

TABLE OF CONTENTS

Administrative Personnel	2
Main Office and Guidance	3 - 6
Library Media Center	4 - 5
Registrars Office	7
Policies and Regulations	
Academic Policies	7 - 10
Activities and Clubs	10 - 14
Athletic Policies	14 - 27
Attendance Policy	27 - 31
Communications with Parents	32 - 33
Computer Use and Internet Access	32 - 35
Discipline Code	35
Unacceptable Student Behavior	35
Range of Consequences	36 - 38
Dress Code	39
Drugs, Alcohol, and Tobacco Policies	39
Substance Abuses at a School Sponsored Event	39 - 41
Substance Abuses During the School Day	41 - 42
Perceived to be Using or in Possession	42
Substance Abuse Separate from the School Day	42
Tobacco and Smoking Policies	42 - 44
Parking and Driving on Campus	44
Personal Electronic Equipment	45
Student in Good Standing	45
Student Safety	45
Academic Blocks	45
Areas of the Building and Grounds for Student Use	45
Bicycles, Roller Blades and Skateboards	45 - 46
Cafeteria	46
Emergency Evacuation of the Building	46
Hall Pass Policy	46
Hazing	46
Off Campus	47
Personal Property and Valuables	47
District Policies	47 - 56

Administrative Personnel

Superintendent's Office

154 Horn Pond Brook Road

Winchester, MA 01890

Superintendent of Schools	Mr. William McAlduff	721-7004
Assistant Superintendent	Dr. Rhonda Cohen	721-7006
Business Manager	Mr. John Danizio	721-0080
Pupil Services Administration	Dr. Linda Stapp	721-7005

WHS Administration

80 Skillings Road

Winchester, MA 01890

www.winchester.k12.ma.us

Principal	Mr. Thomas Gwin, Ed.D.	721-7020	x1117
Assistant Principal	Ms. Sue Mochrie	721-7020	x1119
Assistant Principal	Mr. Gerald Chapman	721-7020	x1118
Office Manager/ Administrative Assistant	Ms. Mia Gustin	721-7020	x1120
School Resource Officer	Stephen Palmer	721-7020	x1121
Directors/Coordinators			
Mr. Terrence Lannon	Art	721-7020	x1910
Mr. Brian Carroll	Athletic Director	721-7020	x1916
Ms. Judy Hession	English	721-7020	x1215
Ms. Anna Tirone	Foreign Language	721-7020	x1317
Ms. Sherri Lewis-Sholler	Guidance	721-7020	x1406
Ms. Karen Miller	Library/Media	721-7020	x1318
Mr. Thomas Haver	Math	721-7020	x1504
Dr. John McCann	Music	721-7020	x1911
Mr. Michael Marchand	Science	721-7020	x1918
Ms. Margaret Harvey	Social Studies	721-7020	x1704
Mr. John Pirani	Special Education	721-7020	x1811
Mr. David Petty	Technology	721-7020	x1617
Ms. Jeannine Lavoie	Wellness	721-7026	

WHS Mission Statement

The mission of Winchester High School is to provide, for all of its students, an opportunity to achieve excellence in learning, specifically to foster:

- Critical thinking
- Clear and effective communication
- Intellectual creativity
- A sense of personal, civic and social responsibility, and
- The ability to apply these essential skills and knowledge to life situations

Human Rights Statement (Adopted by the Winchester Board of Selectmen
September, 2009)

Winchester is a community that is grounded in respect for every individual, and therefore protects all residents, employees, business owners, students and visitors in the enjoyment and exercise of human and civil rights. It is Town policy to ensure equal treatment and opportunity to all individuals regardless of race, gender, ethnicity, religion, ideology, socio-economic status, health, sexual orientation, age, military status or disability.

Message from the Principal

Welcome to Winchester High School! Our mission is to provide an exceptional teaching and learning program that meets the needs of all of our students. We have high expectations within the context of a rigorous curriculum. At the same time we offer numerous opportunities for students to become participants in a wide range of co-curricular offerings, extracurricular activities, and interscholastic sports. We expect much from our students while we get to know and support every learner. Working closely with parents, we develop a partnership to create a school community which promotes the success of our students.

Please carefully read the policies found in this book. Enforcement of these policies ensures the safety of our school and an atmosphere that allows teachers to teach and students to learn in the best possible climate. We are all responsible for our actions. Individuals acting with integrity and respect to others make for a strong and healthy school community.

If you have any questions about any of these policies, please ask any teacher or administrator. The principal's door is always open.

Expectations for Student Learning

Academic Expectations

- The Winchester High School graduate is able to communicate effectively.
- The Winchester High School graduate is able to acquire, integrate and apply essential knowledge.
- The Winchester High School graduate is able to analyze, interpret and evaluate information effectively.
- The Winchester High School graduate is able to make intellectual and practical connections between and among different disciplines.
- The Winchester High School graduate is able to understand and apply technology to his/her learning experience.
- The Winchester High School graduate works to acquire an informed global perspective.

CIVIC AND SOCIAL EXPECTATIONS

- The Winchester High School student demonstrates self-respect and an appreciation of diversity.
- The Winchester High School student participates responsibly as a member of the student body.

GENERAL INFORMATION

Main Office ~ The Main Office is the focal point of the High School. The WHS phone number is 781-721-7020. A list of extensions will be published in the fall

PFA electronic newsletter and on the school website at www.winchester.k12.ma.us.

Emergency Information ~ On the first day of school, each student will receive a Student Information Form. This form contains vital emergency information required by state law. Make all necessary changes and return this form to the Main Office **the following day**.

Late Opening and Cancellation ~ If the school is cancelled or having a delayed opening the superintendent will use the emergency calling service to inform all families. Announcements will also be made on:

- Radio stations: WRKO, WBZ, WEZE, WBUR, WHDH
- Television stations: Channels 4, 5, 7 Cable Channel 8
- For an hour delay, school will begin at 8:45 and for a two-hour delay, school will begin at 9:45 A.M.

Lockers ~ A specific locker will be assigned to all students for their four years here at WHS. The lockers are expected to be maintained during that time. Students are not to make locker location changes. For safety reasons, books and athletic bags are to be stored in a student's locker or athletic storage rooms. It is the responsibility of the student to report a broken or unusable locker to the Main Office.

Lockers are the property of the school. A locker is subject to search by school officials at any time if there is cause to suspect possession of illegal drugs, alcohol, weapons, stolen property, or other items in violation of school policy or if there is cause to suspect any threat to safety.

Lost and Found ~ Items, found by staff or students, should be turned in to Lost and Found in the Main Office. Students may check this area for lost items. Unmarked books will be returned to the subject department. All unclaimed items are donated periodically to a local charity.

Messages ~ The school should not be expected to deliver personal messages to students. This would be too disruptive to the school day.

Cell Phones ~ Student cell phones must be turned off at all times. There are no exceptions. A cell phone cannot be visible, it must be put away. A student in violation of this policy will have their cell phone confiscated, given to an administrator, and a parent must pick up the phone in the main office. Refusal to give up a cell phone to any staff member is insubordination and is subject to immediate suspension.

Visitors ~ All visitors to the high school must check in and sign a Visitors Log in the Main Office. All visitors must wear a visitor's name tag.

Students are not allowed to bring guests to school, and shadowing is not allowed at any time during the school day. Individuals who do not attend Winchester High School but are on the school grounds or in the school building will be treated as trespassers. This offense is a violation of the General Laws of the Commonwealth and carries a fine and/or imprisonment. Police will be notified.

Guidance Services ~ Students are generally assigned to a Guidance Counselor alphabetically, although to balance caseloads students are sometimes assigned out of sequence. Every effort is made to keep a student with the same counselor for all four years. The assigned counselor assists with course selections, course changes, personal issues, and post-high school planning. Counselors are trained to help students make college selections and career choices. Each counselor is willing to help students find the source of assistance needed to solve any personal or academic problem. The Guidance Office maintains a cumulative folder of academic records. Requests for official transcripts must be made in ten days in advance through this office.

Library ~ The Library provides a collection of resources to support the curriculum and reflect the diverse interests of our school population. The Library is open 7:30AM –3:00PM on all days the school is in session. Special areas in the library include: Job, Career and College Center and AV/Video/DVD viewing area. Students are encouraged to use the library for research, study, reading, and school related computer work. The library features a collection of approximately 16,000 book, video, DVD, CD, current and archival magazines and newspapers and a vertical file for local resources. Students will find a welcoming environment that supports academic success through an atmosphere of inquiry and productivity.

Use of the Library

- Students coming to the library individually or with a class are expected to be considerate of other students. To make productive use of their time, and to be respectful of the staff, fellow students, facility and materials.
- Students may visit the library from Academic Block with an official pass signed by the library personnel. Students must get the pass in the library before school, between blocks or even the day before. Do not be late to class getting passes. You can not get a pass once the bell has rung.
- **Students must bring their own cup for Hot Chocolate, Coffee or Tea. Please recycle all plastics and paper. We will have some recyclable paper hot cups available for a small donation.**
- Card playing, gambling and computer games are prohibited in the library.
- Library hall passes are for locker and bathroom only ~ **not cafeteria.**
- **No food from the cafeteria in the library anytime during the school day.**
- Use headphones with electronic equipment. Do not interfere with other library use.
- Computer stations use are under the Acceptable Use Policy. **Students must have their Winchester High School ID's to use the computer. You must have your ID to check out a computer. NO ID-NO COMPUTER.**
- **Library Materials may circulate for 1 month with renewal options. Students must have their WHS ID'S to check out material.**
- Overdue materials notices are emailed to all students and staff. Long overdue students will be called to the office.
- Library privileges may be revoked for disruptive behavior.

Health Services ~ A registered nurse who is in the building throughout the school day staffs the Health Office. All students are required to have an up-to-date record of physical examination on file, along with an up-to-date immunization record.

Students, who have special medical circumstances such as life threatening allergies, seizure disorder, diabetes, etc., should have appropriate medical records on file.

New Students ~ All new students enrolling at Winchester High School must have documentation of the following immunizations as required by the General Laws of the Commonwealth of Massachusetts PRIOR to entering school.

- 5 D.P.T. shots (Diphtheria, Pertussis, Tetanus is usually given in infancy). However, a Tdap immunization must have been received within the last ten (10) years.
- 4 doses of Polio
- 2 MMR shots (Measles, Mumps, Rubella must have been received after the age of 12 months)
- 3 Hepatitis B
- 1 Varicella (Chicken Pox) or medical documentation of history of disease.

In addition, documentation of a physical examination within the past year is required. Students who are not immunized may not attend school.

Student Illness and Medications ~ Except in an emergency, a student who becomes ill at school should obtain a pass from a teacher before going to the Health Office. When a student is too ill to remain in school, a parent or the person designated on the contact sheet will be notified. Students must report to the nurse in cases requiring dismissal for health reasons. If they fail to do so, the absence will be considered a cut.

Students are not permitted to carry prescription or over the counter medications in school. This is mandated by the Commonwealth of Massachusetts. All medications must be registered with the school nurse.

Any student who is returning to school following a contagious disease, extended illness or hospitalization must be readmitted to school by the school nurse. Any student returning to school with a cast, crutches, braces, etc., must be readmitted to school by the school nurse.

Students who need to be excused from active participation in physical education class for a medical reason must provide the nurse with documentation from a physician in order to obtain a PE excuse. Academic participation will still be required.

Students, with a doctor's note or a parent note stating that they cannot use the stairs because of an accident, injury, etc., may obtain an elevator key at the Nurse's Office with a \$10.00 deposit. A lost or non- returned key will result in an additional charge of \$10.00 dollars.

Students who are injured during school hours must report to the school nurse and file an accident report if necessary. If an injury occurs during an after school activity, it should be reported immediately to the advisor, trainer or coach.

Student Health Records

- Graduating Seniors: Your original school health immunization record will

be mailed to your home. Copies of this document will no longer be kept on file by the high school. It is advisable to make additional copies and maintain this important document for your records.

- Transferring Students: health records will be forwarded to the school in which the student seeks to enroll.

REGISTRAR'S OFFICE

Registration ~ Students planning to attend Winchester High School must complete school forms and submit a copy of a birth certificate. All students must register using the legal name on the birth certificate. Students are also required to have a physical examination, along with state-mandated vaccinations, prior to entrance to school. Any physical examination up to twelve months prior to entrance will suffice. A student should, if possible, have a copy of their latest transcript or report card when they register so that appropriate classes can be scheduled.

School Transfer ~ A student who plans to move, leave school early, or withdraw from Winchester High School for any reason prior to graduation should secure a Transfer Sign-Out Form from the Registrar. This form needs to be completed and returned to the Registrar and should signify that all books have been returned and that all course work has been completed. Upon request the high school will forward student records to a school in which the student seeks to enroll **only** upon return of the completed Transfer form.

Working Papers ~ All of the below may be obtained from the registrar's office.

