any teacher, administrator, or other school employee or volunteer with physical harm so as to place such person in reasonable apprehension that force will be used to inflict such physical harm.

**Rule 6. – Verbal Assault on, or Threat to, a Student or Non-employee of School**

A student shall not assault verbally any person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation. Verbal assault means defiance, insolence, rudeness, obscenity, bullying or abusive language. Abusive language shall include but not be limited to derogatory statements concerning race, sexual orientation, color, gender, age, religion, gender identity, national origin or disability.

**Rule 6A. - Written Assault or Threat on a Student or Non-employee of School**

A student shall not threaten, intimidate or bully in writing, any person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation. Written threats mean any messages including e-mail, text messaging or any other cyber-related forms of communication; e.g. chat rooms.

**Rule 7. - Policy on Possession or Use of Weapons**

If any device which may be considered a weapon under this policy is distributed by a teacher, for use in the classroom, then no student receiving such a device shall be charged with an offense under Rule 7 provided the device remains in the classroom and provided the device is only used for the classroom purpose.

A student shall not possess, use, or attempt to use, any weapon on school premises or at a school related situation, including but not limited to travel to and from the situation.

In order to protect the students of the Worcester Public Schools, 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 may be subject to expulsion or a long-term suspension from the school by the principal regardless of the size of the knife.

For purposes of this policy, a dangerous “weapon” includes but is not limited to a gun (including a B.B., pellet or other replica device), knife, sling shot, blowgun, blackjack, metallic knuckles including a ring intended to be worn on more than one finger (“fused rings”) or knuckles or any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed star-like object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

This policy will be implemented according to the due process provisions of the WPS Discipline Code applicable to Regular and Special Education students.

**Rule 8. - Policy on Possession or Use of Drugs or Alcohol**

- a. Any student who distributes or possesses, with intent to distribute, any controlled substance as defined in MGL c. 94C, including, but not limited to, marijuana, cocaine, or heroin, on school premises or at a school sponsored activity, may be expelled or have a long-term suspension imposed from the Worcester Public Schools by the school principal. This applies to drug paraphernalia such as scales, grinders, pipes, electronic smoking devices and any and all instruments used for drug products.
- b. Any student who uses or possesses any controlled substance as defined in MGL c. 94C, including, but not limited to, marijuana, cocaine or heroin, or is under the influence of such a substance on school premises or at a school sponsored activity may be subject to expulsion or a long-term suspension from school by the school principal.
- c. Possession or use of alcohol on the premises of the Worcester Public Schools is forbidden. Any student who uses or possesses alcohol on school premises, or at a school sponsored activity, or is under the influence of alcohol on school premises, or a school sponsored situation, may be expelled or have a long-term suspension imposed from the Worcester Public Schools.
- d. This policy will be implemented subject to the due process provision of the Worcester Public Schools Discipline Code applicable to Regular and Special Education students. Any student charged with a violation of Rule 8 shall have the due process rights outlined in Due Process, Section III.
- e. Possession or use of drugs or controlled substances which are medically prescribed is not a violation of this policy. However, all prescribed medications will be administered to students by authorized personnel and will be kept in a secure location.

**Rule 9. - Excessive Tardiness**

A student shall not be tardy from school or class without legitimate cause.

**Rule 10. – Repeated School Violations**

A student shall not repeatedly fail to comply with directions and reasonable requests of any authorized school personnel during any period of time he/she is under school supervision.

**Rule 11. - Hazing**

A student shall not organize or participate in hazing. A student with knowledge of any hazing activity must report the incident to the school administrator.

**Rule 12. - Sounding False Alarms**

A student shall not, without reasonable cause, by outcry, bells, or otherwise cause a false alarm of fire (such action shall be reported under MGL c. 269, §13). No student shall set a fire in a school building or at a school-sponsored site or situation.

**Rule 13. - Smoking and Tobacco Products**

Smoking, possession, use, or distribution of tobacco or tobacco products, including e-cigarettes and vaping devices within school buildings, school facilities, school grounds, on school buses or at a school sponsored activity by any person are prohibited. Any student who violates this rule may be suspended.

**Rule 14. - Cell Phones, Electronic Devices, and Laser Pointing Devices**

While on school premises or at a school sponsored event during the school day, a student shall not, without expressed permission of appropriate school personnel, use any cell phone, smart phone, tablet, camera or any other type of electronic device which may potentially be disruptive of school activities or a distraction to students. Electronic devices shall include any cell phone, smart phone, tablet or anything powered by electricity and is suitable for communicating any oral, voice, audio or text messages or postings or for recording or communicating any audio, voice, picture, image or video imagery. Students are not permitted to have their cell phones or electronic devices powered while in school.

Use of such devices in violation of this rule may result in disciplinary action including, but not limited to, out-of-school suspension time. The School Administration reserves the right to confiscate cellular phones or other electronic devices when a student is believed to be violating this rule.

A student shall not use or possess a laser pointing device of any type on school premises or at a school sponsored event, unless such device is distributed by a teacher or its use is authorized by a teacher in connection with school work. Use of a laser pointing device against the face, eyes, or head of another individual may be considered a weapon for disciplinary purposes including, but not limited to, the possibility of long-term suspension.

**Enforcement and Penalties:**

This cell phone policy may be enforced by the principal, any teacher (including substitutes) or by any other school official or employee designated by the principal.

Enforcement personnel shall have the right to confiscate any cell phone or electronic device possessed or used in violation of the Code of Conduct.

Penalties for students found in violation of the policy will be as follows:

1. First offense: Student's cell phone/electronic device will be confiscated and returned to the student at the end of the school day.
2. Second and subsequent offenses: Student's cell phone/electronic device will be confiscated and returned only to the student's parents or guardians. Any such parent or guardian may, within five days of any such confiscation, request a hearing to determine the validity of the violation of the Code of Conduct and resulting confiscation of the cell phone/electronic device. In such event the principal shall designate a hearing officer who shall: 1) give the student and/or his or her parents/guardians an opportunity to present their case; 2) hear or review the incident report from the enforcing person and any other person with relevant information; and 3) provide a recommendation to the principal as to whether there is a reasonable basis to conclude that the cell phone policy of the Code of Conduct was violated by the student. Regardless of any request for a hearing, any confiscated cell phone/electronic device shall be returned to the parent/guardian at the first opportunity and shall not be dependent on the scheduling or outcome of any hearing.
3. Student committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the Worcester Public Schools Code of Conduct up to and including suspension from school.

**Rule 15. - Policy on Gangs and Obscene Clothing**

1. No student on school property or at any school sponsored function shall wear any article of clothing (including hats, bandanas, scarves and sweatbands), jewelry, emblem, badge, symbol or sign which has wording, or designs that are reasonably deemed by the school administration to be obscene, lewd or vulgar.
2. No student on school property or at any school sponsored function shall wear any article of clothing (including hats), jewelry, emblem, badge, symbol or sign, which displays, evidences or advertises alcoholic beverages, tobacco products, illegal drugs, or other controlled substances illegal under Massachusetts law.
3. No student on school property or at any school sponsored function shall wear any article of clothing (including hats), jewelry, emblem, badge, symbol or sign which the school administration reasonably deems to be evidence of membership or affiliation in any gang. As defined in this policy a "gang" is any group of two or more persons affiliated together, either formally or informally, whose purposes include the commission of illegal acts or who in concert commit illegal acts.

**Rule 16. - Students Charged with or Convicted of a Felony**

In accordance with MGL c. 71 §37 H ½ principals have the authority to suspend students charged with a felony and expel or impose a long-term suspension for students convicted or adjudicated of committing a felony if the principal or his/her designee has determined that the student's continued presence would have a substantial detrimental effect on the general welfare of the school.

Any student charged with a violation of Rules 3, 7, 8 and 18 shall have the due process rights outlined in Due Process, Section III.

**Rule 17. - Disruption of School**

1. In addition to complying with Rules 1 through 15 stated above, a student shall not use violence, force, threat, fear, passive resistance or any other conduct in order to cause the disruption or obstruction of any lawful mission, process, or function in school.
2. Students are not permitted in any area of the school building/grounds without supervision by a staff person of the WPS before, during and after normal school hours. Students are not permitted access to the school building/grounds until 30 minutes before the official start of the school day or when personnel of the Worcester Public Schools are available for supervision.

**Rule 18. - Bomb Threats**

No student shall communicate or cause to be communicated any information in any form whatsoever that a bomb or any type of explosive device is located in or on any building or property under the control of the Worcester Public Schools or is at any school sponsored situation, including but not limited to transportation provided by the Worcester Public Schools, either directly or by contracted services.

**Rule 19. - Extracurricular Activity**

A student may be excluded from extracurricular activities where his/her conduct has a harmful effect on the safety of the student or other persons or property or where his/her conduct has adverse effects on the reputation of the Worcester Public Schools.

The Worcester Public Schools recognizes that the safety and welfare of individual students and teams are a priority. Therefore, students will not engage in any acts of criminal activity such as, but not limited to, vandalism, assault and battery, sexual misconduct, hazing, plagiarism, theft or other disruptive conduct.

Students are expected to behave appropriately during all school-related activities. Detrimental actions prohibited hereunder include, but are not limited to, insubordination, fighting, taunting, negative attitude, unsportsmanlike conduct, lying, inappropriate language or gestures and all other infractions and violations of rules set forth in the Worcester Public Schools' Policies Handbook and school handbooks.

**Rule 20. - Fighting**

A student shall not engage in physical altercation with another student on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation.

**Rule 21. - Inciting a Disturbance**

A student shall not incite a disturbance on or off school grounds at any school-related activity. A student shall not organize, encourage, or participate in a disturbance of school. It can apply to one who urges or instigates others to disturb the school setting or related activity.

**Rule 22. - Leaving School without Permission**

A student shall not leave the school grounds or school-related activity without permission from the school administration.

**Rule 23. - Lab and Shop Safety**

A student shall comply with all standards of safety in a lab or shop setting. Students are expected to behave appropriately in these settings without causing any unsafe situation that may cause harm to self or others.

**Rule 24. - Bullying and Harassment**

A student shall not engage in conduct that constitutes bullying or harassment in school, at school events or activities, or outside of school if the conduct creates a hostile or disruptive environment at school.

