

# PROPOSED CHANGES TO 2019 – 2020 STUDENT HANDBOOK

ANNEX A  
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PAGE	PROPOSED CHANGES
<b>Cover</b>	Change 2018-19 to 2019-20
<b>Inside front</b>	Insert updated calendar for 2019-20
<b>i</b>	<b>School Committee</b> Mayor Joseph M. Petty – Chairman Molly O. McCullough, Vice Chair Dianna L. Biancheria Dante A. Comparetto John L. Foley John Monfredo Brian A. O'Connell, Esq.
<b>ii</b>	<b>Superintendent's message</b> Change 2018-09 to 2019-20  <b>Policy Updates change to: Handbook Updates</b> Dress Code Policy Rule # 14. Cell Phone Policy Seal of Biliteracy
<b>iii, iv</b>	Update table of contents
<b>1</b>	Bottom of page: move paragraph (State and federal regulations require...) to next page after Grades 7-12; add heading:  <b>Home Language</b>
<b>2</b>	<b>Massachusetts School Immunization Requirements for School Year 2018-19</b> Change to 2019-20  First paragraph, change second sentence to read: 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 beliefs (requires a parent-signed letter yearly), the non-immunized student will be excluded...
<b>5</b>	<b>School Choice</b> First paragraph, 3 <sup>rd</sup> sentence: change 2018-2019 to 2019-2020
<b>6</b>	<b>STUDENT'S DRESS CODE POLICY</b> Change heading to <b>STUDENT DRESS CODE POLICY</b>  Change entire section to read:  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: <ul style="list-style-type: none"> <li>No hats, bandanas, scarves or headwear that cover full head unless for religious or medical reasons</li> </ul>

	<ul style="list-style-type: none"> <li>• No bare backs, low cut shirts (must be able to tuck in shirts)</li> <li>• No bare feet or unsafe footwear</li> <li>• No clothing that uses see-through material or displays words (in whatever language) / graphics that are obscene or vulgar, violent, sexist, racist and/or promote the use of illegal drugs/alcohol/tobacco</li> <li>• No gang-, violence-, or cult-related apparel (refer to Rule 15 policy on gang and obscene clothing)</li> <li>• No droopy pants or clothing that reveals undergarments; the length of shorts and skirts must measure to at least mid-thigh length</li> <li>• No outerwear to be worn in school buildings. Example: jackets/parkas/windbreakers</li> <li>• Students may wear hooded sweatshirts or shirts but ay not wear the hoods up or covering their heads or faces in the building or on school property</li> <li>• No ear buds or headphones may be worn or used except with permission of school personnel</li> </ul>
10	<p><b>Children's Online Privacy Protection Act (COPPA)</b> Third paragraph: replace URL with: <a href="http://www.worcesterschools.org/about/departments-offices/office-of-school-and-student-performance/coppa/">http://www.worcesterschools.org/about/departments-offices/office-of-school-and-student-performance/coppa/</a></p>
12	<p><b>Student Lockers</b> Third paragraph, remove "cell phones" from sentence.</p>
12	<p><b>Access to Students During School Hours</b> #3, last sentence: replace URL with: <a href="https://worcesterschools.org/wp-content/uploads/handbook/Access%20to%20Students%20During%20School%20Hours.pdf">https://worcesterschools.org/wp-content/uploads/handbook/Access%20to%20Students%20During%20School%20Hours.pdf</a></p> <p>Add 2 new:</p> <p><b>Dismissal of Students</b></p> <ol style="list-style-type: none"> <li>1. Students may only be dismissed to persons specified by parents and/or guardians in writing. Principals may remind families to update student emergency contact information to include a robust network of persons who may be called in case of an emergency.</li> <li>2. Parents may be provided with a Caregiver Affidavit to designate someone to make educational and/or medical decisions for a child if the child is temporarily living with someone who is not the parent/guardian.</li> </ol> <p><b>Handling of Students Whose Parents Have Been Detained or Taken Into Custody</b> If a school receives notification that parent/guardian of a student has been detained or taken into custody by immigration law enforcement officials or agents, the school will take the following steps:</p> <ol style="list-style-type: none"> <li>1. Contact the person(s) listed on the student's emergency card to inform the person(s) of the situation and ask if they can retrieve the student;</li> <li>2. Make arrangements for school counselors to be available to support the student;</li> <li>3. Contact DCF if there is no responsible adult authorized by parents to receive the student.</li> <li>4. Consult with the district's homeless liaison if the student becomes homeless as a result of their parent/guardian's detention.</li> </ol>