- Promise of Employment (14 to 16 years need filled out prior to receiving Employment Permit)
- Employment Permit (14 to 16 years)
- Educational Certificate (16 to 18 years)

Academic Policies and Regulations

WHS academic goals are clearly outlined in the WHS Mission Statement and Expectations. Our purpose is to educate students. We, as professionals, are expected to provide a school and classroom-learning environment that is thoughtful, active, productive, and challenging. Many of our policies support our goal of high academic expectations for our school

Academic Integrity ~WHS expects that all academic work be produced only by that student without plagiarism, cheating or academic dishonesty. Incidents of plagiarism and cheating are counter to our expectation of academic integrity. Penalties are listed in the Discipline Code section of this Handbook

Course Expectations ~ Each teacher is responsible for publishing a Course Expectations Sheet for each of his or her courses. These expectations will include behavioral guidelines, homework policies and grading standards. Students will receive a copy during the first week of school and parents will receive a copy at the Fall Open House.

Course Change Policy

Requests for schedule changes after the start of school will only be granted if:

- A student did not pass a class that was a prerequisite for another class.
- Summer school coursework necessitates a change in the student's schedule.
- Completion of a level change form for all level changes (required)
- A course change is necessary for a grade 12 student to fulfill a graduation requirement
- An error has been made inputting a student's course choices
- Authenticated health reason

Throughout the school year level changes can only be made with the completion of a level change form. Level changes will not be allowed during the last two weeks of a quarter. After the third quarter, students will not be allowed to drop a course to a lower level.

Students may drop a class to add a study hall while still maintaining a minimum load of 30 credits. Students who wish to withdraw from a class within the first two weeks of a course must see their guidance counselor for proper paperwork. The student must continue to attend the class until a new schedule has been issued. If a student does not follow proper procedure, he/she will receive a failing grade. Students who withdraw after the first two weeks of a course will receive a "W" for that class. Students who withdraw after the sixth week of a class will receive a WF (withdraw fail), WP (withdraw pass), or WM (withdraw medical).

Unless extenuating circumstances exist, any other schedule changes will not be made after the start of school.

Exams ~ WHS schedules semester/final exams in January and June. These exams challenge students to summarize and condense a large body of knowledge and to demonstrate skills developed over a semester or the year. The exams also prepare students for the type of test taking that they will be confronting when they apply to post-secondary institutions.

No final exams will be administered early. Students who have been granted permission to leave school prior to final exams must return in the summer to take their exams. Exams taken in the summer will not be graded until September and their results will not be available until that time. Seniors with an average of B or above and who did not receive an "N" for second semester, will be exempt from taking that course's final.

Grades ~ All grades are letter grades and are used in all classes. Appropriate weight is given to each grade to determine the Grade Point Average (GPA). WHS uses a two-level grade-weighting system. Courses taken at the College Level (C1 or C2) are assigned the weight listed in the right column below and those courses taken at the Advanced Placement or Honors Level are assigned weights listed in the middle column.

Grade Earned	AP & Honors	College
A+ (97 - 100)	4.5	4.0

A (93 - 96)	4.2	3.7
A- (90 - 92)	4.0	3.5
B+ (87 - 89)	3.8	3.3
B (83 - 86)	3.5	3.0
B- (80 - 82)	3.2	2.7
C+ (77 - 79)	2.9	2.4
C (73 - 76)	2.5	2.0
C- (70 - 72)	2.2	1.7
D+ (67 - 69)	1.9	1.4
D (63 - 66)	1.5	1.0
D- (60 - 62)	1.2	0.7
F (0 - 59)	0	0

Honor Roll ~ Students are recognized for academic success each quarter by the WHS Honor Roll. Students with any outstanding grade of an incomplete or an “N” are not eligible for Honor Roll. The following criteria are used to determine academic honors:

- Honor Roll: a grade of B- or better in **all** subjects and a passing grade in pass/fail course(s).
- High Honor Roll: a minimum of four A’s and one grade of no lower than a B-, plus a passing grade in pass/fail course(s)

National Honor Society ~ Membership in this national organization is based on outstanding academic success. To be eligible a student must have a GPA of 3.60. In the application process for NHS students must also provide additional examples of their character, service and leadership both in their school and in their community. A faculty committee reviews all NHS applications for final approval.

Make-up Work

Students excused from class for co-curricular activities and field trips must get assignments from the teacher prior to the absence so that all work can be turned in on the day due.

If a student is absent for one or two days and an exam is given or a major project or paper is due, the student must be prepared to meet the obligation on the day of return to school. The student’s administrator may waive this requirement. **All work not made up in the required time may be marked zero.**

Progress Reports ~ Progress Reports keep students and parents informed of academic progress. A Progress Report for all 9th graders will be sent home to parents mid way through the first quarter. All other students may receive Progress Reports if appropriate.

Report Cards ~ Report cards are prepared four times a year at the end of each quarter. Mid-quarter warning notices are sent to parents of students who are in danger of failing at that time.

Summer School Policy ~ The main purposes of summer school are:

- Upgrading of poor marks to meet prerequisite requirements but no credits

- will be accrued.
- For subjects failed, to regain credit
- Acceleration/Enrichment (with PRIOR administrative approval/no credits)

Administrative approval of summer school courses for remediation is required. In reviewing eligibility for summer school, the Principal will consider both the student's record of attendance in the course failed, as well as the number of hours and the content of the summer school course proposed for remediation. Except where extenuating circumstances exist, students must have been enrolled and attending classes in a course for the entire academic year in order to qualify for summer school. Any student failing a subject or failing to meet a prerequisite grade at the close of school will be scheduled for the fall term with these failures in mind.

Procedure for Obtaining Course Approval ~ A student must receive written permission from the Administration prior to registering for any course.

- The "Course Approval Form" is obtained from the Guidance Office.
- The student must complete the Form, attach a course description to the Form, and submit both to the appropriate academic department Director for his/her approval and signature.
- The student must then obtain the approval and signature of the Principal. The approved and signed forms must be returned to the Guidance Office.
- Upon completion of the course, it is the student's responsibility to have an official transcript of the course grade mailed to the Guidance Department. No credit for failed courses will be awarded until the official transcript is received.
- Adjustments in the student's schedule will take place only upon receipt of the official transcript.

Grades from summer school courses will be recorded separately on the student's permanent record. The original grade for the course will not be changed. The summer school grade will not be included when determining the student's grade point average (GPA).

Activities and Clubs ~There is a wide variety of clubs and activities available for WHS students. Each club is run by an Advisor and has announced meeting times. We strongly recommend you join as many clubs and play as many sports as you can because it is a great way to make friends and be a part of the school community.

If a student would like to start a new club he/she needs to write up a proposal with the name of an Advisor and a description of the purpose and activities of the club and present it to the Assistant Principal in charge of Extracurricular Activities.

Eligibility Rules ~ In order to participate in an activity representing Winchester High School, a student must obtain a passing grade in at least 20 credits of work or its equivalent in the marking period immediately preceding that activity. First quarter, second quarter, and third quarter, grades determine eligibility, for Winter and Spring sports. The final grades for the previous year determine eligibility for the fall.

Scholastic eligibility of pupils is official on the date report cards for that grading period has been issued to all students.

All obligations must be met before a student can participate in any extra curricular/athletic activity.

If a student violates a major school rule and holds a leadership role (such as, but not limited to, class office, club office, sports captain, peer educator), the student may be removed from the leadership role a minimum of the remainder of the school year.

Dance Policy ~ WHS Dances are traditionally sponsored by a class. WHS joins with the Winchester Coalition for a Safer Community to co-sponsor and chaperone these events. A dance proposal must be presented, reviewed and approved by the WHS principal. Students may not purchase a ticket to the dance without having signed a Dance Contract specifying expectations and specific guidelines. Parents are also expected to sign this contract.

Unless receiving prior approval from an administrator, every student must be present in school for the entire day of the dance, including any assigned detentions, in order to attend. Students with unapproved absences or cuts in classes or Academic Blocks on that day will not be allowed to attend the dance.

Winchester High School Clubs

Aberjona Yearbook ~ Students in this club plan, design, and produce the WHS yearbook. It's challenging work, but it is definitely worth it.

Art Club ~ If you are interested in expanding your art talents, this is the perfect place to be after school. Instruction is provided and time is allotted for project completion. This is a great club for students who enjoy art but may be unable to schedule it as a course.

Band Front/ Flag Corps ~ This club provides an opportunity for all students, with or without experience, to learn how to twirl a flag or a rifle and to participate with in the marching band at the football games and parades.

Connect & Commit Club ~ This student club is part of the Connect & Commit community service-learning program. Students organize service-learning projects to take action and raise awareness about hunger, homelessness, human needs, environmental issues, human rights and inequalities and other issues. Also, students can sign up for group or individual community service activities at club meetings or through the Connect & Commit office.

Curtain and Cue ~ WHS Drama club involves students in performance and behind the scenes preparation for a fall play.

Electric Vehicle Club ~ This club has converted a van to run on vegetable oil and recently completed converting a truck to be an electric vehicle. Projects range from working with engineers from the community to design systems to basic auto

mechanics. If you are interested in cars or engineering this club will afford you the opportunity to work with professionals from the community to learn more and apply your skill. Meets Monday evenings.

Environmental Club ~ The purpose of the environmental club is to increase awareness about environmental issues around the school, increase public awareness around town, and plan group activities that will be enjoyable and educational.

Figure Skating Club ~ The Figure Skating Club will allow figure skaters attending WHS to represent the school in a sport. The club's main activity would be a team event at a local competition.

Film Club ~ The Film Club at WHS is a new and exciting opportunity for students from all grade levels to watch, critique, analyze and actively participate in the production of various types of film.

French Club ~ An extension of classroom discussion including social and educational activities.

Harvard Model UN ~ This club will take you to Harvard University where you will participate in a simulation of the United Nations. You will be assigned a country to research and then you will spend a weekend sharing your observations with other students from across the nation.

Improv Club ~ This is a performing group that focuses on the skills and components of improve; theatre games, improvisational comedy, etc.

Italian Club ~ Student study Italian culture. Activities include Italian movies, trip to the North End, Italian food and games. The club web page is now posted on the foreign language department website.

Junior Statesmen of America ~ JSA is a nationwide program to promote political awareness among students and to make students more involved citizens. Students will be involved through debates and mock trials.

Latin Club ~ Latin club has many social activities which include a Classics Day at B.U., winter dance, and a weekend trip to the State JCL Convention.

Literary Magazine ~ Students work with an advisor to produce a magazine fostering creative expression and an appreciation for literary and visual arts.

Marching Band ~ An opportunity for musicians to actively participate in parades and perform at football games.

Mixed Martial Arts Club (MMA) ~ The MMA is a non-competitive, corporative student-run club created for participants to learn, study, and teach all facets of martial arts.

Math Team ~ Math Club provides an opportunity for students to engage in math competitions with other students from WHS and other high schools.

Multicultural Issues Group (MCI) ~ MCI is designed to explore issues surrounding race, culture, gender, ethnicity, sexual orientation and class in an informal yet informative setting. Topics are generally introduced and discussions are usually led by high school students. In addition to monthly meetings, MCI also attends workshops, lectures, films and cultural events throughout the year. Meetings are open to all students at any point throughout the year.

Music Recording Club ~ This club allows students to record music independently or in small groups.

Musical ~ This musical performance involves a large number of students who love music, acting and performing. Opportunities are also available to do “behind the scenes” work.

National Honor Society ~ NHS provides a vehicle for recognizing students of outstanding scholarship, character, service, and leadership in both their school and community. Members must meet eligibility requirements.

Outdoors Club ~ Outdoor expeditions and outdoor education are the focus of all events. Activities range from hiking, canoeing, or biking to listening to speakers or viewing films on the outdoors.

Pan Asian Club ~ The club celebrates various Asian cultures through crafts, cooking, discussions, film, music, and dance.

Peer Alliance Link (PALS) ~ Is a student organization that assists incoming freshmen at the beginning of the year, and helps out at the 8th grade moving up day.

Photography Club ~ This club provides time and instruction for those students unable to schedule photography during the school day and for those students who are taking photography but want extra help and time in the darkroom.

Public Speaking Club ~ The purpose of this club is to provide an outlet for the practice of public speaking. Through practice and using various exercises, students will develop confidence in speaking in front of an audience.

Red and Black ~ This is WHS’s very own school newspaper. Students write every article printed and it is published monthly. Students report news and express their opinions and concerns on just about everything. This is a good experience for those who are interested in journalism and advertising or who just want to speak out.

Robotics Club ~ The focus of the robotics club is to develop a mechanical/electronic proto type vehicle which is entered into a National competition.

Spanish Club ~ Spanish club celebrates Spanish culture through social and educational activities such as an international film festival, evening dinners and field trips.

Spectrum ~ This is the gay/straight alliance group. This club is a place where students can explore and discuss diversity. Through these discussions students support each other and spread knowledge to others in the community. This is a wonderful place to be able to hang out and just talk!

Stampede ~ A step dance squad that performs throughout the WHS community.

Student Council ~ The Student Council is a group of elected students that helps to organize school activities, elections, service projects and community events. Membership is by election. Potential members should be interested in serving their school and community and representing their fellow students as their voice in school policy.

S.U.R.F. ~ Students United for Receptive Fellowship. A group of students who work to build a greater sense of community spirit within WHS.

Theater Light and Sound Crew ~ Students learn how to maintain and use the light and sound systems for stage productions at WHS. Assistance is also provided for school and town groups that are using the auditorium for their productions.

Ultimate Frisbee Club ~ The primary purpose of this club is to organize groups of students to play ultimate Frisbee.