**Bullying or Harassment**

The Worcester Public Schools prohibits any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in Worcester public school buildings, on school grounds, property adjacent to school grounds, and school-sponsored or school-related activities. Bullying, as defined in MGL c.71, § 370, is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

1. causes physical or emotional harm to the target or damage to the victim's property;
2. places the victim in reasonable fear of harm to himself or herself or of damage to his or her property;
3. creates a hostile environment at school for the victim;
4. infringes on the rights of the victim at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyber-bullying.

Worcester Public Schools recognizes that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including "race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics." The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Worcester Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age or disability.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, emails, instant messages, text messages, and Internet postings. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.



The Worcester Public Schools certifies that its schools have adopted and are enforcing a Bullying Prevention and Intervention Plan. An Anonymous Bullying Reporting Line has been established at (508) 799-3472. The entire plan can be viewed at: <http://preventbullying.worcesterschools.org>.

Consistent with the requirements of SB 2404, An Act Relative to Bullying (SECTION 1. Section 370 of chapter 71 of the MGL) in Schools, all students will receive prevention activities that are designed to create and maintain safe, disciplined and drug-free environments which would include bullying prevention.

Based on information reported to the school administrator, the administrator 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 and will engage support staff to determine subsequent steps which may include, but not be limited to, disciplinary action, a strategy for providing support services or referral to appropriate services for aggressors and targets and for appropriate family members of said students, and criminal charges may be pursued against the aggressor.

Acts of bullying can result in any one, or combination of, the following legal charges:

- Assault (GL c. 265, §13A). The act or an instance of unlawfully threatening or attempting to injure another.
- Assault & Battery (GL c. 265, §13A). An assault upon a victim that is carried out by striking the victim, knocking the victim down, or otherwise doing violence to the victim.
- Criminal Harassment (GL c. 265, §43A). Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress.
- Harassing/Annoying Phone Calls. (GL c. 269, §43A). Whoever telephones another person, or causes any person to be telephoned, repeatedly, for the sole purpose of harassing, annoying or molesting such person or his/her family, whether or not conversation ensues, or whoever telephones a person repeatedly, and uses indecent or obscene language to such a person.
- Threats (GL c. 275, §4) (GL c. 209A, §7). An expression of intention and an ability in circumstances that would justify apprehension on the part of the recipient.
- Disruption of School Assembly (GL c. 272, §40). Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose.
- Civil Rights Violation (GL c. 265, §§37, 38). No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate or interfere with, or attempt to injure, intimidate or interfere with, or oppress or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him by the constitution or laws of the Commonwealth or by the constitution or laws of the United States.
- Malicious Destruction of Property (GL c. 266, §127). Whoever destroys or injures the personal property, dwelling house or building of another.

## **Athletes and Participants in School-Related Activities**

### **General**

Athletes and participants in school-related activities shall be governed by local and state law, MIAA regulations, the Policies Handbook of the Worcester Public Schools, and rules included in the Worcester Public Schools Code of Conduct for Athletes and Participants in School-Related Activities.

### **Academic Requirements**

1. A student must secure during the last marking period preceding the contest (e.g., second quarter marks determine third quarter eligibility) a grade of 65 or above in four traditional yearlong major courses. Yearlong major courses are equivalent to a Carnegie Unit which is a minimum of 1.0 credits. In addition, a student's overall average of all yearlong courses must be a C or above.
2. A student cannot at any time represent a school unless that student is taking courses that would be the equivalent of four traditional yearlong major courses.
3. To be eligible for the fall marking period, students are required to have passed four yearlong classes with a 65 or above. In addition, a student's overall average of all yearlong courses must be a C or above. Students in grades 10, 11 or 12 are eligible for a one-time-only waiver during their high school years. The waiver is applicable if the student does not meet the C average (minimum of 70) on all yearlong courses in the previous academic year. Incoming 9th graders are exempt from academic requirement for the first quarter only.
4. Academic eligibility of all students shall be considered as official and determining only on the published date when the report cards for that ranking period are to be issued to the parents/guardians of all students.
5. Incomplete grades may not count towards eligibility.
6. A student who repeats work upon which he/she once received credit cannot count that subject a second time for eligibility.
7. A student cannot count for eligibility any subject taken during the summer, unless that subject has been previously pursued and failed.

### **Attendance**

1. A student who is absent from school will not participate in any school-related activity. This includes in-house suspensions.
2. A student must be in school for at least three (3) hours to be able to participate in any school-related activity.
3. Any student with five (5) or more unexcused absences will be excluded from the club or team for the remainder of the current sports season. A

student with ten (10) or more unexcused absences will be ineligible for any club or team for the remainder of the academic year.

#### **Head Injuries and Concussions in Extracurricular Activities**

Consistent with the requirements of Chapter 166 of the Acts of 2010, An Act Relative to Safety Regulations for School Athletic Programs:

1. At or before the start of each sport or band season, all students who plan to participate in extracurricular athletic activities shall complete and submit to the coach, athletic director, or band director a current WPS Permission Form, signed by both the student and the parent, that provides comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries.
2. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
3. The student shall not return to play unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.

All head injuries must be reported to the nursing administrative office, including those that occur outside of the school prior to the start of the sports season or physical activity. Parents must also complete the history of head injury section on the **Extracurricular Athletic Activities Permission Form**.

Additional information, including the *Post Sports-related Head Injury Medical Clearance and Authorization Form*, can be found on the Worcester Public Schools website: <https://worcesterschools.org/wp-content/uploads/handbook/HEAD%20INJURY%20MEDICAL%20CLEARANCE%20FORM.pdf>

#### **Chemical Health MIAA Rule 62**

**From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is later)**, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer", inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

If a student who violates this rule is unable to participate in interscholastic sports due to injury or academics, any penalty imposed will not take effect until that student is able to participate again. See MIAA Handbook for penalties.

**Reasonable Conduct**

The Worcester Public Schools recognizes that the safety and welfare of individual students and teams are a priority. Therefore, students will not engage in any acts of criminal activity such as, but not limited to, vandalism, assault and battery, sexual misconduct, hazing, plagiarism, theft or other disruptive conduct.

Students are also expected to behave appropriately during all school-related activities. Detrimental actions include, but are not limited to, insubordination, fighting, taunting, negative attitude, unsportsmanlike conduct, lying, and inappropriate language or gestures and all other infractions as stated in the Worcester Public Schools' Policies Handbook and school handbooks.

Recognizing the varying degrees of severity, the type of misconduct and a student's previous record of conduct, each situation will be considered individually. The principal working with the coach/advisor will determine appropriate consequences, which may include denial of participation or dismissal from the team/activity. In all cases the student will have the right to due process (Due Process, page 6).

It is also understood that spectators, including parents/guardians of all Worcester Public Schools' athletes/students, are to conduct themselves appropriately at all athletic competitions/activities, both home and away. Parents/guardians are not expected to taunt or display any inappropriate behavior to other fans, officials, coaches or players. Inappropriate behavior may lead to expulsion from the event.

**Felony Charge/Conviction**

1. Any student charged with a felony will be ineligible to participate in any school-related activities until the case has been adjudicated and the charges dismissed or reduced to a non-felony status.
2. Any student convicted of a felony and/or expelled or issued a long-term suspension from school will be ineligible to participate in any school-related activities for the duration of the expulsion or long-term suspension.

**Team Management Plan**

At the preseason meeting with the Director of Athletics, each coach will turn in a management plan outlining rules and expectations for the coming season that has been approved by the principal. This plan will be distributed to all candidates for the team.

**Discipline of Students Under Section 504 and ADA**

Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of their disability or impairment. In addition to those rights set forth in Student Handbook of the Worcester Public Schools, procedures will be implemented to comply with state and federal law and regulations regarding students with disabilities. Additional information can be found at <https://worcesterschools.org/wp-content/uploads/handbook/Discipline%20of%20Students%20Under%20Section%20504%20and%20ADA.pdf> , or you may obtain a copy from your child's school or by contacting the WPS 504 coordinator at 508-799-3175.

### **Students with Disabilities and/or Suspected Disabilities Receiving Special Education Services or 504 Plan**

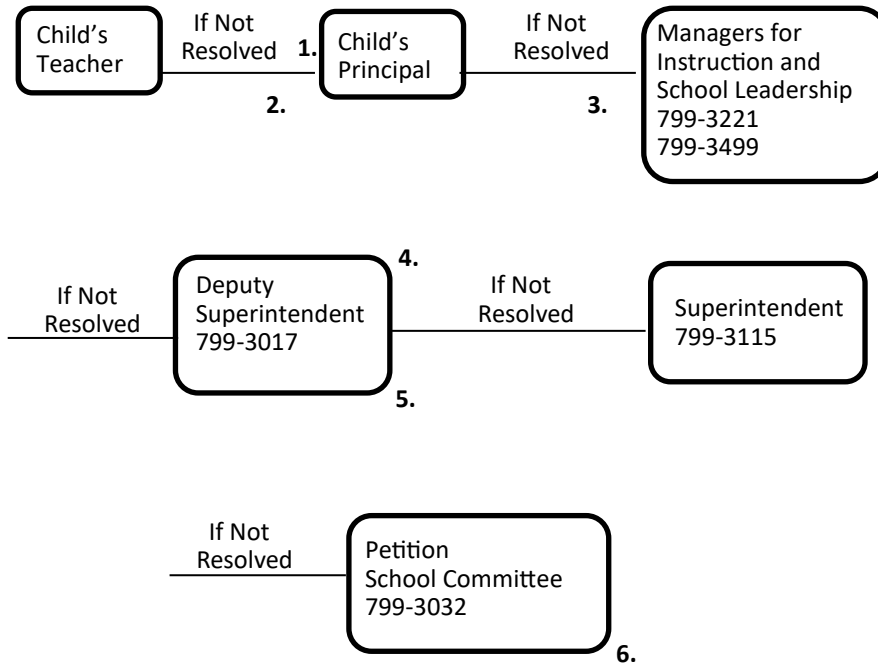
1. The principal or his/her designee will notify the Special Education Office of the suspendable offense of a student with a disability and a record will be kept in the SAGE student management system.
2. When the suspension of a student with a disability accumulates to more than ten (10) days during the school year, or there appears to be a pattern of suspensions, a Manifestation Determination meeting will be held.
  - a. If the IEP Team at the Manifestation Determination finds that there is a direct and substantial relationship between the violation of the discipline code and the student's disability or that the conduct in question was the direct result of the school's failure to implement the IEP, the student returns to school and the discipline action is revoked.
  - b. If the student's violation of the discipline code is not related directly and substantially to his/her disability or to an IEP not fully implemented, a suspension or other discipline may be imposed. The team will determine a placement in which the student will receive services during periods of suspension beyond ten (10) days, which provides access to the general curriculum and addresses his/her IEP goals.
  - c. If a student carries a weapon to school or a school function, or if the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at a school or at a school function, or inflicts serious bodily injury upon a person at school or at a school function, the district may remove the student to an interim alternate educational placement for up to forty-five (45) school days. The placement will be determined by the IEP Team.
  - d. In cases where a student's violation of the discipline code presents a danger to other students, staff, or the student himself/herself, and the parent/guardian does not accept the proposed placement, the School Committee will immediately seek court approval or an order from the Bureau of Special Education Appeals (BSEA), to suspend or exclude the student from the Worcester school premises.
  - e. Any dispute regarding the IEP will be resolved through the special education dispute resolution process. If a hearing is requested, the student may stay in his/her current placement unless the BSEA determines otherwise or the parent/guardian agrees to an alternate setting pending resolution of the dispute.