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PAGE	PROPOSED CHANGES
13	<p><b>Nondiscrimination</b></p> <p>First sentence: remove double period.</p> <p>Change third sentence to read: The School Safety office (508-799-3472) is responsible for coordination of Title IX, the manager of Social and Emotional Learning (508-799-3175) is responsible for Section 504 Americans with Disabilities Act (ADA). The Grants Manager (508-799-3108) is responsible for Title I. The Office for Instruction and School Leadership (508-799-3499) is responsible for Chapter 622. These staff are responsible for coordinating grievance procedures which can be viewed at [link]</p> <p>Change to link: delete paragraph 5 (District contact information)</p>
13	<p><b>LEGAL POLICIES</b></p> <p>Add</p> <p><b>Due Process</b></p> <p>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.</p> <p>The Worcester Public Schools adheres to the Student Discipline Laws and Regulations as set forth in MGL c. 71 §§37H, 37 H1h and 37 H 3 and 603 CMR 53.00 et seq.</p> <p><b>Section I</b></p> <p><b>IN-SCHOOL SUSPENSION DUE PROCESS PROCEDURES:</b></p> <p>A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.</p> <p>A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.</p> <p><u>Notice of In-School Suspension:</u></p> <p>The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.</p> <p>On the same day as the in-school suspension decision, the principal or his/her designee shall make</p>

reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent/guardian including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

## Parent/Guardian Meeting:

The principal or his/her designee shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or his/her designee is unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

## No Right to Appeal:

The decision of the principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

Section II

## OUT-OF-SCHOOL SUSPENSION DUE PROCESS PROCEDURES FOR OFFENSES UNDER MGL c. 71 §37H314:

### Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, short-term suspensions and long-term suspensions. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

### Notice for any Out-of-School Suspension:

Prior to suspending a student, the principal or his/her designee will provide the student and the parent/guardian oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the parent/guardian(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the principal or his/her designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;

- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;
- g) if the student may be placed on long-term suspension following the hearing with the principal:
  - 1. the rights set forth in 603 CMR 53.08(3)(b); and
  - 2. the right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent/guardian present, the principal or his/her designee will document reasonable efforts to include the parent/guardian. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

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

**Emergency Removal of Student:**

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's or his/her designee's judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- a) Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR 53.08(3)(b);
- b) Provide written notice to the student and parent/guardian, including the information described in 603 CMR 53.06(2);
- c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent/guardian.
- d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense

until adequate provisions have been made for the student's safety and transportation.

**SHORT-TERM SUSPENSION PROCEDURES UNDER MGL c. 71 §37H %:**

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Any student facing a potential short-term suspension is entitled to a hearing with the principal or his/her designee with the following process:

**Principal Hearing - Short-term Suspension:**

- a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and, if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- c) The principal or his/her designee shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
- d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

**No Right to Appeal:**

The decision of the principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

**LONG-TERM SUSPENSION PROCEDURES UNDER MGL c. 71 §37H 3/4:**

A long-term suspension is 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. Except for students who are charged with a disciplinary offense set forth in MGL c. 71, §37H, or in MGL c. 71 §37H 1h, 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 shall extend beyond the end of the school year in which such

suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the principal or his/her designee with the following process:

**Principal Hearing - Long-term Suspension:**

- a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and, if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:
  1. in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
  2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/ guardian's expense;
  3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  4. the right to cross-examine witnesses presented by the school district;
  5. the right to request that the hearing be recorded by the principal or his/her designee, and to receive a copy of the audio record upon request. If the student or parent/guardian requests an audio record, the principal or his/her designee shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.
- c) The principal or his/her designee shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal or his/her designee and the parent/guardian. If the principal or his/her designee decides to suspend the student, the written determination shall:
  1. identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
  2. set out the key facts and conclusions reached by the principal or his/her designee;

3. identify the length and effective date of the suspension, as well as a date of return to school;
4. include notice of the student's opportunity to receive educational services to make academic progress during the period of removal from school;
5. inform the student of the right to appeal the principal's or his/her designee's decision to the superintendent or designee, but only if the principal or his/her designee has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:
  - i. The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
  - ii. If the student is in a public preschool program or in grades K through 3, the principal or his/her designee shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

**Superintendent's Appeal Hearing:**

- a) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent or his/her designee.
- b) The student or parent/ guardian shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
- c) The superintendent or his/her designee shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
- d) The superintendent shall make a good faith effort to include the parent/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.
- e) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and, if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- f) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.