Where We Stand ~ This club provides an opportunity for students to voice their opinions in discussing current events and political issues.

Y.E.S.S. ~ Youth Enacting Student Support ~ This is a support group for all students at WHS. Past activities include the making of a video, membership in the WSAC and presentations to community groups in Winchester.

MISSION STATEMENT FOR ATHLETICS

Athletics at Winchester High School play an integral part in the school program. Students have the opportunity to participate in a wide variety of activities that will enhance their educational experience. The sports program is committed to the physical, emotional, social, and mental development of all who participate.

To be eligible to participate in athletics at Winchester High School, students must meet academic and physical standards described in this guide.

Participation in sports is a privilege. Athletes are expected to exhibit the highest level of conduct on and off the field. They must show respect for everyone they come in contact with, including teammates, game officials, opponents, and spectators.

Athletic Program Objectives

- To provide opportunities for physical, mental, and emotional growth.
- To develop confidence and self-esteem.
- To develop and improve time management skills.

- To develop and understand the concepts of individual and team play.
- To develop a sense of commitment, loyalty, cooperation, and fairness.
- To learn that good sportsmanship means winning and losing with grace and dignity.
- To learn to make decisions under pressure.
- To foster town pride.

Philosophy ~ The athletic program at Winchester High School is an integral part of the total school program. It offers the students the opportunity to participate in a wide variety of activities that enhance the educational experience. The program is committed to the physical, emotional, social, and mental development of all who participate.

Participation is a privilege that comes with responsibilities for the student athlete, Winchester High School, and the Town of Winchester.

Athletics at Winchester High School are open to all students who meet and maintain the standards of academic eligibility, are good school citizens, and meet basic physical health qualifications.

Massachusetts Interscholastic Athletic Association ~ The Massachusetts Interscholastic Athletic Association (hereafter referred to as the MIAA) is the governing body of Athletics within the State of Massachusetts. Its Board of Directors is made up of Principals from various districts throughout the state. The Board of Directors and its various subcommittees establish policy for all member schools.

Winchester High School is a member of the MIAA and is therefore governed by Association rules and regulations. Additional policies, rules, and regulations are set by the Winchester School Committee. Under MIAA guidelines local communities are allowed to set their own policy, rules, and regulations as long as they are more restrictive than those stipulated by the MIAA. The MIAA organizes and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are responsible to govern themselves under the rules set forth in the rules identified as the Blue Book.

The MIAA does not sanction or sponsor a sub-varsity tournament competition.

Middlesex League ~ Winchester High School is proud to be a member of the ten school Middlesex League. The league is governed by the MIAA and its own constitution. The league sets most games played by Winchester High School, at all levels of competition. Some non-league games against schools from surrounding communities are also scheduled. A few teams such as sailing compete in other leagues, because the majority of schools in the Middlesex League do not sponsor these specific sports. The Middlesex League is made up of the following schools:

Belmont	Lexington	Reading	Wakefield	Winchester
Burlington	Melrose	Stoneham	Watertown	Woburn

Administrative Chain of Command

1. **Winchester School Committee:** The governing body for Winchester High School. It sets all policy within the school district relative to athletics.
2. **Superintendent of Schools:** Administers school policy established by the school committee. He/she is responsible for the actual establishment of the athletic policy.
3. **High School Principal:** The official representative of the school and is directly responsible for the total conduct of all athletic activities. The Principal is the official school representative in matters dealing with the MIAA and Middlesex League. He/she insures that all MIAA guidelines and policies are followed. The Principal is responsible for any official action taken by the school.
4. **Athletic Director:** The Athletic Director is directly responsible to the Principal. He/she is responsible for the supervision and administration of the entire interscholastic athletic program. The Athletic Director provides the leadership necessary for the daily operation of the Athletic Department. The Athletic Director is responsible for carrying out and enforcing all Winchester High School, Middlesex League, and MIAA rules and guidelines. He/she is responsible for the direct supervision and evaluation of all coaches.
5. **Head Coach:** The Head Coach is responsible to the Athletic Director, and is responsible for the total operation of his/her respective sports program.
6. **Assistant Coach:** The Assistant Coach is directly responsible to the Head Coach.

Communication and Conflict Resolution ~ Athletic involvement can be highly emotional and very time consuming. From time to time, conflicts and issues between a student athlete and his/her coach may arise. It is imperative that any conflict and/or issue be addressed immediately and as directly as possible so that it can be resolved promptly. **Every effort should be made to resolve all issues at the lowest possible level:**

1. Student Athlete contacts coach
2. Parent of Athlete contacts coach. In order for the discussion between student or parent and coach to be productive, the following times to approach a coach should be **avoided**:
 - either prior to or immediately following a game
 - during a practice session
 - during a time when other teammates are present
 - when it is apparent that there will not be sufficient time to allow for a complete discussion
3. Athlete or parent contacts Athletic Director
 - The Athletic Director will inform the coach that this meeting will take place.If this discussion does not result in a satisfactory conclusion, then a

meeting will be scheduled with all parties in an attempt to reach a satisfactory resolution.

4. Student and/or Parent contacts Principal

- The Athletic Director should be informed that this contact will be made.

Athletic Trainer and Training Room ~ The training room serves to help athletes receive the best possible care. Winchester High School is extremely fortunate to have a highly qualified and skilled trainer as a member of our athletic staff.

On school days the training room is open from approximately 2:15 until the conclusion of the last practice session or home game. During weekends, or on days when school is not in session, the trainer will be on duty only for practices, games, or scrimmages.

At certain times of the day the trainer is extremely busy and the training room crowded. During these times only athletes who need treatment or taping should be present. Training services will be granted on a first come, first served basis on practice days. On game days, athletes will be treated in an order that will allow bus and/or game commitments to be met.

In the event of an athletic injury at a home game either the trainer, an emergency medical technician, or a doctor is in immediate care. At an away game the host school's medical personnel are responsible if the Winchester High School trainer is not present.

After an injury, a student may not return to competition without clearance by the trainer. **This may also include written permission from a doctor.**

The Winchester Athletic Program

<u>Fall</u>	Cheering Field Hockey Soccer Boys Volleyball Girls	Cross Country Boys Football Soccer Girls	Cross Country Girls Golf ~ Coed Swimming Girls
<u>Winter</u>	Basketball Boys Gymnastics ~ Coed Indoor Track	Basketball Girls Ice Hockey Boys Swimming Boys	Cheering Ice Hockey Girls Wrestling
<u>Spring</u>	Baseball Sailing ~ Coed Tennis Girls Volleyball Boys	Lacrosse Boys Softball Track & Field Boys	Lacrosse Girls Tennis Boys Track & Field Girls

Awards ~ The criteria for winning a varsity letter award is determined by the Head Coach and the requirements will be explained at the beginning of the season.

An athlete will be awarded one varsity chenille letter for each sport that he/she fulfills the criteria.

For every subsequent year of participation in a varsity sport, a metal bar will be awarded for attachment to the letter. Winchester High School Athletic participation certificates will be awarded to each varsity, JV, and freshman player.

The Middlesex League may also recognize Winchester High School athletes with an All-Star Certificate. The criteria for winning this award are determined by the League Head Coaches and Athletic Directors.

A senior may be awarded a letter for faithful participation at practice and games even though failing to meet playing requirements at the discretion of the Head Coach.

Student managers who meet the specific criteria established by the Head Coach are eligible for varsity letters.

Rules and Regulations for all Athletes ~ Winchester High School athletes are bound by MIAA rules for Interscholastic Athletics. Although a coach may have additional rules for his/her athletes playing on his/her team, the following rules are to apply to all athletes participating in the athletic program at Winchester High School:

Physical Examination ~ Athletes must have a current and valid physical examination on file with the Athletic Director before participation in any sport, including pre-season. A physical exam is valid for 13 months from the date of the actual exam.

Parental Consent Form ~ An athlete must submit a completed consent form, signed by student and parent/guardian, prior to his/her first practice session. This form must be completed for each season (fall, winter, and spring) of participation. Forms may be found on Edline at **https://www.edline.net/pages/Winchester_High_School**.

User Fee ~ The Winchester School Committee voted to establish a User Fee for students participating in the high school Athletic Program during the school year. The User Fee account will provide the supplementary funds required to maintain the athletic programs currently provided and will avoid the necessity of eliminating any sport from the program.

The fee approved by the School Committee for the current school year is \$290.00 per student per sport with a family cap of \$950.00 per year. Check or money order should be made payable to the Winchester Scholastic Athletic Fund and will be collected along with a completed registration form by the coach prior to the first day of practice.

No student will be denied the opportunity to play due to financial hardship. In cases of family financial hardship, a fee waiver may be granted by the high school principal/Athletic Director in accordance with criteria for free or reduced price meals. Other evidence that a hardship is involved should be brought to the attention of the Athletic Director.

The playing time of each participant is the prerogative of the coach. There is no guarantee that each team member will receive equal playing time or that he/she will participate in any event.

Eligibility ~ All athletes must meet all school and MIAA eligibility requirements.

- a. A student must secure, during the most recently completed marking period for each sport, a passing grade equivalent to four major subjects; which carry Carnegie Units totaling the equivalent of four 1-year major English courses (20 Credits). Freshmen are exempt from this requirement for the fall season only.
- b. A student cannot at any time represent a school unless that student is taking courses which would provide course credits (aka Carnegie Units) equivalent of four 1-year major English courses.
- c. Academic eligibility of all students shall be considered as official only on the date when report cards for that marking period have been issued to the parents.
- d. Incomplete grades may not be counted toward eligibility.
- e. A student who repeats work for which he/she has once received credit cannot count that subject a second time for eligibility.
- f. For eligibility purposes, a student cannot count points obtained in a subject taken during the summer vacation unless that subject has been previous pursued and failed.
- g. If a student is ineligible at the end of the second marking period and signs up for a 'cut' sport in the spring, he/she may have the opportunity to try out for that sport once eligible, provided he/she is declared eligible when report cards are issued and has the approval of the Athletic Director.
- h. Students may go out for non-cut sports as soon as eligible, subject to the approval of the Head Coach of the sport in question and the Athletic Director.
- i. Students who are 19 years old prior to September 1 of their senior year are not eligible for high school athletics.
- j. Students are eligible for athletics for 12 consecutive seasons beginning with their entry into the ninth grade.

Athletic Responsibility ~ Winchester High School athletes are expected and encouraged to maintain the highest possible level of academic achievement possible. Extra help sessions and make-up work are expected to be completed as soon as. On a practice day, athletes should stay after school to complete work whenever necessary. Students should inform coaches in advance, if possible, when practice time will be missed due to academic obligations. Once the obligations are completed, athletes are expected to report to practice as soon as

possible. If advance notification was not given to the coach, students should ask their teacher for a note explaining their tardiness. Students arriving late to practice due to make-up work or extra help will not suffer an athletic team penalty. On game days, if time allows, students should ask their classroom teacher if make up work or extra help may be postponed to a practice day. A classroom teacher may or may not grant a postponement. Teachers should be able to contact coaches through the Athletic Director. Teachers will receive a copy of team rosters as close to the beginning of a season as possible.

School Discipline or Detention ~ An athlete with a school disciplining obligation or detention is expected to fulfill the disciplining obligation before reporting to practice and/or a game. Students cannot expect, and should not request disciplining action to be postponed or canceled for any athletic reason. An athlete may be removed from a team for excessive disciplinary problems. The athlete may be reinstated upon sufficient evidence of improvement. It is expected that athletes at Winchester High School be model citizens both in and out of school.

Attendance Requirement for Interscholastic Athletics ~ In order to participate in a sport, an athlete must attend all scheduled classes, including academic blocks on the day that the practice, scrimmage, or game is to be held. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration and athletic office the day of the tardiness or dismissal. If an athlete cuts a class or leaves the building unannounced, he/she will be ineligible to participate in that day's practice or game. The coach or Athletic Director reserves the right to remove an individual athlete from a team for three (3) unexcused absences.

If the practice, scrimmage, or game is held on a weekend or a holiday, the above statements will hold true for the school day preceding the weekend or holiday. If an athlete must miss school for a portion of, or the entire day due to extenuating circumstances such as a college interview that can not be scheduled on a weekend, or a prolonged orthodontist appointment, clearance must be given by the Principal or Athletic Director in advance of the day to be missed, in order for the athlete to practice or play in a game. An athlete may be removed from a team for excessive cuts or truancy. He/she may be reinstated upon sufficient evidence of improvement.

Physical Education ~ An athlete excused from a physical education class due to illness, may not participate in a practice, scrimmage or game for that day.

Student/Family Vacations ~ An athlete playing at the varsity level must make a commitment to the team. Varsity athletes are required to participate in all athletic events. Varsity athletes may not be awarded letters or the student may be removed from the team for not participating during school vacations. Sub-varsity athletics must inform their coach of anticipated vacations prior to the start of the season.

Winchester High School has no control over varsity athletic events being scheduled during regularly scheduled school vacations. These events are controlled by the dates of the MIAA State Tournaments, the Middlesex League, and games per week allowed by MIAA rules.