## RESOLVING SCHOOL-RELATED PROBLEMS

### Procedure

In order to resolve school-related problems, parents will follow this process:

**If a problem arises, contact:**



### Policy Regarding the Reporting of any Potential or Actual Incidents that may Impact on the Safety of Children.

Principals have been directed to provide parents/guardians with verbal and written reports of any potential or actual incidents that may impact on the safety of students.

Criteria for reporting will include the following:

1. Parents/guardians should be notified immediately by telephone of any incident which might impact safety.

2. Each verbal report will be followed up immediately by a written report which is either mailed or delivered to the parents/guardians.
3. Principals will file a dual report immediately with the appropriate Managers for Instruction and School Leadership and the School Committee.

## HEALTH SERVICES FOR STUDENTS

### Wellness Policy

#### Preamble

It is the mission of the Worcester Public Schools (WPS) Wellness Policy to enable students to become independent and self-directed learners, responsible for meeting their own health and nutritional needs as developmentally appropriate. It is the goal of the Wellness Policy to promote **all students'** physical, emotional and social well being through the coordinated efforts of all departments and services offered in the Worcester Public Schools. This model calls for a collaborative, coordinated and comprehensive approach to learning and health, and serves as the model for the WPS Wellness Policy and nursing practice.

#### OVERVIEW OF SCHOOL HEALTH/NURSING SERVICES OFFERED

A coordinated program of accessible health services will be provided to students through the leadership of the Nursing Department, in collaboration with the school Physician Consultant, various school departments, and community agencies, as applicable. The program includes communicable disease prevention and reporting, immunization compliance, health education and wellness promotion, health assessments and screenings, chronic condition (including but not limited to asthma, diabetes, life-threatening allergies, seizures, ADHD) management, counseling, community health referrals, first aid and emergency care. The school nurses collaborate and coordinate with parents and other health care providers to create an Individual Health Care Plan.

School nurses provide **mandated screenings** for students at various grade levels in accordance with MA State laws and the Division of Public Health requirements. Screenings include vision and hearing (grades K-5, 8, 10), scoliosis (grades 5-9) height, weight and BMI (grades 1, 4, 7, 10) and Screening Brief Intervention and Referral to Treatment [SBIRT] (grades 7 and 9). All students will receive a form from school for parents/ guardians to choose to opt out of one or more of these preventive screenings.

All school staff throughout the district are trained by school nurses yearly on life threatening allergy awareness education and Epi-Pen administration and basic first-aid. There are also many school staff members who are trained by the Nursing Department in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) use. Every school and outside athletic area has at minimum one AED available and at least one person trained to use it at all times.

The Nursing Administration coordinates and supports other health services available to students including oral health screenings and preventive care such as fluoride and sealant application with referral to a dentist as needed. All high-schools, Burncoat, Worcester East, and Sullivan middle schools, and Elm Park Community, Goddard School of Science and Technology, and Woodland Academy elementary schools have School-Based Health Centers (SBHC) staffed with Nurse Practitioners who can provide more advanced health assessments, diagnoses, and treatment as

indicated. Students can also receive physical examinations and immunizations if registered. The Edward Kennedy Health Center (EKHC) and the Family Health Center (FHC) of Worcester operate the SBHCs in the WPSs. Parents/guardians who are interested in this additional health service must register your child/children at the start of every school year, providing consent for treatment.

#### **School Health Advisory Council**

The School Committee recognizes the relationship between student wellness and student achievement. The purpose of the School Health Advisory Council is to recommend, review and help implement school district policies addressing school nutrition, nutrition education, physical activity and related issues that affect student health (105 CMR 215.000). The council is comprised of the Coordinator of Nursing and a variety of community agencies who work together to advocate, develop, implement, monitor, review and revise school health policy as needed/mandated.

See the WPS Nursing and Health website for the complete Wellness Policy and other health-related policies and forms or call your school nurse with any questions.

#### **Suggested Guidelines for Safe Backpack Use**

**Recommendations from the American Academy of Pediatrics for choosing the correct backpack include:**

1. Do not carry weight greater than 20% of body weight
2. Select a style that has padded shoulders and waist strap
3. Use both shoulder straps
4. Tighten the straps so the pack is close to the body
5. Distribute the weight of objects evenly in the backpack
6. Utilize all compartments
7. Pack heaviest objects close to the back with the center of gravity near the pelvis

#### **Access for Pregnant Students**

Pregnant students are encouraged to continue to attend school. Every effort will be made to see that the educational program of the student is disrupted as little as possible, that return to school after delivery is encouraged, and the every reasonable opportunity to complete high school is provided.

In accordance with Federal Law and Massachusetts Department of Elementary and Secondary Education regulations and guidance, a student who is pregnant is permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout her pregnancy. After giving birth, a student is permitted to return to the academic program in which she was enrolled and is permitted to participate in extracurricular programs.

## **TRANSPORTATION**

#### **Transportation Program**

Free transportation is granted to students in grades kindergarten through 12 who reside two (2) miles or more from the school which they are entitled to attend. **The legal obligation of the School Committee in this respect is limited to provision for transportation for elementary school children and the School Committee does have the right, if necessary, to charge for transportation or not provide transpor-**



**tation at the secondary level regardless of where students may live.**

All eligible K-12 students are expected to ride only the bus to which they are assigned both to and from school and be picked up and dropped off at their assigned bus stops. Students will be asked to walk to a common bus stop. In that situation, students in grades K-6 should be accompanied to the stop by a parent or guardian. The safety responsibility for escorting a child to and from the bus stop shall rest with the parents or guardians of the student involved.

Parents or guardians of students are responsible for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus – and only at that time – does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. It is the responsibility of the parent/guardian to escort the child to and from the bus stop where there are no sidewalks, where sidewalks are only on one side, where the bus stop is on the opposite side of the street, or where the parent/guardian has other traffic concerns.

It is also expected that all students will be outside at the bus stop TEN minutes before the bus arrives. Bus drivers have been instructed NOT TO STOP if no child is waiting. Students should be visible and not in cars, stores or otherwise not easily seen by the school bus driver. For safety reasons, it is most important that a parent or guardian be at the bus stop to receive the homecoming child.

Students in kindergarten who are transported will receive an identification tag at their school to ensure that they are not discharged from the school bus without a parent/guardian being present. Students not released from the school bus because no parent/guardian is present will be taken to the Quinsigamond School, 14 Blackstone River Road (508) 799-3502 to be picked up by a parent or guardian.

Students who are assigned a school bus pass through their secondary school are expected to carry the pass with them at all times when riding the school bus and to display it to the driver for inspection, if requested. Only students with valid passes will be permitted to ride the school bus.

Transportation eligibility is based solely on the student's home address and is only for the transportation between the student's home bus stop and the school he/she attends.

Additionally, transportation shall be provided at city expense for children whose Individualized Education Plan (IEP) requires such transportation.

Free transportation will be provided when the presence of long-term heavy construction projects on the prescribed routes creates a hazard. This would apply only for the duration of the project.

**Busing Privileges**

In view of the fact that a school bus is an extension of the classroom, the Worcester Public Schools shall require each student to conduct himself/herself in a manner consistent with the Code of Conduct and Safety and Behavior Rules for Pupils Riding School Buses as stated in the student handbook. School bus drivers have the authority and the responsibility to maintain good order while operating the bus. Additionally, bus drivers are instructed to inform the building principal about any student misconduct that creates an annoyance or distraction while driving. The building principal will inform the parents/guardians of the misconduct and request

their cooperation in monitoring the child's behavior. Any student who becomes a disciplinary problem on the school bus may have riding privileges suspended on a temporary or permanent basis. In such cases, the parents/guardians of the child involved become responsible for seeing that the child gets to and from school safely.

Worcester Public Schools' school buses may be equipped with cameras to create a video and audio record of each trip. This video and/or audio may be used to assist the school principal in determining what discipline, if any, is appropriate in cases of reported violations of safe riding practices. It may also be used as a tool to teach and reinforce safe riding practices for all students.

As always, safety is of primary importance. At the bus stops and on the school bus, students are expected to be well behaved and cooperative at all times.

#### **Transfer Students**

Transportation will be provided to transfer students only if their transfers have a positive effect on the state approved deisolation plan.

#### **Homeless Students**

Refer to transportation services described on page 16 under Education of Homeless Children.

#### **Two Mile Limit**

The two-mile measurement is the shortest vehicular route between the nearest walkway or driveway to the student's residence and the nearest walkway or gateway leading to the front door of the school. Mileage will NOT be calculated to or from a daycare provider.

#### **School Bus Stops and Routing**

Students will walk to a common bus stop. Bus stops will be set up, approved, and verified by the Worcester Public Schools Transportation Department only. Students are not entitled to street-to-street or door-to-door pickup or delivery. All stops will be at corners, whenever possible, to make them fair and consistent for all. All requests for additions or changes of school bus stops must be made through the student's school principal or designee. Parents or guardians are responsible to ensure that their child is at the correct bus stop. Any child standing at unauthorized locations, or bus stops not assigned by the Transportation Department, will not be picked up. Do not assume bus stops are in the same location as the previous year, as they may change due to student location and population. School bus drivers are not permitted to make changes, additions or deletions of any bus stops. While the law requires school departments to furnish transportation to those students falling within the state's guidelines, it does not relieve the parent or guardian of the responsibility of supervision of the child until the child boards the bus in the morning and after the child leaves the bus at the end of the day. Once a child boards the bus, only at that time does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the bus stop at the close of the school day.