- g) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)I through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
- h) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent/guardian conference (re-entry meeting) with the principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents/guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

### Section III

#### **LONG-TERM SUSPENSION/EXPULSION FOR SPECIAL CIRCUMSTANCES UNDER MGL c.**

##### **71 §37H:**

The long-term suspension or expulsion of a student from school will be in accordance with MGL c. 71 §37H. The grounds for long-term suspension or expulsion include but are not limited to the following:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to long-term suspension or expulsion from the school by the principal or his/her designee.
- b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to long-term suspension or expulsion from the school or school district by the principal or his/her designee.
- c) Due process for a student who is subject to an expulsion or a long-term suspension as a result of possessing drugs/weapons or assaulting school staff includes:
  - 1. A student shall receive written notice before the expulsion or a long-term suspension takes place and written notice of the right to appeal.
  - 2. The student shall be given an opportunity for a hearing and the opportunity to present witnesses and evidence. The student may have an attorney at their own expense.
  - 3. Following the hearing, the principal or his/her designee may, in his/her discretion, decide to suspend rather than expel the student.
  - 4. The student may appeal an expulsion (suspension of more than 90 school days) to the superintendent provided the appeal is requested in writing, within ten (10) calendar days following the long-term suspension or expulsion.
  - 5. At the appeal hearing, the student may be represented by an attorney and may present oral and written testimony.
  - 6. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of MGL c. 71 §37H.
  - 7. The superintendent's decision is final.
  - 8. Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education

service plan.

**PROCEDURES FOR STUDENTS WITH FELONY COMPLAINT OR CONVICTION UNDER MGL c. 71 §37H 1h:**

In accordance with MGL c. 71 §37H1h, principals have the authority to suspend students charged with a felony and expel or issue a long-term suspension to students convicted or adjudicated of committing a felony if the principal has determined that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Due process for a student who is subject to suspension as a result of a felony charge includes:

- a) The student shall receive written notice before the suspension takes effect and written notice of the right to appeal.
- b) The student shall be given an opportunity to respond to the charges before the suspension takes effect.
- c) The student may appeal the suspension to the superintendent, provided the appeal is requested in writing within five (5) calendar days following the suspension.
- d) The superintendent must hold the appeal hearing within three (3) calendar days of the request.
- e) At the appeal hearing the student may be represented by an attorney. The student has the right to present oral or written testimony on his/her behalf.
- f) The superintendent must render a decision within five (5) calendar days.
- g) The superintendent's decision is final.
- h) Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers and other school work as needed to make academic progress during the period of his/her removal.
- i) Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Due process for a student who is subject to an expulsion or a long-term suspension as a result of a felony conviction includes:

- a) A student shall receive written notice before the expulsion or a long-term suspension takes place and written notice of the right to appeal.
- b) The student shall be given an opportunity to respond to the charges.
- c) The student may appeal the expulsion or long-term suspension to the superintendent provided the appeal is requested in writing, within five (5) calendar days following the expulsion.
- d) The superintendent must hold the appeal hearing within three (3) calendar days of the request.
- e) At the appeal hearing the student may be represented by an attorney and may present oral and written testimony.
- f) The superintendent must render a decision within five (5) calendar days.
- g) The superintendent's decision is final.
- h) Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

**Section IV**

## EDUCATIONAL SERVICES AND ACADEMIC PROGRESS UNDER MGL c. 71 §§37H, 37H1h AND 37H3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal or his/her designee shall inform the student and parent/guardian of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school- wide education service plan.