Daily Commitment ~ Athletes should plan to make a daily commitment of two to three hours, five or six days a week. At the sub-varsity level, some teams might not practice or play on weekends. The preparation times before and after practice and games bring the usual total time to three hours. It is important that a coach be notified if an athlete is not going to be present at a practice or game. All coaches expect their athletes to be present at all team related activities. A coach may suspend an athlete from practice or games for three (3) unexcused absences. All athletes are excused from team activities for illness, injury, academic assistance, family emergencies or religious holiday observance reasons. Prior notification is expected when possible. Vacation is not an excuse.

Tryouts ~ There are some teams that athletes must try out for and risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. It is then the athlete's responsibility to demonstrate to the coach that he/she can meet them. Athletes cut from one team are encouraged to try out for another team if there is space on that team. Students who are cut will be informed as to the reason for being cut.

School Suspensions ~ Any athlete suspended from school may not practice, play, or be with the team on the day(s) in which he/she is serving the suspension.

Transportation ~ Winchester High School provides transportation to away games. All team members are required to travel to and from all away events on transportation provided by the Athletic Department. Exceptions to this policy must be requested in writing, to the Athletic Director, by an athlete's parent prior to the event. Under no circumstances will students be allowed to transport themselves or ride with other students to or from away games. If cleared through the head coach, an athlete may return from a game with his/her parent. Any venue that a team practices at will be treated like a home venue.

Athletes are expected to conduct themselves in a proper manner on all bus trips. Yelling at passing cars, obscene gesturing, unruly conduct, or other forms of inappropriate behavior will not be tolerated.

Equipment ~ All athletes are responsible for the equipment issued to them during the course of the season. Equipment must be returned at the end of the season, and prior to the next season or graduation. Athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to meet the current replacement cost. In the event that the equipment is found and/or returned after payment, a refund will be given.

- Parents will be notified by coach and/or the Athletic Director of collection for payment for equipment not returned.
- An athlete will be denied participation on any Winchester High School athletic team until equipment has been returned or paid for.
- A senior athlete who has failed to return equipment or failed to pay for lost items may have their high school diploma withheld.

Sportsmanship ~ Sportsmanship is a number one priority at Winchester High School. The Athletic Department expects all parties present at an event to display the highest possible level of sportsmanship. Players, coaches, and spectators should treat opponents, game officials, and visiting spectators with respect.

All athletic events are conducted in accordance with the rules and regulations of the MIAA, the NCAA or the National Federation. Any form of taunting of officials or players will not be tolerated at any Winchester High School athletic event. Likewise, profanity, objectionable cheers, or gestures have no place at an athletic event.

The MIAA reserves the right to warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship. Winchester High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away. No one is to bring an open container into any Middlesex League venue.

Fighting ~ Athletes should be aware that MIAA regulations invoke a one game suspension for fighting, with a second offense resulting in a suspension from all athletic activities during that season for a period of one year from the date of his/her second disqualification.

An athlete who physically assaults an official shall be expelled from the activity immediately and banned from further participation in all sports for one year from the date of the offense. An athlete who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall not participate in that sport season for one year from the date of the incident. (Fighting does not apply to this section unless warranted in the judgment of the game official.)

Taunting ~ Taunting includes any actions or comments by coaches, players, or spectator which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters.

Examples of taunting include but are not limited to: trash talk, defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skill efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including in the face confrontation by one player to another and standing over/straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA expulsion rules. Game officials shall give a warning to both teams prior to the contest.

At any MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

Hazing - Massachusetts State Law Chapter 536 Sections 16-19 ~ Hazing is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or person. Incidents of hazing must be reported to the appropriate law enforcement officials as soon as reasonably practicable.

Section 17. Whoever is principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more that three thousand dollars (3,000) or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which will fully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption or 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.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such a crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such a crime.

MIAA Rule 71... Chemical Health... Drug and Alcohol Policy ~ As a member of the MIAA, Winchester High School will strictly enforce the following rules:

“A student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol: any tobacco product: marijuana: steroids: or any controlled substance. 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.” (Note: **This rule is in effect seven days a week, twenty-four hours a day all year, including summer and school vacations.**)

Minimum Penalties of the Chemical Health Abuse

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall **lose eligibility for 25%** of the athletic season. No exception is permitted for a student who becomes a participant in a treatment program. The student may continue to practice.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall **lose eligibility for the next 60%** of the athletic season.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g. if the penalty period is not completed during the

season of violation, then the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.) If the student is a captain of any sport they will lose that status and not be reinstated at any time.

Penalty when violation of Drug and Alcohol Policy occurs on school grounds or at any school event, home or away ~

A student shall not, regardless of the quantity, use or consume possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana, steroids; or any controlled substance. Any violation of the above - a student will be suspended for 25% of the athletic season for the first offense and 60% for a second offense. In sports the student may attend practice, but may not compete during the suspension.

Steroid Use ~ Anabolic steroids use at the high school level is a grave concern. The seriousness of the problem has recently been well documented. The issue goes well beyond protecting the integrity of your sport. The use of steroids in sports is considered to be cheating. The Winchester High School Administration, Athletic Department and coaches are opposed to the use of steroids by athletes and all members of the student body for ethical as well as health concerns.

Tobacco Use (any form) ~ The American Medical Association has identified tobacco smoking as detrimental to one's health. The law clearly prohibits anyone under the age of 18 from purchasing cigarettes. Smoking is not allowed for any student participating in athletics at Winchester High School. The 'No Smoking' rule also applies to chewing tobacco or other smokeless tobacco products. The town of Winchester's smoking policy also applies as well as Board of Health imposed fine.

Out of Season or Between Seasons Violations ~ If a substance abuse violation takes place between seasons, (Example: The end of Winter season until Spring season begins, the third Monday in March) or during a season an athlete is not a member of a team, the MIAA rule will be in effect **every day, seven days a week all year long**. The MIAA penalties for alcohol and/or drug abuse will commence for the 'out of season' or 'between season' athlete at the start of his/her next athletic season.

Nutritional Needs of Athletes ~ It is essential that all athletes are educated regarding their nutritional needs and the consequences that may result from poor nutrition and eating disorders. Eating disorders are serious conditions, which compromise one's health and well being. If you are concerned about your eating behaviors it is essential that you seek professional medical assistance. Talk to your coach, the athletic trainer, guidance counselor, school psychologist, clinical counselor, or nurse. They are there to help you. Take advantage of their expertise.

An athlete who practices or plays in a high school game during the day should spend the evening eating a nutritional dinner, studying to maintain good grades and going to bed at a reasonable hour. Proper diet and rest are essential for maintaining good academic and athletic performance.

MIAA Bonafide Team Member Rule 99 ~ A Bonafide team member of a school team is a student who is regularly present for an actively participating in all team

practices and competitions. Bonafide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out of school team. Any student who violates this standard is ineligible for the next two contests or two weeks (whichever is greater) immediately upon confirmation of the violation.

Season Limits ~ The fall season must not begin before the MIAA set guidelines. The fall season must end with the completion of the regular season schedule except for the teams or individuals completing their participation in MIAA Tournaments.

Winter season will begin on the first Monday after Thanksgiving and conclude on the last scheduled competition unless a team qualifies for post season MIAA Tournaments.

Spring season begins on the third Monday in March and concludes with the last scheduled competition unless teams qualify for post season MIAA Tournaments.

Transfer Students

Students who transfer from another high school are ineligible under the following conditions:

- A. They participated at the varsity level in a sport in which they intend to play at Winchester High School.
- B. The parents of transferred student do not change address.
- C. Students transferred after the start of the practice season during that sport season.
- D. Until an MIAA form 200 has been completed and approved.

A waiver request is available for transfer students with special circumstances. The parent of all transfer students who intend to participate in athletics should contact the Athletic Director immediately upon considering a transfer to Winchester High School.

Foreign Exchange Students ~ Foreign exchange students are eligible under the following conditions:

- A. Only if they are in a C.S.I.E.T. (The Council on Standards for International Education Travel) approved program and they meet all other eligibility requirements.
A list of all C.S.I.E.T. approved programs may be obtained in the Guidance Office.
- B. Their parents move to the U.S. and establish residence in Winchester.
- C. All parents hosting a foreign exchange student should contact the Athletic Director as soon as they know that the student coming to this country is interested in participating in an athletic program. Under present I.N.S. Regulations, students must now pay tuition.

Postponed Contests ~ Throughout the school year, events may have to be postponed due to factors such as inclement weather. In most situations, the home team makes the decision to postpone. By Middlesex League rule, games are to be made up on the next available open date on both school schedules, including weekends, whenever practical. Decisions to postpone games are made about 1:00 PM for afternoon events. On non school days and for evening contests,

postponements are made approximately two to three hours prior to the event. To check the status, or for directions to any event, go to:
<http://www.highschoolsports.net> or your Edline account.

Playing Time ~ There are many benefits to be gained by participation in athletics at the high school level. Athletes learn discipline, how to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is “playing time” during games. If an athlete has a question about the amount of playing time he/she is getting, he/she should be encouraged to discuss it with the coach. Being a member of a team at Winchester High School does not guarantee an amount of playing time, but there are some guidelines:

Freshmen and Junior Varsity Teams

This is the developmental level where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition.

Varsity Teams

This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on successful performance. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be successful without committed substitutes. These athletes have to be ready to step up when needed, and practice hard to help make the team as competitive as they can be. They should constantly strive to move up to the “starting” role. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

Team Captains ~ It is a coach’s decision how team captains are chosen. They may be elected by the team or appointed by the coach prior to the first regularly scheduled event. Captains may also be appointed on a game-by-game basis.

It is expected that team captains be leaders of their team. Captains are expected to assist the coaching staff by promoting team rules, and communicating with coaches about problems that arise that could affect the team.

Captains of a team will be relieved of their position for violating team, athletic department, school, or MIAA rules.

College/Career Guidance ~ One of the most important decisions facing high school athletes is what to do after high school. The Winchester High School coaches can assist their players with this extremely important decision. Coaches can answer questions, contact schools and/or coaches, send videotapes, if available, and write letters of recommendation. If an athlete has the desire to compete at the collegiate level it is very important to be knowledgeable about the up-to-date National Collegiate Athletic Association (NCAA) regulations. Copies of the latest regulations can be obtained at the Athletic Director's office or from the Guidance Department. Athletes are strongly encouraged to schedule college visitations in a way that does not conflict with current athletic schedules.

Fund Raising ~ Fund raising by Winchester High School athletes, team parents or "boosters" clubs is an acceptable part of the athletic program. Fund raising activities must be done under the supervision of the head coach, and must receive approval of the Athletic Director prior to implementation.

In order for approval to be given, each fundraiser must have a justifiable objective. The money raised should be used to supplement the particular sport program. (Purchase t-shirts, jackets, sweatshirts, team dinners, banquets, programs, etc.)

If a team wishes to use either Winchester High School or McCall Middle School for a fundraiser, such as a car wash on a Saturday, prior approval by the Principal and Athletic Director is imperative.

Equipment Bag Policy ~ Any athlete bringing equipment to school should not leave equipment in the Main Office or in any corridor. Coaches will instruct athletes where equipment should be stored during the school day.

Unsupervised Use of School Facilities ~ Athletes may not use the weight room or any other school facility without **adult** supervision. No student should be in the building unsupervised.

Attendance Policy ~ In concert with the Massachusetts Education Reform Act of 1993 and its position on student learning time, Winchester High School requires a high level of participation in engaged learning. We, as professionals, are expected to provide a school and classroom learning environment that is thoughtful, active, productive, and challenging. Students, in order to benefit from these efforts, are expected to be in school. Regular, consistent attendance enables students to benefit from classroom discussions, presentations, and interactive activities. These shared academic experiences are integral to the learning process and cannot be recreated or replicated.

Skip Days ~ There are **NO** sanctioned "skip days" at WHS. Student organized "skip days" undermine the educational process and weaken the standards of the school. The school will not accept parental excuses to participate in "skip days". Students involved in a "skip day" will be considered truant.

Winchester Attendance Policy- N Rule

- 5 absences or more per quarter, excused or unexcused, would equal an N on the report card for the quarter.

- An N is an attendance grade. There is a letter grade behind the N.
- If a student fails a course for the quarter and has 5 or more absences, the grade on report card will be an N with a comment that the student has failed.
- If a student earns 1 N in a year long class, he/she receives a letter grade as the year end grade. The grade behind the N is averaged in for the midyear or final grade.
- If a student earns 3 or 4 Ns in a year long course, the grade for the year is an N.
- If a student earns 2 Ns in a semester course, the grade for the year is an N
- If a student earns 2 Ns in a year long course or 1 N in a semester course, he/she may receive an N as the final grade. In consultation with the guidance counselor and approval of the director, the teacher has the discretion to remove the N for final grade.
- A student who earns an N in a course as a final grade does not receive credit for the course.
- If a student earns a final grade of N in a course required for graduation, the course must be repeated.
- Students absent from class for 20 minutes or more are marked absent
- 3 tardies in any class per quarter = 1 absence, which counts toward the 5 absences.

Exceptions to the N rule

- Extended illness with medical documentation
- College visits with documentation
- Bereavement
- School-sanctioned field trips
- Students suspended from school
- Exemptions granted by the principal

The student's parent/guardian is expected to call in to the Registrar on the day of or the night before any absence, tardiness, or dismissal.

To report an absence, tardy or dismissal call 721-7020 extension 1, prior to 10:00 a.m. the day of the absence.