#### **Riding School Buses**

The following safety and behavior rules for pupils riding school buses are pub-

lished as a guideline for students entitled to transportation by the Worcester Public Schools. A breach of these rules may result in loss of busing privileges.

1. Only pupils and school personnel assigned to the bus shall be allowed to ride in a school bus unless permission is granted by the Director of Transportation.
2. Students should be at the pick-up point at the time designated and prepared to get on the bus with the least possible delay in order to keep the bus on schedule.
3. While at a bus pick-up point, students must:
  - Conduct themselves in an orderly manner
  - Stay out of the street
  - Respect nearby private property rights
  - Remain at least eight (8) feet from the bus when it stops to pick up, and move toward the bus only when the door opens
4. Students should ride only the bus to which they are regularly assigned.
5. Students should take seats promptly after boarding the bus and remain in their seats while the bus is in motion.
6. Students shall not open or close windows or emergency doors except when asked to do so by the driver or the bus monitor. Students must keep arms and heads inside the bus.
7. While a passenger on a bus, a student must not:
  - a. Smoke
  - b. Throw any objects on the bus or out the windows
  - c. Disturb the driver or other students
  - d. Litter
  - e. Make loud or unnecessary noises
  - f. Eat food or drink
  - g. Transport items which may endanger the health or safety of any other passengers
  - h. Damage or deface any part of the bus
8. Students must remain quiet when approaching a railroad crossing.
9. Students who exit from the bus should pass ten (10) feet in front of the bus and look in both directions before crossing.
10. In the event of a road emergency, students are to remain on the bus unless requested to leave by the driver of the bus.
11. After exiting the bus, students should enter the school directly for safety purposes.
12. A student who has been issued an identification card by school authorities should carry such card with him/her at all times and show it when requested.
13. Bus drivers/monitors must report violations of the above rules and regulations to the school official on Bus Conduct Forms. Riding the bus is a privilege that can be denied temporarily or permanently when the student's behavior warrants it.

## **STUDENT SERVICES**

### **Social Emotional Learning**

The Social Emotion Learning Department consists of School Psychologists and School Adjustment Counselors who assist students, referred as a result of academic, social or behavioral difficulties. **A referral to the Social Emotional Learning Department does not constitute a referral for a Special Education Team Evaluation.**

Child Study Department services include:

- Collaborative consultation with teachers
- Individual and group counseling
- Individual assessments
- Collaboration with community agencies
- Referral and case management services
- Parent Consultation and Support and referral to appropriate community-based resources
- Supervision of attendance
- Mediation
- Participation in SSP and 504 committees as requested by building principal
- Risk assessments
- Crisis intervention and stabilization services
- Specialized case management, service coordination and support for students in the care of DCF and for homeless students
- Coordination, training and support of the district's PBIS initiative
- Delivery of schoolwide social emotional learning supports

#### **Section 504 - Americans with Disabilities Amendments Act**

It is the policy of the Worcester Public Schools to comply with Section 504 of the Americans with Disabilities Amendments Act (ADAA, 2008) in all aspects of its programming, including both academic and extra-curricular activities and programs.

The Rehabilitation Acts of 1973, also known as "Section 504," is a non-discrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination by institutions that receive federal funding and to assure that qualified disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

An eligible student under Section 504 is a student who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities
2. has a record of such an impairment
3. is regarded as having such an impairment

Major life activities include but are not limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Under the ADA Amendments Act, whether an impairment substantially limits a major life activity is to be determined without reference to the ameliorative effects of mitigating measures. This means that the school cannot consider the ameliorative effect of mitigating measures — with the exception of eyeglasses and contact lenses — in determining whether someone has a qualifying disability.

### **Eligibility**

If you believe that your child may qualify for a 504 accommodation plan in order to access programs or activities in the Worcester Public Schools, please notify the Principal at your child's school. If you have medical or other documentation about the disabling condition it is helpful to bring this to the Principal, although a medical diagnosis is not required. The Principal or their designated 504 coordinator for the school will review the concerns and gather data from teachers, school nurses, parents or others working with your child. This information will assist the 504 committee to determine how and whether your child's impairment substantially limits a major life activity. Specialists at the school may be consulted. If an assessment by a specialist is needed you will be asked for written consent to complete these at school at no charge to you. When relevant data and information has been collected, the 504 committee will meet with you to determine the student's eligibility under Section 504 and to develop a plan of appropriate accommodations for your child. If it is determined that your child is not eligible, you will be provided this decision in writing and receive information concerning your procedural rights.

### **Who Might be Eligible Under Section 504?**

Students may be eligible for accommodations or related services for a variety of reasons. Following are examples of students who may be eligible under Section 504 depending on the degree to which the disability interferes significantly with a major life activity:

- a student who has a hearing impairment
- a student who has exercise-induced asthma
- a student diagnosed with ADD/ADHD
- a student with juvenile rheumatoid arthritis
- a student with Crohn's disease

### **School Districts Must**

Conduct an evaluation of any student who, because of a disability, needs or is believed to need special education or related services in order to access all learning activities in a manner comparable to that of non-disabled same age peers. The evaluation will consist of the collection and analysis of data relevant to the impact of the disability on the student's functional access to curriculum, learning, social and enrichment opportunities that comprise the educational program.

Additionally, the Worcester Public Schools must "undertake to identify and locate every qualified handicapped person between the ages of 3 and 22 residing in the district who is not receiving a public education" 34 CFR 104.32 (a). In addition, the Worcester Public Schools must take appropriate steps to notify students with disabilities and their parents or guardians about this child find duty 34 CFR 104.32 (b). Written notice of Parent Rights under Section 504 may be requested at your child's school or accessed through the Worcester Public Schools website:

<https://worcesterschools.org/wp-content/uploads/handbook/Section%20504%20Parents%20Rights%20Notice.pdf>

The person responsible for Section 504 at your school is the principal. Please contact your child's school or the Office of Social and Emotional Learning at 508-799-3175 if you have any questions or concerns regarding this notice or Section 504.

### **Special Education**

The mission of the Special Education Department is to provide support, technical assistance and service to schools, staff, students, families and community stakeholders as we work collaboratively to promote safe schools to maximize educational outcomes for students with disabilities. Through our efforts we are committed to partnering with families and schools to ensure the fidelity of specialized instruction, inclusion opportunities, professional learning and rigorous outcomes to ensure the individual growth and personal success of students.

#### **The following key areas provides an overview of special education:**

Child Find activities includes the district providing screenings and evaluations annually for students to determine eligibility for special education and /or related services. Parental consent is required for all evaluations and completed within 45 school working days after the parent provides the district with written consent. Through the evaluations process the evaluation must assess the child in all areas related to the child's suspected disability. The evaluation results will be used to determine the child's eligibility for special education and/or related services or a 504 Plan.

Special education services provides specially designed instruction to meet the unique needs of a child who has a disability. The Federal law, Individuals with Disabilities Education Act (IDEA), in combination with the state's special education law (MGL c.71B) protects students with disabilities who are eligible for special education and guarantees them an Individual Education Program (IEP) designed to meet their unique needs. Special education laws and regulations are meant to protect a student with disabilities to ensure that individualized education program services are designed to make effective progress. **While not every child with a disability will require special education services, every child whose disability affects their school progress is entitled to receive a free and appropriate public education (FAPE).**

Students are the focus of the special education process as each IEP TEAM must discuss and create a vision for the student. A student at the age of 14 should be encouraged to be an active participant through the TEAM process as this begins the onset of the IEP TEAM to create a Transition Plan. The Transition Planning process should include an interest inventory, transition assessments, post-secondary goals and/or prevocational assessments for all students with a disability who are (14-22) years of age. The completion of the Transition Planning Form (TPF) allows TEAM members to discuss what a student is interested in doing after high school and what supports they need to get there. When the student is 17 years of age, the school district must discuss with both the student and parent the change in rights of the student and the parent(s) that will occur on the student's 18<sup>th</sup> birthday. In Massachusetts, at age 18 the student reaches the age of majority and thus able to make his or her own medical and education decisions.

Another critical process for students with severe disabilities is the Chapter 688 process. This is not a continuation of special education services and is not an entitlement to services. Special education services provided while a student is in school are entitlements mandated by federal and state law. A 688 referral is to plan for needed adult services for students with severe disabilities. Filing a Chapter 688

referral is discussed by the TEAM at least two years before the student is expected to graduate or turn 22, as part of a transition planning. This process sets in motion a two year planning process for students whose entitlements to special education services will end when they graduate from school or turn 22 years of age. This filing results in the creation of an Individual Transition Plan (ITP) that describes how the student will connect with needed supports and services beyond school. Additional information about this process can be found at the following link: [www.doe.mass.edu/sped/links/transition.html](http://www.doe.mass.edu/sped/links/transition.html) . Parents can also call the Parent Training Information Center at the Federation for Children with Special Needs at 1-800-331-0688, or the Director of the Bureau of Transitional Planning with The Executive Office of Health and Human Services at 617-573-1600.

Referrals are made by contacting the principal, school personnel, or the district's Manager of Special Education when requesting an evaluation for a special education eligibility. The parent must give consent in writing before a special education evaluation can begin. The school must contact the parent within five school days of receiving the referral asking for written permission and/or consent to begin the evaluation process.

Principals at each school are responsible to ensure that individual student's education plans are implemented with fidelity as written. The person responsible for assuring that the district complies with Federal and State guidelines that governs special education regulations is the Manager of Special Education and Intervention Services. Please contact your child's school, evaluation team chairperson or the Special Education Manager if you have any questions or concerns regarding special education and your child's educational program.

Please visit [www.worcesterschools.org/handbook](http://www.worcesterschools.org/handbook) for additional information.

### **Employment Information and Procedures**

Employment Permits (14-18 years of age) are issued in the nine (9) secondary schools for students enrolled in those schools. Other students may obtain the permit or certificate at the Parent Information Center, 768 Main Street between 8:30 a.m. and 4:00 p.m. Monday through Friday throughout the year. Students who do not attend public schools must present proof of date of birth when applying for the certificate or permit.