## 14 Sexual Harassment Violations

\*hyperlink content to change:

### Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to one of the grievance officers. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
  - d. On the basis of the grievance officer's perception of the situation he/she may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings, the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual

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	<p>harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.</p> <p><u>State and Federal Remedies</u></p> <p>Nothing in this policy or procedure shall be deemed to affect a complainant's right to pursue other remedies at law, including administrative appeals or lawsuits.</p>
16	<p><b>Child Abuse</b></p> <p>First paragraph, first sentence: remove DCF phone number. Sentence should read: 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.</p>
25	<p><b>Due Process</b></p> <p>Delete entire paragraph (moved to page 13)</p>
31	<p>Rule 14. Cell Phones, Electronic Devices and Laser Pointing Devices</p> <p>After 1<sup>st</sup> paragraph add:</p> <p><b>Student should also be aware that recording an individual without his/her consent could result in criminal charges under MGL CH. 272</b></p>
34	<p><b>Bullying</b></p> <p>Replace entire section up to "Acts of bullying can result..." with:</p> <p>The Worcester Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying or cyber-bullying.</p> <p>Bullying is the repeated use by one or more students or school staff members of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:</p> <ul style="list-style-type: none"> <li>• Causes physical or emotional harm to the target or damage to the target's property;</li> <li>• Places the target in reasonable fear of harm to him/herself, or of damage to his/her property;</li> <li>• Creates a hostile environment at school for the target;</li> <li>• Infringes on the rights of the target at school; or</li> <li>• Materially and substantially disrupts the education process or the orderly operation of a school.</li> </ul> <p>"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:</p> <ul style="list-style-type: none"> <li>• Wire</li> <li>• Radio</li> <li>• Electromagnetic</li> <li>• Photo-electronic or photo-optical system, including but not limited to electronic mail, internet</li> </ul>

	<p>communications, instant messages or facsimile communications</p> <p>Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.</p> <p>Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.</p> <p>Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.</p> <p>For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying. Bullying is prohibited:</p> <ul style="list-style-type: none"> <li>• On school grounds;</li> <li>• On property immediately adjacent to school grounds;</li> <li>• At school-sponsored or school-related activities;</li> <li>• At functions or programs whether on or off school grounds;</li> <li>• At school bus stops</li> <li>• On school buses or other vehicles owned, leased or used by the school district; or</li> <li>• Through the use of technology or an electronic device owned, leased or used by the school district.</li> </ul> <p>Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:</p> <ul style="list-style-type: none"> <li>• Create a hostile environment at school for the target</li> <li>• Infringe on the rights of the target at school; and/or</li> <li>• Materially and substantially disrupt the education process or the orderly operation of a school</li> </ul>
37	<p><b>Head Injuries and Concussions in Extracurricular Activities</b></p> <p>Post-Sports Related Head Injury Medical Clearance and Authorization Form</p> <p>Last paragraph: change URL to read:</p> <p><a href="https://worcesterschools.org/wp-content/uploads/handbook/HEAD%20INJURY%20MEDICAL%20CLEARANCE%20FORM.pdf">https://worcesterschools.org/wp-content/uploads/handbook/HEAD%20INJURY%20MEDICAL%20CLEARANCE%20FORM.pdf</a></p>
38	<p><b>Discipline of Students Under Section 504 and ADA</b></p> <p>Change URL to read:</p> <p><a href="https://worcesterschools.org/wp-content/uploads/handbook/Discipline%20of%20Students%20Under%20Section%20504%20and%20ADA.pdf">https://worcesterschools.org/wp-content/uploads/handbook/Discipline%20of%20Students%20Under%20Section%20504%20and%20ADA.pdf</a></p>

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44	<p><b>Homeless Students</b> Change to read: Refer to transportation services described on page _____ under Education of Homeless Students</p>
45	<p><b>Riding School Buses</b> #9 Change to read: Students who exit from the bus should pass eight (8) feet in front of the bus and look in both directions before crossing.</p>
47	<p><b>Student Services (continued)</b> <b>School Districts Must</b> At end of paragraph change URL to: <a href="https://worcesterschools.org/wp-content/uploads/handbook/Section%20504%20Parents%20Rights%20Notice.pdf">https://worcesterschools.org/wp-content/uploads/handbook/Section%20504%20Parents%20Rights%20Notice.pdf</a></p>
50	<p><b>Home Schooling</b> First paragraph, 2<sup>nd</sup> sentence change to read: Students enrolling in homeschool for initial year must attend their assigned school until approval has been received.  Last paragraph, last sentence: ...athletic eligibility guidelines described on page...update</p>
52	<p><b>Promotion Policy</b> 2<sup>nd</sup> sentence: change eighteen (18) items of the Light's Retention Scale to nineteen (19) items...</p>
55	<p><b>Attendance Policy (continued)</b> Before Tardiness and Dismissal add:</p> <p><b>Student Absence Notification Program</b> The District will notify a student's parent/guardian daily of a student's absence based on morning attendance via a ConnectEd automated phone call.</p> <p>Beginning with 5 absences, parents/guardians will receive an attendance letter via U.S. Mail with each absence. Each Principal, by whatever title they may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.</p> <p><b>Dropout Prevention</b> No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the</p>