Information needed when calling in an absence is student name, date, grade, student ID number, and the reason for the absence, tardiness, or dismissal. Excused dismissals must be reported **prior** to the dismissal.

If there is no phone call before 10:00 AM on the day of the absence, a note explaining the absence must be turned in to the office within 24 hours after the absence. Failure to do so within the 24-hour period will result in a student being marked absent unexcused from that class and assigned detention.

Make-up Work After an Excused Absence

Class work must be made up according to the following schedule:

- Absence of one or two days - one day for make-up
- Absence of three or four days - one week for make-up
- Absence of more than five days - by arrangement with the teacher.

Students excused from class for co-curricular activities and field trips must get assignments from the teacher prior to the absence so that all work can be turned in on the day due.

All work not made up in the required time may be marked zero.

If a student is absent for one or two days and an exam is given or a major paper is due, the student must be prepared to meet the obligation upon return to school. The student's administrator may waive this requirement.

Unexcused Absences, Cuts ~ Any absence, which is not excused by a parent phone call or note, as described above, will be considered a cut. When a student cuts school, the student is truant and may be referred to the truancy officer of the police department. Students who cut assigned classes and/or Academic Blocks will be subject to detention/suspension and may not make up any work missed, including tests, quizzes and papers or projects that are due on that day.

Disciplinary Actions for Class Cuts

<u>Offense</u>	<u>Action</u>
1st Cut	1 detention w/teacher or office
3UE tardies = 1 cut	1 detention w/teacher or office
2nd Cut	office detention, parent contact
3rd Cut	office detention, possible suspension, parent conference and administrative review
4th Cut	Consequences may include any combination of parent conferences, suspension, loss of credit, and/or removal from class and assignment to an academic block.

All "tardies" in this section refer to tardiness to an individual class over the semester or year, depending on the length of the course.

Activities Attendance Policy ~ To participate in a sport, extracurricular activity, or other school events such as dances, the student must attend all scheduled classes that are assigned on the day of the practice, game, or event is to be held. Chronic attendance problems may result in removal from a team or activity. Tardiness or dismissal will only be accepted under rare circumstances and must be cleared through the administration prior to the tardiness or dismissal. If the event that is held on a weekend or a holiday, the above statements will hold true for the school day preceding the weekend or holiday.

Dismissal from School ~ Students who are to be dismissed from school must be excused with an explanatory note or telephone call from a parent to the Main Office **PRIOR TO THE DISMISSAL. A NOTE AFTER THE FACT WILL NOT BE ACCEPTED.** A student may also be dismissed from school at the discretion of the Assistant Principal and the school nurse. Parents will be contacted prior to dismissal. Any student who leaves school grounds without following the dismissal policy is subject to school suspension.

If a student misses a quiz or test, or fails to turn in a paper, due to an excused dismissal, he/she must see the teacher the same day and take the test or quiz or

turn in the paper or project after school that day or by arrangement with the teacher.

Tardy to School ~ Students tardy to school should report to the Main Office and scan their ID's. An automatic note will be generated with the time and students should report directly to class. Students tardy to school must arrive with a note from a parent or guardian stating the reason for the tardiness. Such tardies will be considered excused tardies. Phone calls or notes brought in later will not be accepted to excuse the tardy. Students tardy to school without a parent note or guardian note will be considered unexcused. A student's number of unexcused tardies will be tracked by the registrar.

If a student misses a quiz or test, or fails to turn in a paper or project, due to an excused tardiness he/she must see the teacher the same day and take the test or quiz or turn in the paper or project after school that day or by arrangement with the teacher.

The consequences for unexcused tardiness to school in a given semester is as follows:

Third Unexcused Tardy: Office Detention
Sixth Unexcused Tardy: Office Detention and Parent Meeting
Ninth Unexcused Tardy: One day In-School Suspension
And parent re-entry meeting

Thereafter, the process begins again with the third, sixth, etc. Teachers will track all tardies and apply them to the N Rule.

Family Vacations/Personal Trips ~ Parents and students are reminded that Massachusetts's law requires compulsory attendance for students. We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations/personal trips interrupt the education process of each course in ways that make-up work cannot reverse.

If family vacations/personal trips for longer than two (2) days are planned, the Family/Personal Trip Absence Form must be filled out at least one (1) week in advance to afford students the opportunity to obtain make-up work. These forms are available from the Registrar's Office. The form must be signed by the parent/guardian and each teacher, and returned to the office prior to the trip.

It is the student's responsibility to initiate a meeting with each of his/her teachers to arrange for make-up work. Teachers are not required to provide make-up work unless the family/personal trip form has been filed in a timely manner.

Note: All vacations and personal days count toward the absence policy.

Field Trips/ Foreign Exchange

Field Trips

- Students are accountable for all missed work. It is the student's

- responsibility to see the teacher prior to the field trip for make-up work.
- Students may not have any behavioral issues including cuts and tardies.
- Students must be passing all courses.
- Students may not attend any more than (2) two field trips per quarter. If a student plans to go on an exchange trip, he/she may not go on any other field trips that semester

Foreign Exchange Trips

Qualifications

- Students must have good academic standing and good attendance in all courses.
- Students must not have any disciplinary problems.
- Students must be currently enrolled in the language of the host country and demonstrates an ability to communicate in the language. If a student has completed the formal curriculum prior to the exchange and is thus not taking the language s/he may participate with the approval of the exchange leader.
- Participation in the exchange is subject to the approval of the exchange leader and completion of the required application materials. Students must apply for participation in the exchange by providing the following:
 - A formal application, which includes an essay describing the reason for wanting to go on the exchange. This is to be accompanied by a refundable deposit.
 - A teacher approval form. Participants in the exchange will be required to get recommendations from their current or previous-year's teachers (depending on the time of year the process begins) before being accepted into the exchange program.
- Exchange trips will not be counted toward the absence policy.
- Students may not participate in more than one exchange per semester.

Expectations

- Exchange students must get assignments from teachers and make arrangements for makeup of missed quizzes and tests prior to departure. There will be a clear schedule for makeup established in writing with all teachers.
- If a disciplinary, academic or attendance issue arises after acceptance into the exchange, students may be required to withdraw from the exchange and risk financial loss.
- Students are expected to do schoolwork while away and the group leader will arrange time and space for studying wherever possible.
- Students are expected to attend classes at the host school every day that there is not an excursion or other group activity planned.
- Students will be expected to maintain a journal and/or do a project as assigned by their language teacher.
- Consumption of alcohol or other illegal substances is forbidden. Driving a vehicle or a motorcycle is forbidden.
- Exchange students are expected to adhere to the standards of behavior required of them at WHS. Students must participate fully in all exchange activities and follow the rules of the host family. Any student who fails to comply with these standards will be subject to the penalties they would incur at home. Students who commit infractions may be sent

home early at their own expense.

Communication with Parents/Guardians ~ The following methods have been developed to provide the best communications possible in our school.

Edline ~ Edline is an electronic communication between the school, teachers, students and parents with any school related information.

Parent Contact ~ Parents should contact teachers by email. A teacher's email address consists of the teacher's first initial and last name (one word) plus winchester.k12.ma.us. For example, John Smith's address is jmith@winchester.k12.ma.us

Public Address ~ Announcements are made to the entire school during a designated period only. Check your Edline account for daily announcements.

The Red and Black ~ The student newspaper is published throughout the year. This publication reports news and sports and contains features and editorials.

The Electronic Bulletin Boards ~ The Electronic Bulletin Boards have write-ups of announcements and notices of up-coming events, meetings and events. The bulletin boards are located in the cafeteria and the main office hallway.

The Parent/Faculty (PFA) Newsletter ~ is a monthly electronic mailing.

WHS Student /Parent Handbook ~ This publication is distributed at the beginning of the school year to each student.

WHS Course Catalog ~ is distributed to students each spring when signing up for courses the following year and is on the school website.

Report Cards ~ Report cards contain course grades, attendance records, a summary of course credits, teacher comments, and course levels. All report cards are emailed home.

Progress Reports ~ Students may receive a report on their progress from each of their teachers mid-way through the quarter.

Fall Open House ~ An evening for parents to visit their son/daughter's classes will be held on September 23, 2010.

Computer Use and Internet Access: Acceptable Use Policy ~ Winchester High School offers students Internet/World Wide Web (www) access throughout the school. The sole purpose of computer use and Internet access is to support education, research and learning. All students who use computers and the Internet are expected to read the Acceptable Use Policy in this handbook and sign the emergency card. Without the student's signature, Internet access will be denied. The Winchester School Committee adopted the policy in 1999 and adherence to the policy is a condition for all student use.

Computer and Internet use is a student privilege that may be revoked should a student attempt to abuse such access and use. No student can change, alter, add, or delete any computer settings found in control panels, extensions or operating systems. No installation of software is allowed. Student access accounts may be assigned and may not be shared or altered in any way.

The Internet and World Wide Web is a vast, global network linking computers around the world. Because of this enormous size and resource the Internet's educational potential is limitless. The Acceptable Use Policy is intended to help ensure that students use this valuable resource in a safe and appropriate manner.

Internet ~ The Internet is a global infrastructure of networks that links colleges, universities, schools, museums, libraries, businesses, organizations and private individuals. The Internet is a powerful educational tool that can be used to search libraries for information, to visit virtual museums, to communicate with people, to read multimedia publications, to watch video, to listen to music, and to access the resources of powerful computers throughout the world.

Purpose ~ The Winchester Public School System intends to make utilizations of Internet capabilities and integral part of curriculum and instruction, whenever appropriate. Consequently, the school system will provide Internet access to all staff and students for the sole purpose of supporting educational excellence and enhancing teaching and learning. Internet use must be consistent with the educational goals of the Winchester Public Schools and may include activities such as finding relevant information and resources, facilitating educational collaboration, and promoting constructive dialogue. Use of Internet is a privilege that comes with individual responsibilities. Users are expected to adhere to all Winchester guidelines and procedures including those contained in this handbook. Toward this end, all users will be required to acknowledge in writing, receipt and understanding of all administrative regulations and procedures governing use of the Internet. Failure to fully comply with all procedures and guidelines will result in suspension of Internet privileges, disciplinary action consistent with the policies and procedures of Winchester Public School and possible criminal prosecution.

Winchester Internet Services ~ Students and staff will have access to the following Internet services in classrooms, computer laboratories, and libraries.

- E-mail allows communication with people around the world. Students and staff will be able to subscribe to mail lists to engage in-group discussions related to educational subjects.
- World Wide Web is a valuable research tool that provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world.
- Internet allows users to log in to remote computers for educational purposes.
- File Transfer Protocol (FTP) allows users to download large files and computer software.
- News groups are discussion groups that are similar to mail lists. The system will provide access to news groups appropriate to the educational purposes of the system.

- Internet Relay Chat (IRC) provides the capability of engaging in “real-time” discussions. The system will provide access to IRC only for specifically defined educational activities.

Student Privileges ~ Students may use the Internet to locate material to meet their educational needs, participate in distance learning activities, to ask questions of and consult with experts, and to communicate, using appropriate language, with other students and individuals.

Student Responsibilities ~ One of the most important student responsibilities is the responsibility of using the vast reservoir of information available through Internet in an appropriate manner, consistent with system wide educational objectives. Students are once again advised that e-mail and/or Internet correspondence is not privileged or confidential. From time to time, communications will be monitored by the administration to assure that Internet use is in support of school system educational goals.

Liability ~ Winchester Public Schools disclaims all liability for the contents of materials that a student may access on the Internet, for any damages suffered in the course of or as a result of a student’s use of Internet, and for any other consequences of a student’s use of Internet.

Eligibility and Access ~ The Winchester Public Schools shall provide access for students and employees to the system/network, including access to external networks, for educational purposes. The district will provide each user with copies of the Acceptable Use Policy and procedures.

- Access will be granted to students with a signed access agreement and permission of the building administrator or designee.
- Access will be granted to employees with a signed access agreement and permission of their supervisor.
- Account names will be recorded on access agreements and kept on file at the building level. Passwords are confidential. All passwords shall be protected by the user and shall not be shared or displayed.

Users Responsibilities ~ Individual users shall, at all times, be responsible for the proper use of accounts issued in their names. System users shall not use another person’s account.

- The safety of student users is of primary importance. Student users shall not supply personal information (addresses, phone numbers, pictures, etc.) about themselves or other students to someone met online.
- Student users should not arrange any personal meetings with someone met online. Students should promptly inform their teacher or school administrator of any online communication that the student feels is threatening, harassing, or otherwise inappropriate.

Prohibited Uses ~ The system/network may not be used for illegal purposes, in support of illegal activities or for any activity prohibited by district policy. A user who violates state or federal laws, district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

- Any malicious attempts to harm or destroy equipment, materials or programs are prohibited. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
- Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
- Attempts to read, delete copy or modify the files or electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
- Forgery is prohibited.
- Uses of inappropriate language; swearing, vulgarity, ethnic or racial slurs are prohibited.
- Posting chain letters or engaging in “spamming” (“spamming” means sending annoying or unnecessary messages to large numbers of people) is prohibited.
- Transmitting or viewing obscene material is prohibited.
- Commercial use of the system/network is prohibited.

Media and Web Site Consent Policy ~ Within the educational range of school activities, classroom settings, sporting events, field trips, special school assemblies, school web site, or other related school activities, your student may be video taped and/or included in a digital picture other related media. If you do not want your student to be included, please notify administration at 721-7020.