Anyone under 18 years of age must obtain a work permit before starting a new job (M.G.L. c. 149 §86-89). Applications for work permits and complete information on legal limits of work hours and conditions of employment are available on the Massachusetts Department of Labor's Division of Occupational Safety website at: <https://www.mass.gov/how-to/how-to-get-a-work-permit>

### **Occupation Restrictions**

#### **Minors under 14 may not work**

There are a few exceptions to this such as working as news carriers, on farms, and in entertainment (with a special permit).

### **Home and Hospital Instruction**

Any student who will be confined to a hospital or a home by an attending physician for fourteen (14) school days or longer due to a medical condition is eligible for this service. Note that for chronically ill students, the fourteen days need not be concurrent, but must result from the stated diagnosis.

Home and Hospital Instruction is a service of the Worcester Public Schools and must be requested by a physician in accordance with state regulations. The Home Hospital Department will review and approve request once in receipt of the state-mandated **Physician's Statement Form** which must be completed by the attending physician and must include, at a minimum, the following information:

1. the date the student was admitted to a hospital or confined to home
2. the medical reason for the confinement
3. the expected duration of the confinement
4. the medical needs of the student that should be considered to assist in the planning the home or hospital educational services

The program begins as soon as the physician requests Home and Hospital Instruction on the Physician's Statement form and the district approves the services. Once the Home and Hospital Department receives the completed Physician's Statement, the parent or guardian will be contacted to coordinate the services and an instructor will be assigned to provide educational services.

### **Home Schooling**

Parents/guardians who choose to educate their children at home, as allowed under Massachusetts law, can fulfill the requirements of the compulsory attendance statute by having their educational programs reviewed and accepted in advance by the Worcester Public Schools. Students must attend their assigned school until approval has been received. The notifications to homeschool (elementary and secondary versions) are available upon request from the office of the Child Study Department at (508) 799- 3175. To avoid miscommunication and to ensure compliance with the home schooling approval law, parents are requested to give this notice in writing.

Parents are expected to provide evidence of their child's home schooling program once a year. Students completing high school through home schooling programs *are* not eligible for a Worcester Public Schools' Diploma.

A student being educated through Home Schooling may have access to public school activities of an extra-curricular nature (e.g. sports, clubs) with the approval of the Superintendent or designee.

The district reserves the right to allow enrolled students to have precedence or priority over the home schooled student with regard to placement on sports teams and activities that have limited enrollment. With approval of the Superintendent or designee, and in consultation with the principal, a home schooled student may participate in sports teams and activities that have limited enrollment provided that he or she does not displace an enrolled student. Home schooled students applying to participate in district-sponsored sports must follow the athletic eligibility guidelines described on page 36.

## **INSTRUCTIONAL POLICIES**

### **Homework Policy**

The School Committee recognizes that a reasonable amount of study and prepara-



tion is necessary for the scholastic growth of all students. It is also aware that the amount of preparation should increase as the child progresses through the grades. Teachers will ensure that homework supports the district's curriculum.

Meaningful homework is connected to district expectations for accelerating academic performance, college readiness and career readiness.

Parents/guardians are important partners. They can support student success when they:

- ensure that students complete homework
- check work to assure quality
- stress importance of systematic study
- supervise and assist when necessary and,
- provide a suitable place to study

### **Elementary Schools**

The purpose of homework is to reinforce skills that are taught in the classroom. Homework assignments should be related and/or connected to the Massachusetts Frameworks.

Assignments should be an extension of the class lessons that provide students with opportunities to (1) increase or practice learning objectives, (2) engage in higher order thinking, (3) reinforce concepts and apply learning, (4) work on open-ended questions and writing skills, or (5) project work.

Teachers will adhere to the following guidelines and coordinate their assignments so that students are not overloaded with homework on any particular night.

- K-grade 2 Introduction to homework. Students might be asked to finish papers that were started in school or rehearse early reading skills and math skills.
- grade 3 Formal homework is introduced at this level. Students are assigned between 15 and 30 minutes of homework on a daily basis.
- grade 4 Students are assigned between 45 and 60 minutes of homework on a daily basis.
- grades 5-6 Students are assigned between one and one-and one half hours of homework on a daily basis.

### **Secondary Schools**

Homework assignments will be designed to accelerate student learning, engage students in higher order thinking and facilitate career and college readiness and should be related to the Massachusetts Frameworks in support of success on the MCAS.

Purposeful homework will vary from day to day for each student. The combined minimum daily homework for academic assignments from middle school teachers should be 120 minutes. The average minimum daily homework assignment from the

high school teachers should be 45 minutes per academic subject and up to one hour for AP classes.

Teachers are responsible for including homework in their individual lesson plans and providing students with guidelines for:

- linking assignments to learning objectives that reflect and support the Massachusetts Curriculum Frameworks, Worcester Public Schools curricula, School Improvement Plans and Worcester Public Schools benchmarks
- providing learning experiences that are both rigorous and relevant and that can be completed independently by the student
- ensuring that homework is an extension of learning that takes place in the classroom and applying the same standards of performance as applied to classroom work
- assigning homework that is explicit and of reasonable length
- ensuring that the quality of homework is more important than the quantity
- completing and evaluating assignments as part of the students' progress toward standards
- showing how homework is factored into the student grade and,
- never assigning homework as punitive work
- Ensuring all students can complete the work assigned regardless of home or family access to technology or the media

Principals are responsible for encouraging school communities to embrace homework as a true extension of student learning and to evaluate the utilization of homework as part of student achievement in the learning process.

With the support and encouragement of teachers, principals, parents/guardians, students will be responsible for completing their homework assignments with care and constancy.

#### **Process for Assigning Textbooks**

Students and parents/guardians are responsible for books and all other equipment issued to a student of the Worcester Public Schools. All books and equipment shall be returned by the student and in the condition in which they were issued. Reasonable wear on books and materials is anticipated due to students use.

Worcester Public Schools reserves the right to collect payment for lost or damaged textbooks and other equipment from the students and/or their parents/guardians.

#### **Promotion Policy**

##### **General**

The principal, after considering recommendations from members of the Student Support Process (SSP), may determine that a child, who is trying but lacks the maturity or has failed to grasp the basic skills, and can gain academically from an additional year at his or her present grade designation, may be retained for one (1) year. Before retaining a student, all elementary principals will meet with the SSP members to consider and discuss the eighteen (18) items of the Light's Retention Scale (without any numerical rating scores and conference with the student's parent(s)/guardian(s).

**The principal is the final authority in promotion at the building level** and for good cause may override the passing of promotional subject requirements. In all such cases, the principal must file a statement with his/her supervisor stating the reasons for such promotions and the steps that will be taken to provide the necessary remediation at the next level.

### **Elementary (K- 6)**

#### **Promotional Subjects**

Grade 1

English Language Arts:  
(Reading, Language and Writing)

Grades 2-6

English Language Arts:  
(Reading, Language and Writing)  
Mathematics

Students must pass English Language Arts (Reading, Language and Writing) at the first-grade level. Students must pass English Language Arts and Mathematics from the second-grade level through the sixth-grade level. Students in grades 2-6 must pass English Language Arts and Mathematics each year.

### **Grades 7-8**

Middle school students must complete core academic subjects and enrichment courses that are unique to each school. All middle school students participate in physical education as required by state law (M.G.L. Chapter 71, Section 3).

#### **Core Academic Courses (full year)**

English Language Arts  
Mathematics  
Science and Technology/Engineering  
History and Social Sciences

#### **Pathway/Enrichment Courses may include:**

Academic Literacy, Word Study or Intervention Reading Courses  
Academic Numeracy - supplemental math course  
AVID  
Art  
Music  
Industrial Technology  
Computer Literacy  
Health/Physical Education  
Family/Consumer Science  
Other: Dance, Theatre, etc.

For promotion, students must pass English Language Arts and Mathematics, two (2) additional core academic subjects and two (2) enrichment courses each year. Students cannot fail ELA and Mathematics in grade 7 and grade 8 and pass to grade 9.

### **Academic Dishonesty**

Cheating, plagiarism and forgery are considered to be academic dishonesty. For any work containing any information improperly submitted as one's own, or completed by means of academic dishonesty or deception, including information obtained from the Internet and not properly cited, students will receive appropriate consequences which may include suspension and require that the student redo the assignment for credit. Violation of this policy may result in discipline ranging from a student receiving a failing grade for the assignment to suspension from school.

## **ATTENDANCE POLICY**

### **Overview:**

In accordance to the Massachusetts General Laws, the Worcester Public Schools recognizes and enforces that every child, between the ages of six and sixteen, must attend school. School personnel and parents/guardians must work together to ensure that all students, Pre-Kindergarten through grade 12, attend school every day, and on time, during the 180-day pupil calendar.

The Worcester Public Schools view consistent, daily attendance as a priority in student achievement and success. Students' academic, social and emotional growth and development depend upon students' daily attendance, classroom participation and exposure to high quality teaching and learning. The daily interactions among teachers and students are irreplaceable components of the learning experience. In addition, daily attendance and punctuality habits acquired during schooling are essential skills in the adulthood life, and it begins as early as the pre-school years.

### **Excused Absences**

The following is a list of absences which will not count toward retention or loss of credit:

1. **Religious holy days:** The student's religion must require that the student does not attend school on the specific holy day or that school attendance would interfere with required religious observances. The parent/guardian must notify the school in writing within two (2) school days before or after the absence.
2. **Death in the immediate family:** Up to five (5) consecutive days for bereavement due to the death of a member of the student's immediate family: mother, father, sister, and brother. One (1) day to attend the funeral of grandparents, aunts, uncles, cousins, nieces or nephews. The parent/guardian must notify the school in writing within five (5) school days after the absence(s) occurred.
3. **Court appearance:** The student must have been subpoenaed to appear in a court of law. The student must be a witness, plaintiff, or defendant in a court proceeding. Within five (5) school days before or after the required court appearance, the parent/guardian must notify the school in writing and provide documentation from the court.
4. **Hospitalization:** The parent/guardian must submit to the school release papers from the hospital documenting the student's hospitalization.

5. **Illness:** The parent/guardian must submit to the school medical documentation of the illness that requires the student's exclusion from school. The principal has the right to require and seek additional medical opinions and diagnosis regarding a student's absence(s) due to illness.