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	<p>home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.</p> <p>The Superintendent or designee may proceed with any interview without a parent/guardian present.</p>
56	<p><b>High School Attendance and Academic Credit Policy</b> #1, #3 change 2018-2019 to 2019-2020</p>
62	<p><b>Class Rank Grade Point Average</b> Insert chart (see attached)</p>
63	<p><b>Seal of Biliteracy - NEW ADDITION</b> Insert before General School Issues:</p> <p><b>MA Seal of Biliteracy</b> The Worcester Public Schools will offer the MA Seal of Biliteracy to graduating seniors on their diplomas and transcripts. The MA Seal of Biliteracy recognizes graduates who speak, listen, read and write proficiently in English and a second or even third language.</p> <p>By offering the MA Seal of Biliteracy to our students, we are recognizing and honoring the bilingual students and diverse communities in Worcester and encourage all students to pursue proficiency in more than one language. Bilingualism is a critical 21<sup>st</sup> century skill that recipients of the MA Seal of Biliteracy can highlight in both college and job applications.</p> <p>In order to earn the MA Seal of Biliteracy, students must meet all their graduation requirements, demonstrate proficiency in English by receiving a 240 or above on the ELA MCAS, and show proficiency in a target language by earning 4 or 5 in an AP Language Exam or other state-approved language test provided by the district.</p> <p>Students interested in participating in the MA Seal of Biliteracy program must complete an application available in the guidance office or scan the QR Code included here by the Fall of their Senior year.</p> <p>Questions about the MA Seal of Biliteracy program can be directed to Michelle Huaman, World Languages Liaison (<a href="mailto:huamanm@worcesterschools.net">huamanm@worcesterschools.net</a>) or Carmen Melendez-Quintero, Director of English Learner Programs (<a href="mailto:Melendezquinteroc@worcesterschools.net">Melendezquinteroc@worcesterschools.net</a>)</p> <p>Add QR Code</p>
65	<p><b>English Learner Parent Advisory Committee</b> The English Learner Parent Advisory Committee (ELPAC) was established during the 2018-19 school year with the goal of enabling 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 ELPAC, which consists of parents, community members, teachers and district staff members, meets on a monthly basis and serves as a venue for meaningful discussions around Dual Language, Transitional Bilingual Education (TBE) and English as a Second Language. Each month a different topic related to education, schools and the district are explored. Parents of English learners are encouraged to attend.</p>
Back cove	<p>change 2018-2019 to 2019-2020</p>

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## 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. The student grades are weighted as follows:

Average	A.P.	Honors	College
100-99	5.3	4.8	4.3
98-97	5.2	4.7	4.2
96	5.1	4.6	4.1
95-94	5.0	4.5	4.0
93	4.9	4.4	3.9
92	4.8	4.3	3.8
91	4.7	4.2	3.7
90	4.6	4.1	3.6
89	4.4	3.9	3.4
88	4.3	3.8	3.3
87	4.2	3.7	3.2
86	4.1	3.6	3.1
85	4.0	3.5	3.0
84	3.9	3.4	2.9
83	3.8	3.3	2.8
82	3.7	3.2	2.7
81	3.6	3.1	2.6
80	3.4	2.9	2.4
79	3.3	2.8	2.3
78	3.2	2.7	2.2
77	3.1	2.6	2.1
76	3.0	2.5	2.0
75	2.9	2.4	1.9
74	2.8	2.3	1.8
73	2.7	2.2	1.7
72	2.6	2.1	1.6
71	2.4	1.9	1.4
70	2.3	1.8	1.3
69	2.2	1.7	1.2
68	2.1	1.6	1.1
67	1.9	1.4	0.9
66	1.8	1.3	0.8
65	1.7	1.2	0.7
64-0	0.0	0.0	0.0

## Marking System

A=100-90      B=89-80      C=79-70      D=69-65      F=64-0