Discipline Code ~ It is important for students to realize that no handbook can thoroughly cover all possible violations or infractions, however complete it attempts to be. There will be occasions when discretion and judgment must be exercised by teachers and administrators in maintaining an orderly environment. The fundamental code of conduct involves respecting and being sensitive to the rights of others. If you have any questions about any information contained in this handbook, what your responsibilities are, or what your rights are, you may and should schedule an appointment with the Principal or an Assistant Principal for clarification.

Unacceptable Student Behavior ~ The following constitutes a list of behaviors and actions that are unacceptable at Winchester High School. A student who engages in any behavior, which disrupts the safe and orderly environment of the school, is subject to disciplinary action. The following are merely examples of conduct, which are prohibited.

Academic Misconduct

- Forgery of a staff or parent’s signature on passes, notes, warnings, or other school correspondence
- Leaving school or cutting class without permission.
- Plagiarism and Cheating

Cheating of any kind is expressly forbidden at Winchester High School and will be dealt with seriously and severely. Cheating involves any conscious intent to pass off the work of another as your own, whether by plagiarizing, copying, using “cheat sheets,” forging, looking at another’s test or quiz, copying homework, or

any other means. Cheating also includes the use of material for one course, which has already been used to satisfy the requirements for another course, without prior permission from the teacher. Whenever a student uses an outside source in an assignment, the source needs to be documented. The use of any electronic information taken from the internet must be documented. The teacher and/or an administrator will deal with allegation of cheating. Students who have committed plagiarism or another form of cheating will receive a zero for the entire assignment and may not make up of the assignment. The School reserves the right to assign additional penalties based on the severity of the offense up to and including suspension or expulsion. These penalties may result in a failing grade for the quarter in which the incident occurs. National Honor Society Students who violate this policy, will be removed from the National Honor Society.

Disorderly Behaviors ~ examples

- Fighting or engaging in violent behavior
- Damaging school property (vandalism, graffiti, etc.)
- Using profane, vulgar or abusive language (including ethnic slurs), gestures or behavior
- Engaging in behavior that discriminates on the basis of race, color, sex, religion, national origin, disability or sexual orientation
- Threats – verbal, written or on computer
- Hazing
- Truancy
- Obstructing vehicular or pedestrian traffic
- Loitering in school parking lots or other unauthorized area
- Failing to follow bus rules
- Throwing snowballs, rocks, or other dangerous objects
- Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose – fire alarms, stink bombs, throwing dangerous objects

Illegal Activities

- Selling, using or possessing of alcohol, drugs, drug paraphernalia, tobacco, or other controlled substances
- Selling, using or possessing weapons, fireworks, or other dangerous instruments or contraband
- Selling, using or possessing obscene materials
- Theft
- Gambling

Insubordination ~ Failing to comply with the lawful directions of a teacher, school administrator or other staff member. Any student who is insubordinate will automatically be suspended for a minimum of one day.

Range of Consequences ~ Specific consequence for an infraction of a school rule or policy is up to the discretion of the Administrator. Some possible consequences, which may be imposed, include:

- Communication with parent – phone, conference, written
- Detention

- Community Service
- Suspension from school bus transportation
- Suspension from participating in athletic, social or extracurricular activities
- Suspension of other privileges (parking, driving)
- Removal from a particular class
- Out of school suspension
- In school suspension
- Mandatory three day out of school suspension for any student who initiates or participates in fighting/physical contact i.e. fighting, pushing, shoving.
- Expulsion

School Disruption

Students involved in any activity i.e. student pranks that disrupts the school or is a violation of law will be suspended from school. Seniors who participate in disruptive activities will be subject to the loss of senior events and graduation.

Teacher Detention ~ Teachers may assign students detention at a time, duration (not to exceed one hour), and location determined by the individual teacher. Students who fail to report to a teacher-assigned detention will be referred to Administration.

Office Detention

- Office detention is held before school (7:00 -7:40 AM) or after school 2:20-3:00 pm
- Students must arrive on time to detention. Students arriving after 7:00 or after 2:20 pm will not be admitted.
- Students must check in with the supervisor on arrival.
- Students must bring schoolwork to detention, which they must do. There will be no talking in detention.
- If a student is asked to leave detention for inappropriate behavior, two additional mandatory detentions will be assigned.
- If a student is asked to leave detention more than once during the school year he/she will be suspended from school for one day and will still have to serve the owed detention.
- If a student is absent from school on the assigned day of detention, he/she is reassigned for the day he/she returns.
- Failure to attend a mandatory detention may result in additional detentions or a suspension with a parent conference scheduled in order for the student to reenter

Suspension ~ An action for out of school suspensions may be taken by the Principal or his/her designee, which may exclude a student from school for a period not to exceed ten consecutive school days.

- Right to Due Process
- Before a student is disciplined for a violation of a school policy, the student has the right to receive:
 - Oral or written notice of the charges against him/her
 - An explanation of the evidence against him/her

- The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator) (Goss vs. Lopez, 419 U.S. 565 1975)
- A suspension may be appealed to the principal only

Suspension Policy ~ During an out of school suspension, the student is not to be on school grounds or in the building and if found, the police will be notified and an additional suspension will be assigned. Academic work missed while a student is on suspension may be turned in or made up. The parent and student must meet with an administrator prior to being readmitted.

In-School Suspension ~ At the discretion of the administration, an in-school suspension may be used. All students serving in-school suspension must be prepared to complete homework, class projects, and class assignments. Tests and quizzes may be administered per the discretion of the classroom teacher. Prior to the in school suspension, a student must obtain class assignments otherwise, the student may receive a zero for the day of studies. Students are not allowed to use any electronic devices including cell phones.

Expulsion ~ An action by the Principal/Superintendent, which will permanently exclude a student from school.

Massachusetts General Law C. 76, S 17 requires a fair hearing for a student and his/her parents be provided before the student is permanently excluded for alleged misconduct. (For the procedural rights see Massachusetts General Law C. 76, S17) Based on the Educational Reform Law there are three infractions that will mandate an expulsion hearing: violence to a teacher, bringing a weapon to school, and selling drugs.

Depending upon the nature of the violation, it is the school's policy that student discipline is progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the school's policy that all other relevant factors are taken into account in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

General Law c.71, 37H ½ allows a principal of a school to: (1) suspend any student for a period of time (determined to be appropriate) against whom a felony complaint or felony delinquency complaint has been issued if the principal feels that the " student's continued presence in school would have a substantial detrimental effect on the general welfare of the school"; and / or (2) expel any student who has been convicted or adjudicated delinquent of a felony whether by plea, admission, or verdict.

Notification of Attendance Officer ~ The attendance officer is notified when attendance issues are chronic and other disciplinary methods have been unsuccessful.

Involvement of Outside Agencies ~ If school actions are ineffective or if the situation warrants it, the school may involve the Police Department, the Department of Social Services or the courts to provide additional support or to provide interventions in the best interest of the student.

Dress Code ~ A student's personal appearance should not disrupt the orderly conduct of school business or the educational process, nor should it constitute a threat to the health and safety of any member of the school. Students must wear shoes at all times. All clothing and hats with any insignia referring to alcohol, drugs and/or tobacco, racial and/or ethnic slurs, violence, homophobia, profanity, gender bias or any other inappropriate comments are not allowed to be worn. Teachers will decide if hats can be worn in their classroom. The torso must be covered, strapless tops are not allowed, a student is not allowed to have his/her head covered by a hooded garment, and under garments must not be visible. Inappropriate dress may result in a student being asked to change clothing, cover up, as well as parental contact. Administration and staff will decide if specific clothing is inappropriate. A teacher may ask the student to put a sweater or jacket on if they feel the student needs to cover up. A teacher may send a student down to the office if they feel the student's personal appearance is inappropriate.

Drugs, Alcohol and Tobacco Policies ~ As educators, our goal is to promote a safe and healthy environment for all Winchester students. The Winchester school community is committed to creating a positive learning environment that is not undermined by drug and alcohol use. Possession, use or sale of alcoholic beverages and/or drugs (as defined in Mass. G.L. 94C as amended) on school grounds or at school functions such as dances, sporting events, or field trips will not be tolerated. All drug paraphernalia is banned from school and is considered a violation of the school's drug and alcohol policies. Our efforts will revolve around education and prevention, intervention strategies and collaboration among all members of our community. The success of this initiative requires a coordinated effort among students, faculty, parents, and town officials.

The school's policy regarding alcohol or drug use during school hours or school events is not intended to discourage students coming forward to ask for help. Students, who feel they have a problem, and initiate a request for help, will be dealt with confidentially, and will not be punished.

THE POLICE WILL BE NOTIFIED IN ALL CASES WHERE LAWS ARE VIOLATED ON SCHOOL GROUNDS OR AT SCHOOL EVENTS.

Substance Use at any School Sponsored Events: i.e.: Dances, Concerts, Athletic Competitions, Field Trips, etc. ~ If a student is in possession of, using, or has consumed drugs or alcohol at a school function, the student will be suspended from school for a three-day period and denied privileges of a "Student in Good Standing". Parents will be notified of the infraction as soon as possible. If a state law is violated, local law enforcement officers will also be notified, as noted above. For students caught selling drugs on campus an automatic expulsion hearing will be held.

- The following procedures will be followed at a School Dance
 - Any inappropriate behavior at a WHS dance will be addressed. The student(s) in question may be asked to speak with either a police officer or with school and/or parent chaperones. The parent(s) of the student(s) may be asked to take the student home.
 - If any student is suspected (by behavior or other indicators) of being under the influence of either drugs or alcohol, any or all of the following may

- occur.
- Evaluation by one or more of the police officers on duty
- "Close conversation" with three adults: a parent, an administrator and a teacher
- Student may be taken to the police station where parents will be called.
- A student while in protective custody may request a Breathalyzer from the police
- If the student is found to be using, or has consumed, or is in possession of either drugs or alcohol, the following may occur:
- Student will be prosecuted for possession of alcohol or drugs.

Consequences for infractions during a school-sponsored event:

First Offense

1. Student will be suspended for (3) three days
2. Student will be required to attend a (6) six-hour substance abuse program/treatment evaluation after returning from suspension.
 - WHS will offer a six-hour after school substance abuse program in addition; each student must complete two, one-hour meetings with the school's clinical counselor. The six (6) hour substance abuse program will be offered three times during the school year
 - Families have the option to utilize a community-based agency to complete the six-hour assessment/ treatment requirement. This program must be approved by administration.

Student will be barred from participation in all extracurricular activities and sports for 25% of the sport season. In extracurricular activities the student may participate in organizational meetings and in community service projects, but not participate in performances during the suspension. In sports, the student may attend practices, but may not compete during the suspension.

Student may not attend any school functions until a six-hour substance abuse program is completed. At a minimum the student will be excluded from the next scheduled school sponsored activity.

If a senior is in possession of, using, or has consumed any alcohol or drugs before, after and/or during the Senior Prom, the student will not be allowed to participate in the Graduation Ceremony.

If a student holds a leadership role (such as, but not limited to, class office, club office, sports captain, peer counselor), the student may be removed from office for a minimum of the remainder of the school year.

Second Offense (within 365 days)

- Student will be suspended for (5) five days.
- Student will be referred to a community-based facility to complete a substance abuse program for a minimum of eight hours and provide the school with evidence of attendance and completion.
- Student will be barred from participation in all extracurricular activities

and sports for 60% of the sport season. In extracurricular activities the student may participate in organizational meetings and in community service projects, but not participate in performances during the suspension. In sports, the student may attend practices, but may not compete during the suspension.

- Student may not attend any school functions for one year from the date of the violation.
- If a senior is in possession of, using, or has consumed any alcohol or drugs before, after and/or during the Senior Prom, the student will not be allowed to participate in the Graduation Ceremony.
- If a student holds a leadership role (such as, but not limited to, class office, club office, sports captain, peer counselor), the student will be removed from office for a minimum of the remainder of the school year.

Substance Use During the School Day ~ If a student is in possession of, using, or has consumed drugs or alcohol during the school day, the student will be suspended from school for a five-day (5) period and denied privileges of a Student in Good Standing. Parents will be notified of the infraction as soon as possible. If this state law is violated, local law enforcement officers will also be notified, as noted above. Search of locker and/or book bag or clothing may be deemed appropriate.

The school's policy regarding alcohol or drug use during school hours or school events is not intended to discourage students coming forward to ask for help. Students, who feel they have a problem, and initiate a request for help, will be dealt with confidentially, and will not be punished.

In-School Infraction ~ Students who are clearly under the influence of alcohol or drugs during the school day will not be permitted to attend classes or school functions on that day. Student will be suspended from school for five (5) days.

Consequences for infractions during the school day

- Student will be suspended for five (5) days
- Student will be required to attend a 6-hour substance abuse program/treatment evaluation after returning from suspension.
 - WHS will offer a six-hour after school substance abuse program. In addition, each student must complete two, one-hour meetings with the school's clinical counselor. The six-hour substance abuse program will be offered three times during the school year.
 - Families have the option to utilize a community-based agency to complete the eight-hour assessment/ treatment requirement. This program must be approved by administration.
- Student will be barred from participation in all extracurricular activities and sports for a minimum of 25% of the sport season. In extracurricular activities the student may participate in organizational meetings and in community service projects, but not participate in performances during the suspension. In sports, the student may attend practices, but may not compete during the suspension.
- Student may not attend any school functions until an eight-hour substance abuse program is completed. At a minimum, the student will be excluded from the next (2) scheduled school dance, the semi or prom.