Students who will be out of school for more than fourteen consecutive days because of illness or hospitalization may receive home or hospital instruction. For more information refer to Home and Hospital Instruction on page 49.

Family vacations taken during school time are absences. Families should plan their vacations during the regularly scheduled vacations. Non-emergency appointments should be scheduled after school hours.

#### **Tardiness and Dismissal**

A student who is not in his/her assigned seat at the start of homeroom or class is tardy.

If a student starts school after half of the academic day has passed, then that student will be marked absent from school for that day. The student may not participate in any school activity (e.g., sports, dances, prom) during the rest of that day.

If a student leaves school before half of the academic day has passed, then that student will be marked absent from school for that day. The student may not participate in any school activity (e.g., sports, dances, prom) during the rest of that day.

Each principal will meet with the parent/guardian and school's faculty to develop and institute an intervention plan for students who reach 10 tardies and/or dismissals.

#### **Faculty Responsibility**

Faculty members will record all absences, tardiness, and dismissals of students from their assigned classes. As students may miss some classes more frequently than others, each faculty member will be responsible for notifying the administration on occasions when notification must be sent to a parent or guardian.

#### **Attendance Notification to Students and their Parents/Guardians**

Parents and guardians are notified by phone on a daily basis if their child is absent. After five unexcused absences, the principal (or his/her designee) will notify the parent(s) or guardian(s) in writing and, when appropriate, request a meeting to discuss the student's attendance. Parents will continue to receive written notification of their child's attendance at every 5th absence from school.

Parents and guardians will also receive attendance information through:

1. Interim and attendance progress reports (at five weeks into each marking period)
2. Report cards (every ten weeks). The secondary report cards show students' absences from each class and students' total absences from school

#### **Retention and/or Loss of Credit**

Fourteen absences or more per school year may result in retention and/or loss of credit.

Absences accumulated due to out-of-school suspensions do not count towards a loss of academic credit. Students who are absent because of out-of-school suspensions must make up missed assignments, including homework and test(s).

The principal can determine that other extenuating circumstances justify absences which do not merit a loss of academic credit.

### **Truancy**

When a student accumulates excessive unexcused absences, the principal (or his/her designee) may seek assistance from the Juvenile Court and/or the Department of Children and Families to resolve attendance matters.

### **High School Attendance and Academic Credit Policy**

1. Attendance required to earn credit  
A student who has enrolled in a class is expected to be present each time the course is in session. For the 2018-2019 school year, high school students will not receive credit when they exceed the following number of absences:
  - a. Fourteen (14) unexcused class absences per one-credit course
  - b. Seven (7) unexcused class absences for courses less than one credit
2. Administrative Procedure for Loss of Credit
  - a. In any case where a student fails to receive credit for any course, the final course grade will still be recorded on that student's permanent record card.
  - b. In the case where no credit is received for a course required for graduation (e.g., American History) and in which a passing grade has been received, it is required that the course be repeated.
  - c. A minimum of twenty-four (24) credits is required to graduate.
3. Attendance Buyback Program  
During the 2018-2019 school year, eligible high school students will be able to voluntarily participate in an Attendance Buyback Program. Through this program, students can make up the credit(s) which they lost due to excessive absences. To be eligible for the Attendance Buyback Program, students must have passed a course and must have between 15 and 22 absences. Eligible students who complete additional hours of instruction beyond the school day or on Saturday mornings can then receive full credit for the course. Students will not be able to change their passing grade for their course. Eligible students who are interested in this program, should contact their high school guidance counselor for additional information.
4. Appeal Procedure
  - a. The following areas may be considered in the appeal process:
    - Documented illness
    - Mandated school-sponsored activities
    - School-sponsored field trips
    - Alternative Education Programs
    - Home tutoring assigned by the school
  - b. Appeals for waiver of the policy will be heard by the Principal or his/

- her designee.
- c. The parent/guardian may appeal an adverse decision by the Principal or his/her designee to the Managers for Instruction and School Leadership
  - d. The parent/guardian may appeal an adverse decision by the Managers for Instruction and School Leadership to the Superintendent
  - e. The parent/guardian may appeal an adverse decision by the Superintendent of Schools to the School Committee. Appeals to the School Committee must be submitted in writing to the Superintendent, who will place the parent's or guardian's appeal on the School Committee agenda for the next regular meeting. The parent or guardian is to be notified of the date, time and place of the School Committee meeting.

Note: Confirmed class cuts and confirmed truancy cannot be appealed.

#### **FIELD TRIP POLICY\***

The Worcester Public Schools has adopted a Field Trip Policy that is in compliance with the requirements of Chapter 346 of the Acts of 2002, An Act Relative to Safety of School Sponsored Travel. The policy establishes procedures for school sponsored student travel that is planned between the hours of midnight and 6:00 a.m., overnight or foreign trips, and over water or air travel.

A copy of the policy is available through the Office for Instruction and School Leadership.

Cancellation Policy: The Superintendent reserves the right to cancel an approved field trip until the time of departure. In the event of a cancellation, the school system is not responsible for any expenses incurred.

**\*The Worcester Public Schools does not condone or take responsibility for privately funded trips without authorization of the school principal.**

#### **HONOR ROLL POLICY**

##### **High School**

Honor roll status in the Worcester Public Schools is determined by the individual student's average in all major subject areas. A major subject is defined as a course that yields a minimum of 1.00 unit of credit.

##### **Eligibility**

First Honors is defined as those students who receive grades of 90 or above in all major subjects.

Second Honors is defined as those students who receive grades of 80 or above in all major subjects.

Note: There is no weighting relative to courses of study.

##### **Middle School**

Honor roll status in the Worcester Public Schools is determined by the individual student's average in all major subject areas and enrichments. A major subject is defined as a full year course or the equivalent thereof.

##### **Eligibility**

First Honors is defined as those students who receive grades of 90 or above in all major subjects and A's in conduct and effort in all subjects including enrichments.

Second Honors is defined as those students who receive grades of 80 or above in all

major subjects and A's and B's in conduct and effort in all subjects including enrichments.

Note: There is no weighting relative to courses of study.

### **STANDARDIZED TESTING**

Throughout their education, students will take selected standardized tests. A standardized test is one that is administered under uniform and controlled conditions. This ensures that any difference in scores (pre- and post-results, between students, etc.) reflect differences in knowledge and skills, rather than differences in unrelated factors such as test conditions. These tests are one of many ways educators assess what students know and can do. This can include paper-based or computer-based testing, oral and written tasks, classroom observations and portfolios of student work. These measures are used to monitor progress, refine instructional practices and improve our capacity to ensure that all students reach and exceed grade level expectations and graduate from the Worcester Public Schools career and/or college ready. Students whose parents opt them out of state or district standardized assessments will not be academically penalized or face disciplinary action except as prohibited by the Commonwealth of Massachusetts or by the United States. A description of standardized instruments commonly used in the district can be found at <https://worcesterschools.org/wp-content/uploads/handbook/Standardized%20Testing.pdf>

#### **For Information on Testing**

For questions or concerns related to testing procedures and security or for information on your child's performance or participation in testing, please contact your child's principal or teacher. For general questions about assessment or for questions or concerns related to testing procedures and security or for information on your child's performance or participation in testing in the Worcester Public Schools, please contact the Office of School and Student Performance (508) 799-3592. You may also visit the Worcester Public Schools website for information on testing. Information from the Department of Elementary and Secondary Education concerning state assessments can also be found online at <http://www.doe.mass.edu/mcas/TestingMatters.html> or by contacting the State Office of Student Assessment at (781) 338-3625.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

On February 27, 2018 the Board of Elementary and Secondary Education established an interim passing standard for students in the classes on 2021 and 2022 in the subject areas of English language arts and mathematics. Students in the graduating classes of 2021 and 2022 will need to satisfy one of the following two conditions in both English language arts and mathematics to earn a competency determination.

- meet or exceed the scaled score threshold on the English language arts and mathematics grade 10 MCAS tests administered in 2019 or later that has



- been determined by the Commissioner to be comparable to the scaled score threshold of 240 on the grade 10 MCAS tests administered before 2019, or meet or exceed the scaled score threshold on the English Language Arts and Mathematics grade 10 MCAS tests administered in 2019 or later that has been determined by the Commissioner to be comparable to the scaled score threshold of 220 on the grade 10 MCAS tests administered before 2019 and fulfill the requirements of an Educational Proficiency Plan.

In order to graduate, all students must:

- Receive a proficient score of 240 or above on both the English Language Arts (ELA) and Mathematics sections of the Grade 10 Massachusetts Comprehensive Assessment System (MCAS) or receive a passing score of 220 on both the ELA and Mathematics sections of the MCAS test and complete an Educational Proficiency Plan (EPP), in accordance with the guidelines set forth by the Massachusetts Department of Elementary and Secondary Education (DESE).
- Receive a passing score of 220 on a science section of the Massachusetts Comprehensive Assessment System in one of the following: Biology, Chemistry, Engineering/Technology or Physics.
- Earn twenty-four (24) credits.
- Worcester Technical High School students must also complete the minimum required credits and required graduation subjects established for them by the School Committee.

To receive a diploma with a specific high school name, a student must meet the Worcester Public Schools graduation requirements which must include a minimum of 10 credits earned from that particular high school. If a student has earned less than 10 credits but meets the Worcester Public Schools graduation requirements, the student will be eligible to receive a generic Worcester Public School Diploma.

### **Graduation Course Requirements**

#### **Grade 9 beginning 2013-14**

4 credits English

4 credits Mathematics (Effective with the graduating class of 2019, three of the four courses must include Algebra I and II, Geometry or Trigonometry)

3 credits Science and Technology/Engineering

3 credits History/Social Science (including 1 credit World History and 2 credits U.S. History)

2 credits Foreign Language (of the same language)

1 credit Arts

5 credits additional core courses

Additionally, students must complete a physical education course each year

**Grades 10, 11 & 12 students enrolled prior to 2013-14**

4 credits English

3 credits Mathematics

3 credits Science and Technology/Engineering

3 credits Social Studies (includes 2 credits of U.S. History)

½ credit Health

1 credit Physical Education

1. Beginning with students who entered the 9th grade in September 2013, the High School Graduation Requirements were replaced by the Mass Core requirements.
2. Students who successfully complete Algebra in grade 8 have the option of receiving one (1) high school credit that will be recorded on their high school transcript. (Massachusetts college admissions accept Grade 8 College Preparatory Courses, provided that the student successfully completes the next level course with a grade of "C" or better). Students electing to take Algebra I in high school will not receive credit for Algebra taken in grade 8. Students who have earned a credit for 8th grade Algebra must complete 4 credits of Mathematics during their high school years.
3. Students who successfully complete the second course of a Foreign Language in grade 8 have the option of receiving one (1) high school credit that will be recorded on their high school transcript. (Massachusetts College admissions accept Grade 8 College Preparatory courses, provided that the student successfully completes the next level course with a grade of "C" or better). Students electing to take the first course of a Foreign Language in high school will not receive credit for the course taken in grade 8.
4. The intent of awarding credits for College Preparatory courses taken in grade 8 is so that students can have additional learning opportunities while in high school. These additional opportunities include but are not limited to Advanced Placement, dual enrollment, online, service learning and work-based learning courses. All students must complete 24 credits of coursework while in high school in addition to fulfilling the other graduation requirements as per the policy handbook.
5. Exception Allowances
  - a. English Language Learners (ELL) identified through the Massachusetts' state standardized test (ACCESS) as English Proficiency Level (EPL) 1, 2, 3, 4 or 5 may substitute two college preparatory elective courses for the two required foreign language courses. Students who reach EPL level 6 while in grades 9 or 10 are required to take the two foreign language courses to meet graduation requirements.
  - b. Students with disabilities whose psycho-educational evaluation provides a specific diagnosis of a learning disability that precludes the student's successful completion of a foreign language course may substitute two college preparatory elective courses for the two required foreign language courses.
  - c. Students enrolled in Career/Vocational Technical Programs may sub-

stitute foreign language courses for an additional academic elective course plus one of the following options:

- i. complete at least one full year of study of foreign language or
- ii. complete a fourth year of study of science and technology/ engineering or
- iii. complete one full year of study for computer science

**MCAS Appeals Process**

The Worcester Public Schools carries out the Massachusetts Department of Elementary and Secondary Education’s appeal processes for regular and special education high school students who have not passed MCAS. The MCAS Performance Appeals process was established in 2002 to provide eligible high school students who have been unable to pass the required MCAS tests an additional opportunity to demonstrate through their course work that they meet or exceed the state’s Competency Determination (CD) standard in order to earn a high school diploma. There are specific eligibility requirements relative to student

<b>English</b>	4 courses
<b>Mathematics</b>	4 courses (Algebra I & II and Geometry or Trigonometry, or comparable coursework) including mathematics during the final year of high school
<b>Sciences</b>	3 courses (from Natural Science and/or Physical Science and/or Technology/ Engineering), including 3 courses with laboratory work
<b>Social Sciences</b>	2 courses (including 1 course in U.S. History)
<b>Foreign Languages</b>	2 courses (in a single language) <i>Note: American Sign Language (ASL) is a foreign language.</i>
<b>Electives</b>	2 courses (from the above subjects or from the Arts & Humanities or Computer Sciences)

achievement in English Language Arts, Mathematics and Science and Technology/Engineering, attendance and participation in tutorial and remediation efforts. Further information on these processes is available through your child’s school or the Office of School and Student Performance (508-799-3060). Information from the Massachusetts Department of Elementary and Secondary Education concerning MCAS appeals can also be found online at <http://www.doe.mass.edu/mcasappeals/>.

## **Massachusetts State College and University Minimum Required Courses for Admission**

### **Advanced Placement Policy**

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, discipline 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 US. Worcester Public Schools offers over 20 Advanced Placement Courses in on-site, community-based or virtual learning settings.

### **Recommendations for Advanced Placement Enrollment**

Students who are interested in enrolling in Advanced Placement Courses should discuss readiness for this challenging learning opportunity with their parents, teachers and guidance counselors.

The following indicators should be considered together when assessing a student's readiness. One indicator is not more valuable than another in determining readiness.

- AP Potential using PSAT results
- Motivation and interest
- Course expectations and course work
- Prior grades in the same-discipline courses
- The number of same-discipline courses taken

Teachers may assign work to students during the summer to help prepare them for the course. Summer course work supports students' preparation, but it is not required as a component of the student's grade; teachers may waive this requirement for individual students when necessary.

### **Advanced Placement Exams**

Students are responsible for costs for Advanced Placement Exams. The cost for one Advanced Placement Exam is \$90.00. Scholarships and reduced fees are available for eligible students. School guidance counselors can provide additional information. Students must take the Advanced Placement Examination in their course in order to receive Advanced Placement credit for the course. Students who do not take the Advanced Placement Examination, but pass the course, shall receive honors credit for the course.

### **Class Rank Grade Point Average**

Class rank is computed at the end of the 6th semester, using major subjects only. The official class rank will be recomputed at the end of the first marking period senior year for supplemental college admissions purposes. Class rank will be recomputed at the end of the third marking period senior year for the purpose of determining the valedictorian and other graduation speakers. For more information on how student grades are weighted visit :

<https://worcesterschools.org/wp-content/uploads/handbook/Class%20Rank%20Grade%20Point%20Average.pdf>

### **College Courses for High School Students**

High school students in the Worcester Public Schools who wish to pursue advanced or specialized courses beyond those offered in their high schools may take courses at these area colleges:

Anna Maria College	College of the Holy Cross
Assumption College	Quinsigamond Community College
Becker College	Worcester Polytechnic Institute*
Clark University	Worcester State University

\*Worcester Polytechnic Institute offers courses at reduced tuition to high school students.

With a Guidance Counselor's recommendation and approval by the college/university, students may take one college course per semester as agreed upon by the Worcester Public Schools and the individual college/university. Called *Dual Enrollment*, students receive high school *and* free college credit from Assumption College, Becker College, Clark University, and for college-level courses at Quinsigamond Community College and Worcester State University. For GPA computation, Worcester Public Schools students will receive the same weight as an A.P. course for each completed college course.

## **GENERAL SCHOOL ISSUES**

### **Delayed School Opening/Early Dismissal/School Cancellation Policy**

The School Administration will exercise one of the following options when weather conditions dictate a change in the normal opening of the school day:

- Cancellation of school
- Delay of one hour in the opening of school
- Delay of two hours in the opening of school
- If a delay is in effect, a.m. preschool will be cancelled, p.m. preschool will be held.

### **Delayed AM School Opening**

If there is a one-hour delay in the opening of school, all procedures now in place will be delayed by one hour. A two-hour delay requires that all procedures in place be delayed by two hours. These procedures include:

- reporting time of pupils
- pick up time of all bus routes (i.e.: If a bus normally picks up a child at 7:15 a.m. in a one-hour delay it would be 8:15 a.m. If a bus normally picks up a child at 7:15 a.m., in a two-hour delay it would be 9:15 a.m.)

### **Early Dismissal**

**\*Please note:** When schools are dismissed early all after-school programs including daycare are canceled. Early dismissal time is two hours earlier than each school's regular dismissal time.

### **No School/Delayed School Opening/Early Dismissal Announcements**

Announcements of no school, a delay in the opening of school, or early dismissal

sal from school will be made on the following radio and television stations:

WTAG 580 AM	WORC 1310 AM	WBZ 1030 AM
WXLO 104.5 FM	WSRS 96.1 FM	WCUW 93.1 FM*
WHDH-TV Channel 7	WCVB-TV Channel 5	WBZ-TV Channel 4

\*This announcement is broadcast in Spanish between the hours of 5:00 a.m. and 6:00 a.m. on WCUW FM 93.1.

Radio stations have requested that students and parents/guardians refrain from calling to make inquiries as to the status of school. In addition, information about no school, a delay in the opening of school and early dismissal from school will be posted on the WPS Website and social media, and an automated phone message will be sent to parents/guardians.

### **Policy Statement and Procedural Guidelines for Recess**

Quality education requires a healthy learning environment that provides students (K-6) with minimally a total of 30 minutes of recess over the course of the day. The 30 minutes can be divided into shorter breaks and shall include a break at lunch. Recess is designed for the purpose of engaging students in developmentally appropriate activity which promotes learning, social development, and physical health. Structured/unstructured recess shall rarely be taken away from students as a form of punishment/consequences. Neither shall severe exercise be used as a form of punishment/consequences for students. This time shall not be a substitute for physical education.

The School Principal is responsible for communicating, applying, maintaining, and evaluating the Recess Policy. The School Principal shall review the Recess Policy with the members of the School Site Council annually and submit results of that review to the Deputy Superintendent in May of each year.

### **Procedural Guidelines**

Recess shall occur outside, weather permitting, **or unless circumstances dictate otherwise for a limited period.** Students shall be supervised by adult, staff members, parents, or school learning community volunteers. The school principal shall insure that adults receive appropriate training to support students and intended outcomes. The school principal shall insure that students are provided with developmentally appropriate equipment. Public spaces in proximity to the school, such as parks and public playgrounds may be appropriate substitutions for play space at the school.

The School Committee shall equitably support budgetary requirements needed for recess equipment for all elementary schools. This allocation will be in addition to the per pupil allocation provided to each school. Each school principal shall have autonomy to expend allocations to support the needs of students for recess.

## **PARENTS AND COMMUNITY**

### **Parent Advisory Councils**

#### **School Parent Advisory Council**

The Massachusetts Education Reform Act of 1993, Section 59C, requires the establishment of school councils in all schools, comprised of parents/guardians of students attending the school who shall be selected by the parents/guardians of students attending the school, teachers, students and community representatives and co-chaired by school principals. The council should be broadly representative of the racial and ethnic diversity of the school building and community. The council will meet with the principal and assist in identifying the educational needs of students, reviewing the annual school budget and in formulating a school improvement plan. For additional information please contact your child's school principal.

#### **Special Education Parent Advisory Council**

The SEPAC provides ongoing professional development and networking to families of students with disabilities and the opportunity to discuss common areas of interest and specific needs regarding the education and well-being of students with disabilities. Parent/guardians meet four times during the school year to engage in various activities or selected topics of interest. These meetings provide opportunities for parents to share and collaborate as they deepen their understanding of the procedural regulations that govern special education, as well as various resources available for students with disabilities and their families.