- If a student holds a leadership role (such as, but not limited to, class office, club office, sports captain, peer counselor), the student will be removed from office for a minimum of the remainder of the school year.

Perceived to be using, in possession of or consuming Alcohol and Other Drug Use During the School Day ~ There are occasions when students are perceived to be involved with drugs or alcohol by a staff member. It is important that the school be able to intervene immediately and effectively in these cases, even if no formal punishment is meted out. In incidents where school rules have clearly been violated, the consequences described above will be implemented. In cases where use is suspected, the procedures described below will be employed. Our main message is that school is not a place where drug or alcohol use will be ignored or tolerated, and that we will act energetically if we are aware of, or even suspect, a problem. Drug or alcohol use that is not responded to has the effect of endangering individuals and compromising community values.

Procedure

- If a staff member has reason to believe a student may be using, in possession of or consuming drugs or alcohol, he or she will report these concerns to the School Nurse, Clinical Counselor, School Psychologist, Guidance Counselor or Administration immediately.
- If possible, an immediate assessment will be made, which will include the school nurse if medical issues are a concern.
- Parents will be notified, and asked to come to the school to take the student home.
- The following day, the parents may be asked meet with school support staff to discuss concerns, and plan further intervention or assistance if needed.
- Any subsequent difficulties regarding substance use/abuse in school will be addressed individually, but could include further intervention and/or disciplinary action.

Substance Abuse Separate from the School Day or a School Function ~ Through the Memorandum of Understanding between the Winchester Police and the Winchester Public Schools, the school is informed of all legal violations involving students that occur. If the school is notified that a student has violated any part of the MIAA Chemical Health Rule, including violations that occur not on school time i.e., nights, weekends, school vacations, the Athletic Director will be informed and the MIAA sanction will be applied. The Administration will apply appropriate sanctions, both within the definition of the MIAA standard and the more stringent Winchester standard, up to 365 days following the violation. Out of season violations will carryover to the athlete's season.

Tobacco and Smoking Policies

No Smoking Policy ~ Due to conclusive evidence identifying the negative effects of tobacco use, Winchester High School is committed to ensuring a smoke- and tobacco-free environment for all members of the school community, including students, faculty, staff, and visitors. State and Federal laws and Town of Winchester by-laws provide that Winchester Public Schools must be tobacco-free facilities. Therefore, the use of tobacco products and smoking-related products on

school property and in vehicles used in the transportation of students, including student-operated vehicles parked on school grounds, is strictly prohibited. This ban will apply to all school-related functions, during and beyond the regular school day, as well as to activities and sports sponsored by outside groups renting or using the buildings or grounds. Violations of this policy will result in the following consequences per academic year.

NOTE: Tobacco use is a violation of the MIAA Chemical Health Rule and will be reported to the Athletic Director with appropriate consequences to follow.

1st Offense

- No immediate fine
- Mandatory 2 hours of Tobacco Education (2, 1 hr. sessions) with the Winchester Community Health Institute.
 - Fined \$25 if doesn't complete Tobacco Education
 - Individual Nicotine Dependency Treatment (optional)
 - Notification of parents
 - Notification of sports and activities advisors
 - Notification of Winchester Board of Health
 - One day out of school suspension

2nd Offense

- \$50 fine - mandatory
 - \$25 fine if Nicotine Dependency Treatment is opted and completed
 - Notification of parents
 - Notification of sports and activities advisors
 - Notification of Winchester Board of Health
 - One day out of school suspension

3rd Offense

- \$100 fine - mandatory & thereafter
 - Nicotine Dependency Program (optional)
 - Meeting with student, parent(s), administration and Board of Health
 - Notification of sports and activities advisors
 - One day out of school suspension

Visitors in Violation

1st Offense ~ Verbal notification of no smoking policy

2nd Offense ~ Request to leave school property

Ticketing Agents ~ Fines for violating the “No Smoking Policy” will be issued in the form of tickets, payable to the Winchester Town Clerk’s Office. All members of the Winchester High School administration, faculty, and staff are required to report any student or staff member violating the policy and the circumstances of the violation to the Assistant Principal. Following each report, the Assistant Principal will meet with the violator and impose consequences according to the policy. Each Assistant Principal is a deputized ticketing agent of the Winchester Board of Health and as such is authorized to issue tickets for violations of the “No Smoking Policy.”

Perceived to be Smoking ~ No loitering is permitted in the lavatories and only one

student is allowed in a stall at a time. Students caught smoking in the lavatories (with lit cigarettes in their possession) will be subject to the consequences listed above under “No Smoking Policy.” Any student or students observed in a closed lavatory stall from which smoke is emanating will be reported to the Assistant Principal for suspicion of smoking. Upon the discretion of the Assistant Principal, the student(s) will be disciplined for:

- A smoking violation; or
- A perceived to be of smoking violation.

A smoking violation will result in the consequences listed above under “No Smoking Violation.” A suspicion of smoking violation will result in three (3) Office detentions with a warning that any further violations of the no smoking policy, including a subsequent suspicion of smoking violations will result in a smoking violation complete with associated consequences.

Possession of Smoking Products ~ Students found in possession of tobacco products or tobacco-related paraphernalia, such as cigarette lighters, matches, pipes, papers, and cigarette holders on school property will be required to relinquish those items to a member of the school faculty or administration. Tobacco-related items will be returned to the parent(s) of the student only upon written request of the parent(s) within 30 days.

Nicotine Dependency Program ~ As a consequence of violations or if so requested, student, faculty, and staff will receive Tobacco Education and/or Nicotine Dependency Program classes free of charge during non school hours at Winchester High School in coordination with the Winchester Board of Health and the Winchester Hospital Community Health Institute’s Tobacco Control Program. The Tobacco Education Program meets one afternoon. Individuals wishing to enroll privately in a Nicotine Dependency Program may do so at any time through Winchester Hospital.

Payment of Fines ~ Fines issued for violations of the school No Smoking policy must be paid to the Winchester Town Clerk’s office within 21 days of receipt. Failure to pay a fine may result in a criminal complaint.

Parking and Driving on Campus ~ Student parking is limited to the lots adjacent to the physical education building, the music wing (excluding the numbered and signed Staff parking spaces), the large lot to the right in front of the main building and the Skillings Athletic Field parking lot. Overflow must park on Skillings Road. The small lot, which abuts private property on the east side of the building, and the lot behind the cafeteria are reserved for staff. Students will not park in the visitor parking spaces that are located in the front driveway of the school. Students who do not park in designated area, and/or who do not use good judgment in operating their vehicles, will be denied the privilege of parking on school property. Violators of the parking regulations will be ticketed and/or towed. Students who receive two parking violations will lose their right to park on campus. The expectation of all drivers on school property is that they obey the traffic signs posted on school grounds. The Police Department will be notified of any violation of these posted signs and appropriate measures will be taken. While parked on school property, a student’s car can be searched by the administration at any time if there is reasonable suspicion about illegal substance or safety issues.

Winchester High School supports an on campus safety belt policy. Students who do not use seat belts may lose their parking privileges at WHS.

Personal Electronic Equipment ~ Students are not allowed to use a cell phone at any time during the school day. A student in violation of this policy will have their cell phone confiscated, given to an administrator, and a parent must pick up the phone in the Main Office. iPod's, MP3's, etc., may be used at lunch only.

Student in Good Standing

- Juniors and Seniors are eligible to leave campus at lunch with the proper paperwork returned to the Main Office.
- Under no circumstances can Freshmen or Sophomore leave campus.

Open Ends ~ Seniors Only

- If a Senior in Good Standing is scheduled for an Academic Block either first or last block, they may come to school at the close of first block or leave school at the beginning of last block with the proper paperwork returned to the Main Office. **Privileges do NOT include Academic Blocks during the school day.**
- Students who qualify for open ends and choose not to participate will be assigned to an academic block. Students who occasionally come in early or stay for the last block must report to the cafeteria. Failure to follow this policy may result in the loss of the open-end privilege.
- The privilege of having Open Ends will be removed if the student violates school rules.
- Administration reserves the right to revoke privileges at anytime.

Student Safety ~ At all times the administration and staff promote a safe environment for all students. Accountability for the whereabouts of each student is of prime concern.

Academic Blocks ~ Academic blocks are supervised times and places for quiet study. Students are automatically scheduled for an Academic Block when they are not scheduled in a class. No grades or credit are given for Academic Blocks. Card playing, games and cell phones are not allowed.

Attendance in Academic Block is mandatory. Students listed as absent without permission will be reported to the Administration. Students are subject to office detentions and suspension from school.

Areas of Building and Grounds for Student Use

- Playing ball or other games in corridors is prohibited. Games may be played on the athletic fields.
- Roaming corridors and loitering are prohibited.
- Only junior and senior students with Good Standing are allowed to leave campus during lunch.
- Students are not allowed to gather or loiter in parking lots or in vehicles.
- Students leaving the school without permission **will be suspended.**

Bicycles/roller blades/skateboards ~ The campus is reserved for pedestrian traffic. Students who bike, roller blade, or skateboard to school should lock their bikes in

the bike racks; remove roller blades or skateboards for storage in lockers.

Cafeteria and Lunch

- Students should conduct themselves in such a manner so as to insure a clean, pleasant atmosphere for both the eating of lunch and the social use of the cafeteria. Each student shall assume responsibility for keeping the cafeteria clean and orderly during the day. Failure to do so will result in disciplinary consequences.
- Students may eat outside in the courtyard, providing they keep the area clean of debris.
- Inappropriate behavior in the cafeteria may result in detentions or temporary loss of café privileges.
- Lunch area is restricted to the cafeteria and the front courtyard between the library and the auditorium. No students are allowed to eat in the hallways or in non designated areas. Failure to comply will result in detentions or possible suspensions. Students who have finished lunch are allowed to go to the Library, without food. Not remaining in the courtyard, library or cafeteria during lunch may result in detentions or a suspension from school.
- Students need to be responsible for their own trash pick up in and around the school. Food and drink cannot be consumed in the hallways.

Emergency Evacuation of Building

- Students should be familiar with exit routes from every area in the building.
- During an emergency student's are to remain with their class and are to follow directions given by the teacher in charge.
- Once outside the school, students are to remain on the sidewalk and must clear all access routes to the building and grounds.
- Students are not to enter or drive automobiles or motorcycles during the evacuation.

Evacuation During Lunch ~If the building needs to be evacuated during lunch block, students in the cafeteria will exit to the rear parking lot and remain there until they have been accounted for by an Administrator.

Evacuation Before School or Between Periods

- If we need to evacuate before 7:45 AM, students are to meet their teachers from their first period block, whichever is scheduled for that day, at the predetermined meeting place.
- If we need to evacuate between classes, students are to meet the teacher of their **prior** period class, at the predetermined meeting place.

During an evacuation school officials have the right to search lockers.

Hall Pass Policy ~ Any student requesting to leave a class must obtain the official classroom pass from the teacher, sign out, and sign back in when they return. **No student should be in the hall without a pass.**

Hazing Policy ~ In compliance with Chapter 536 of the General Laws of the State

of Massachusetts, the School Committee prohibits any acts of hazing in connection with initiation into any student organization whether such acts are committed on school grounds or elsewhere.

Process:

1. Inform the Administration of the incident
2. Due process hearing to review the facts
3. Administrative action (see penalties)
4. Administrator notifies police
- 5.

Penalties:

- Three-day suspension and/or removal from activity for the remainder of the year for minor infractions.
- Legal action through police whenever hazing involves acts of physical and/or psychological harm such as described in Section 17 of Chapter 536 of the General Laws of the Commonwealth.

Off Campus ~ All students are expected to remain on campus at all times during the school day. Only juniors and seniors may leave campus for lunch. Students may not go to their cars during school. Loitering in the parking lot or in vehicles is strictly prohibited. "Campus", for the purpose of this definition, shall be construed as WHS property on the school side of the railroad embankment. Students who are off campus by the above definition or loitering in parking lots will be suspended.

Personal Property and Valuables ~ The high school administration strongly discourages students from bringing excess money or valuable items to school. Likewise excess money or valuable items should not be stored in lockers at Winchester High School. Under NO circumstances does the Town of Winchester, Winchester High School, its administration, or its staff assume liability for personal possessions brought to school.

District Policies

Equal Educational Opportunity Statement ~ Winchester High School provides equal educational opportunity for all students and does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, or disability. Students have equal access to admission to school courses, extracurricular activities, and employment opportunities. Students who believe they have been victims of discrimination are hereby notified that grievance procedures are available to them and that they should contact the Principal for more information. Counseling services are available to help students address their individual needs.

Civil Rights and Safety Policy

Statement of Policy ~ It is the policy of Winchester High School to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as "wrongful harassment") or violate the civil rights of any pupil, teacher,

administrator, or other school personnel. Conduct amounting to hate crime is a serious infraction that will result in referral to law enforcement agencies.