#### **English Learner Parent Advisory Committee**

The English Learner Parent Advisory Committee (EL PAC) will be established in 2018-2019. It's goal will be to enable parents of English learners (ELs) to participate in their children's education and success in school by creating and strengthening effective communication and home-school partnerships. The EL PAC will consist of parents, community members, teachers and district staff members. Meetings will be a venue for meaningful discussions about Dual Language, Transitional Bilingual Education and English as a Second Language, as well as for asking questions about topics related to education, schools, and the district. Parents of English learners are encouraged to attend the numerous meetings that will be held throughout the school year.

#### **Citywide Parent Planning Advisory Council (CPPAC)**

Each school is represented by two (2) parent members selected by their parent group and principals. Meetings are held on the second Wednesday of each month. The objectives of the CPPAC are:

1. To involve parents/guardians in addressing relevant issues in the Worcester Public Schools including integration and changing (increasing/decreasing) enrollment.
2. To provide an open forum for discussion between parents/guardians and administrators regarding school issues and voted policies.
3. To give its members the responsibility of keeping their respective schools informed.

### **Parent and Family Engagement**

It is the policy of the Worcester Public Schools to promote parent and family engagement in accord with Title I of the Every Student Succeeds Act (ESSA) of 2015. The WPS conducts outreach to parents and family members; implements programs, activities and procedures to involve parents and family members in the Title I programs, and plans and implements such programs, activities and procedures with meaningful consultation with parents and family members. The Office of English Learners and the WPS works with schools, parents and community partners in a variety of ways to facilitate verbal and written communication in a language that family members can understand.

### **Opportunities for Parent/Guardian Support**

Please see district website or contact your school for information on community resources available to parents.

## **Volunteer Staff Regulations**

### **Application Process**

All school volunteers must fill out a volunteer application which can be obtained at the school or on the WPS website. This applies to any individual who volunteers in school property or for school activities, including field trips. All volunteers must go through a screening process prior to beginning service. This includes the CORI process.

### **Screening Process**

The Commonwealth of Massachusetts has mandated that all school volunteers must complete the CORI (Criminal Offender Record Information) screening process. This process must be completed before the volunteer begins in any school or program. As the CORI check can take several weeks, all volunteers are encouraged to complete the CORI form as soon as possible. Please be aware that CORI checks expire every three years and need to be resubmitted to the Human Resource Office.

### **Volunteer Organizations**

There have been a number of initiatives in the community to strengthen school volunteer programs. Some of these include:

- State Employees Voluntary Leave Services Program
- Retired and Senior Volunteer Program (R.S.V.P.)
- Transitional Assistance Program (Welfare Office)

These types of initiatives are very specific about requirements for participation. Volunteers that are part of these or similar programs need to contact the Volunteer Office to attend an orientation session and obtain additional paperwork before volunteering in any of the schools. The CORI check process is a routine part of their screening process.



### **Parent Volunteers who bring Children**

Some parent/guardian volunteers have come to school to perform a volunteer assignment and have brought young children with them. Each principal is responsible for developing a building policy in conjunction with his/her School Council regarding this issue.

If your building does allow younger children to accompany parent/guardian volunteers, these parents/guardians must perform tasks that are safe and harmless to young children.

These volunteers must not operate machinery such as:

- paper cutters
- duplicating machines

Many parent groups, in the past, have set up Child Care Co-ops within the group for the purpose of allowing parents/guardians to volunteer without having to bring young children with them.

**ALL** volunteers must sign in at the office. Parent/guardian volunteers must sign in both themselves and any child that accompanies them.

## **Worcester Public School District Media Policy**

**Purpose:** During the school year, your child may have opportunities to have their work or activities publicized. Examples include, but not limited to: student work published on the district website and social media channels; feature stories about student performances or school-wide events in newspapers or on television (the district's Charter Channel 191 WEA-TV or local/national coverage); and photographs and videos of students "in action" on the website and social media channels, and in local and regional newspapers. Students first names and last initials (example: Paul F.) are used to identify pictures of three or fewer students and student work on the district website and social media channels. When reporters visit the district, they often speak with students and use their full names in covering the story.

**General Media Coverage:** Throughout the year there may be in-school programs, events or meetings (such as a school-wide assembly or PTA event) that are open to the public and where large group photographs or videotapes will be taken by parents, the media, or school district staff. In these cases, students would not be identified by name. Your consent to these types of group photographs or videotapes is assumed. If you do not want your child photographed or video-taped at these public events, please speak with the principal or event coordinator to insure that your child is excluded from the coverage.

**Procedure:** Any parent who does not want their student's name, photograph, or work published on the district's website and social media channels, or included in newspaper or television coverage must complete and return the form on the inside back cover of this handbook to the homeroom teacher.



## TELEPHONE DIRECTORY

### HIGH SCHOOLS

Burncoat .....	(508) 799-3300
Claremont Academy .....	(508) 799-3077
Doherty Memorial .....	(508) 799-3270
North.....	(508) 799-3370
South High Community.....	(508) 799-3325
The Gerald Creamer Center.....	(508) 799-3476
Worcester Technical High School .....	(508) 799-1940
Alternative St. Casimir .....	(508) 799-3245
University Park Campus.....	(508) 799-3591

### MIDDLE SCHOOLS

Burncoat .....	(508) 799-3390
Claremont Academy .....	(508) 799-3077
Forest Grove .....	(508) 799-3420
Sullivan Middle .....	(508) 799-3350
Worcester East Middle.....	(508) 799-3430
Challenge and Reach Academies.....	(508) 799-0077

### ELEMENTARY SCHOOLS

Belmont.....	(508) 799-3588	May .....	(508) 799-3520
Burncoat.....	(508) 799-3537	McGrath .....	(508) 799-3584
Canterbury .....	(508) 799-3484	Midland.....	(508) 799-3548
Chandler Elementary.....	(508) 799-3572	Nelson Place.....	(508) 799-3506
Chandler Magnet.....	(508) 799-3452	Norrback .....	(508) 799-3500
City View.....	(508) 799-3670	Quinsigamond.....	(508) 799-3502
Clark .....	(508) 799-3545	Rice Square .....	(508) 799-3556
Columbus Park .....	(508) 799-3490	Roosevelt .....	(508) 799-3482
Elm Park.....	(508) 799-3568	Tatnuck .....	(508) 799-3554
Flagg .....	(508) 799-3522	Thorndyke.....	(508) 799-3550
Gates Lane.....	(508) 799-3488	Union Hill .....	(508) 799-3600
Goddard School of Science and Technology .....	(508) 799-3594	Vernon Hill .....	(508) 799-3630
Grafton .....	(508) 799-3478	Wawecus.....	(508) 799-3527
Heard.....	(508) 799-3525	West Tatnuck.....	(508) 799-3596
Hiatt .....	(508) 799-3601	Woodland Academy... (508) 799-3557	
Lake View .....	(508) 799-3536	Worcester Arts Magnet .....	(508) 799-3575
Lincoln .....	(508) 799-3504	Academic Center for Transition.....	(508) 799-3250
Dr. James L. Garvey Parent Information Center .....	(508) 799-3299, (508) 799-3068, ..... (508) 799-3069, (508) 799-3450		
Dr. James A. Caradonio New Citizen Center.....	(508) 799-3494		

### MANAGERS FOR INSTRUCTIONAL LEADERSHIP

Elementary .....	(508) 799-3221
Secondary.....	(508) 799-3499

## WORCESTER PUBLIC SCHOOL DISTRICT MEDIA POLICY

**Purpose:** During the school year, your child may have opportunities to have their work or activities publicized. Examples include, but not limited to: student work published on the district website and social media channels; feature stories about student performances or school-wide events in newspapers or on television (the district's Charter Channel 191 WEA-TV or local/national coverage); and photographs and videos of students "in action" on the website and social media channels, and in local and regional newspapers. Students first names and last initials (example: Paul F.) are used to identify pictures of three or fewer students and student work on the district website and social media channels. When reporters visit the district, they often speak with students and use their full names in covering the story.

**General Media Coverage:** Throughout the year there may be in-school programs, events or meetings (such as a school-wide assembly or PTA event) that are open to the public and where large group photographs or videotapes will be taken by parents, the media, or school district staff. In these cases, students would not be identified by name. Your consent to these types of group photographs or videotapes is assumed. If you do not want your child photographed or video-taped at these public events, please speak with the principal or event coordinator to insure that your child is excluded from the coverage.

## OPT OUT PROVISIONS FOR WPS DISTRICT MEDIA POLICY

Please check only those items that you do not grant permission to.

### Publication of Student Work on the Internet

I/We **do not grant** permission for this student's work to be published on the School District Website(s).

### Publication of Student First Name, Last Initial and/or Photograph on the Internet

I/We **do not grant** permission for photographs that include this student to be published on the School District Website(s), using the student's first name and last initial to identify him/her.

### Interviews and Photographs with Newspapers, Radio, and Television Reporters

I/We **do not grant** permission for this student to be photographed or interviewed by reporters who are covering events in the School District.

**\*If a box is unchecked and the parent/guardian signs the student handbook, your consent is granted for the full school year. This decision can be changed at any time by contacting your child's school in writing.**

**To All Parents and Guardians:**

The Worcester Public Schools and the School Committee consider the violation of the Weapons Policy found in this booklet to be a serious matter. Please review the Worcester Public Schools Media Policy **on the opposite side of this page**. Your signature below confirms that you have reviewed it. Please spend some time discussing these policies, as well as other policies located within this booklet with your children.

The policies in this handbook pertain to student actions both on or off school grounds during school and school-related situations (including transportation to and from school). In addition to the academic year, the policies set forth in the handbook apply to all after-school and summer programs including, but not limited to, Work for Worcester's Youth.

The School Committee requires that all parents/guardians of students in the Worcester Public Schools sign the statement below acknowledging receipt of this handbook and return it to their child's school.

As a parent/guardian of a student within the Worcester Public Schools, I acknowledge receipt of the 2018-19 Policies Handbook for the Worcester Public Schools . The Worcester Public Schools does participate in out-of-district School Choice, but students residing outside of the City can attend the Worcester Public Schools only if they are accepted for enrollment under this program. Unless accepted under this program, I pledge residency in the City of Worcester.

(Student's Name)		(School)
------------------	--	----------

(Parent/Guardian Signature)		(Date)
-----------------------------	--	--------

Worcester Public Schools' students enrolled in secondary schools are also required to sign below, acknowledging receipt of this handbook and knowledge of the policies contained within this handbook.

(Student Signature) (Date)

--	--	--