Winchester High School will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and to take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Winchester High School will enforce Massachusetts Law, Chapter 92, of the Acts of 2010, An Act Relative to Bullying in Schools. The requirements of this law are codified in statute, M.G.L. c. 71, § 370.

Commitment to Prevention ~ Winchester High School is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings.

Zero Tolerance for Known Civil Rights Violations ~ Required Reporting and Intervention to Stop Harassment

- School employees must intervene in ongoing civil rights violations and episodes of wrongful harassment whenever witnessed or reported, to the extent
- Intervention can be done safely. School employees must report a civil rights violation or episode of wrongful harassment to the school civil rights administrator. Designated administrators must intervene in ongoing matters of civil rights violations and episodes of wrongful harassment, summoning assistance as necessary.
- The primary objective of school intervention in a civil rights matter is to put a swift end to, and prevent any recurrence of, any wrongful conduct, so as to ensure the safety of all students and a school environment free of wrongful harassment and civil rights violations. Intervention should be undertaken immediately, as needed on a short-term basis, and more comprehensively once a civil rights violation has been found to occur. The school will take all necessary steps within its authority to implement the objective of stopping continuing civil rights violations and wrongful harassment, and restoring and preserving an environment free of such conduct.
- Effective, and if need be escalating, measures should be used to definitively stop harassment and violence. School officials should immediately consider and use regular administrative actions to defuse a civil rights situation wherever possible: separating victim or complainant and offender, ordering the offender to stay away from the victim, or assigning additional security. Relevant school disciplinary hearings should begin and proceed on an expedited basis where there is a threat of ongoing interference with civil rights. Disciplinary action appropriate to the offender's conduct should be taken when a violation is found. Potential criminal conduct should be reported to law enforcement, and legal

remedies pursued as necessary to protect civil rights.

Designation of Civil Rights Administrators ~ The Principal of each school in the Winchester district will designate at least one employee whose responsibility it will be to respond to matters of civil rights that arise in the school setting. The designee shall be given a title and prominently identified as available to receive reports and complaints of civil rights violations from students, faculty, or staff. The designee will receive specialized civil rights training and take responsibility for upholding school civil rights and safety policies. The designee will also serve as a liaison with law enforcement agencies, and Assistant Principal and Superintendent in making referrals of possible criminal matters to law enforcement.

Identification of Prohibited Conduct ~ Definitions

- BIAS INCIDENT means any act, including conduct or speech, directed at or which occurs to a person or property because of actual or perceived race,
- Religion, ethnicity, disability, gender, or sexual orientation. A bias incident may or may not be a criminal act.
- BIAS INDICATORS are objective facts and circumstances, which suggest that an action was motivated in whole or in part by a particular type of bias.
- BIAS MOTIVES recognized at Massachusetts's law as causing hate crimes include prejudice based on race, religion, ethnicity, disability, gender, and sexual orientation.
- CIVIL RIGHTS VIOLATIONS involve interfering by threats, intimidation, or coercion, with someone's enjoyment of constitutional or statutory rights. Rights protected against interference include non-discrimination in access to advantages and privileges of a public school education. The term "civil rights violation" also covers bias-related and sexual harassment and bias crimes, so the term is applied generically to any civil or criminal law infractions.
- DISCRIMINATION consists of actions taken against another(s) which treat them unequally because of race, religion, national origin, disability, sexual orientation, or gender bias.
- HARASSMENT consists of unwelcome verbal, written or physical conduct targeting specific person(s), which is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, humiliating, or offensive school environment, or substantially interfere with the progress of a student's education.
 - BIAS-RELATED HARASSMENT will present bias indicators, most commonly epithets: name-calling derogatory to a particular racial, religious, or sexual orientation group;
 - SEXUAL HARASSMENT covers instances of physical or verbal conduct of a sexual nature, not limited to but including sexual advances, which foster a hostile educational environment for the victim.
- HATE CRIMES include any criminal acts to which recognized types of bias motives are an evident contributing factor. Criminal bias-motivated conduct entails, at a minimum, threats. Criminal conduct includes acts putting someone in fear of immediate physical harm (assaults), and actual physical violence (assault and battery), and grows most serious if a victim suffers any bodily injury. Repeated threatening or menacing actions like following

someone can amount to the crime of stalking.

- **HOSTILE ENVIRONMENT** exists when a student has been or is subjected to threats, intimidation, or coercion by another (or others) or is reasonably in fear for his or her safety. Whether a school environment has become hostile must be evaluated based on the totality of the circumstances. Repeated instances of bias-related and sexual harassment create a hostile environment for the victim. A single act of harassment can also create a hostile or intimidating environment if sufficiently severe. A hostile environment does not necessarily entail that a student exhibits quantifiable harm, such as a drop in grades.
- **STALKING**, a felony, consists of intentional conduct involving 1) or more acts directed at a specific person, 2) which would cause an average person substantial distress, 3) where the perpetrator has made threats causing the targeted person fear of death or injury.

Common Bias Indicators:

- Bias-related oral comments or epithets
- Bias-related markings, drawings, or graffiti
- Use of bias-related symbols
- No clear economic motive for an assault and battery
- Crime involving disproportionate cruelty or brutality
- Offender history of crimes with similar m. o. and victims of the same group

Examples of Civil Rights Violations and Bias Incidents

- Unwelcome verbal, written, or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner speaking, and negative references to racial customs. (Racial and color harassment)
- Unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's religion, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti. (Religious harassment)
- Conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs. (National origin harassment)
- Conduct directed at the characteristics of a person's sexual orientation - actual, perceived, or asserted - such as negative name-calling and imitating mannerisms. (Sexual orientation harassment)
- Conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment. (Disability harassment)
- Physical conduct putting someone in fear of imminent harm, coupled with name-calling of a bigoted nature. (Crime of assault)
- Repeated, purposeful following of someone, coupled with evident bias against the victim's actual or perceived group status. (Civil rights violation or crime of stalking)
- Painting swastikas on walls or other public or private property. (Crime of vandalism)
- Hitting someone because of his or her actual or perceived group status. (Crime of battery)

Scope of Policy ~ This policy applies to bias crimes, civil rights violations, bias incidents, and bias-related harassment occurring on school premises or property, or in the course of school-sponsored activities, including those outside of school if there is a detrimental effect on the school or educational climate.

Incident Management Team ~ Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency. The first is to establish an Incident Management Team.

By definition, an Incident Management Team (IMT) is those individuals assigned to perform the four functions of an emergency management plan – Mitigation, Preparedness, Response, and Recovery. The IMT is also responsible for implementing the Incident Command System (ICS) during any incident. Each school has an IMT comprised of Administration, Allied Health Care, Teachers, and other staff as needed. The Central Office also has an IMT.

The District has an IMT made up of a representative from each school and the Central Offices as well as a representative from the Police and Fire. This team is co-chaired by Police, Fire and a School Representative. This team acts as a steering committee, developing plans, procedures and providing additional support to the schools during an incident including post incident evaluation and debriefing.

The school district has worked diligently to develop comprehensive safety plans in conjunction with the Fire and Police Departments.

Fire Drills, Evacuation and Relocation

In the event of a school evacuation, all students would immediately leave the building accompanied by the staff and report to assigned locations. Students would remain outside the building until the building is deemed safe by the proper authorities. If a situation should arise where students must be evacuated and relocated, the school staff would escort students to a safe, predetermined location, and the School Messenger Parent Notification System would be activated to notify parents as to how they would pick up their students.

Lockdown/Shelter-in-Place

In the event that a circumstance outside is cause for the school to be secured (for example, a potentially dangerous individual in the area, or some kind of chemical polluting the air, etc.), the school would go into Lockdown or Shelter-in-Place. A Lockdown means that each classroom would be secured by locking the doors. The students would be moved to an area of the room away from doorways and windows, and wait quietly until the Incident Commander or the authorities inform the staff that the Lockdown is over and normal activities may be resumed. Shelter-in-Place would require locking all outside doors, closing windows, and possibly turning off the ventilation system. Students and staff would be free to move about within the interior of the building only. No one will be allowed in or out of the building at that time.

Early Dismissal

If students need to be dismissed due to a rare circumstance (such as impending, severe storm, etc.) the school will make every effort to contact parents via the School Management Notification System. The school must have on file the most updated contact information including a list of adults who have the parent's permission to take student home in case the school cannot contact the parent.

General Safety in the School

All doors are locked at all times during the day except for the front door to the school. All visitors must sign in at the main office.

Student Rights Policy

Right to Education ~ The Commonwealth of Massachusetts guarantees "an adequate publicly supported education to every child resident." This right cannot be denied "on the basis of national origin, sex, economic status, race, religion, and physical or mental handicap." Any person pregnant or married has the same right to an education.

In Massachusetts, a child between the ages of six and 16 is required by law to attend an approved educational institution unless legally excused. All person from 3 through 21 have the right to an education to suit their individual needs as may be determined through an evaluation process. This process is designed to provide all children unable to function in the regular educational program with an educational plan suited to their special needs. This plan is created as a result of assessments made by psychologists, social workers, physicians, teachers and other professionals.

The evaluation process guarantees due process rights for parents, individualized educational plans, and careful and nondiscriminatory use of testing, and educational placements in the least restrictive settings. Questions about referrals and eligibility for support services should be directed to the Guidance Counselor.

Equal Educational Opportunity ~ The United States Constitution and federal law prohibit discrimination on account of sex. In Massachusetts, the law is more comprehensive than the federal law. For example, Chapter 622 and its implementing regulations include in their coverage the prohibition of sex bias in instructional materials, an area not covered in the federal regulation. It is the policy of the Commonwealth of Massachusetts to afford all persons, regardless of race, color, sex, religion, national origin, economic status or handicap, equal rights and opportunities in the educational institutions within the State, as described by the guidelines of school policy.

Freedom of Assembly ~ Students have the right to assemble peacefully. The Students Rights and Responsibilities Law guarantee "the right to assemble peaceably, with the responsibility to obtain prior approval of school officials." There is an appropriate time and place for the expression of opinions and beliefs. Conducting or participating in demonstrations, which substantially interfere with the operation of the school or classroom, is prohibited. All student meetings in the school building or on school grounds may function only as part of the formal educational process or as authorized by school authorities. Organizations that meet the above conditions are entitled to equal rights of peaceable assembly on school property.

Freedom of Religion ~ It is the responsibility of the school to protect the religious freedom of students. Students have the right to practice their own religious beliefs as long as they violate neither the constitutional rights of others nor the Supreme Court's prohibition on the school's extending the mantle of public sanction or support to any particular religion.

Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they might explore any other subject included in the curriculum of the Winchester Schools; therefore, the study of religion and religious holidays as an academic subject or as part of a foreign culture is appropriate.

Patriotic Ceremonies ~ The First Amendment affords certain rights and privileges pertaining to patriotic ceremonies. A student may decline to participate in the salute to the flag, the Pledge of Allegiance, and the singing of the National Anthem. The school may not force the student to leave the room or otherwise punish the student. Students who choose to refrain from participation have a responsibility to respect the rights and interest of others who do wish to participate in the ceremony. The student may refuse to perform the ceremony only in a manner that will not disrupt the ceremony for other persons.

Right to Privacy ~ Parents, students and former students are guaranteed the rights of confidentiality, inspection, amendment, and destruction of student records. Specifically:

- A parent has the right to inspect the school records of his/her child;
- A parent has the right to a hearing to contest records that are allegedly inaccurate, misleading, or in violation of the rights of privacy of the student;
- Search of an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student;
- Illegal items as defined by federal, state, or local law or a provision of this policy or which may reasonably be determined to be a threat to health, safety, or security of others may be seized by the school authorities and turned over to the Police Department;
- Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
- Student's final high school records are held at WHS.

Right to Due Process ~ Before a student is disciplined for a violation of a school policy; the student has the right to receive:

- Oral or written notice of the charges against him/her
- An explanation of the evidence against him/her
- The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator) (Goss vs. Lopez, 419 U.S. 565 1975)

Additional Procedures for Students with Disabilities ~ The Individuals with Disabilities Education Act (IDEA) and its implementing regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below. In general, students may be excluded from their programs, just as any other student can be,

for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination"). If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new Individualized Education Program. The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student. In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others. When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to students with accommodation plans under Section 504 of the Rehabilitation Act of 1973. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from Dr. Linda Stapp, Director of Pupil Services who can be reached at (781) 721-7005.

Discipline of Students Not Yet Determined Eligible for Special Education ~ The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services. If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational

placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Additional information regarding the procedural protections for special education students can be obtained from John Pirani, WHS Special Education Supervisor, who can be reached at (781) 721-7020 ext. 1803.

Search and Seizure Policy

Search or seizure of property ~ Weapons, controlled substances, and other illegal, or inappropriate items are not to be kept in the school's lockers. Lockers assigned to students remain the property of the Winchester Public Schools and are subject to search by school officials at any time. These searches may be conducted without warning. Personal locks may not be placed on a locker without the permission of the Assistant Principal. Improperly placed personal locks will be removed.

Students are not to have in their possession, on their person or in their personal belongings, weapons, controlled substances, or other illegal, or inappropriate items. If school officials have a reasonable suspicion that a student is in possession of weapons, controlled substances, or other illegal or inappropriate items, that student and his/her personal belongings will be subject to search. A student refusing to be searched will be considered insubordinate and may be suspended or referred to the police.

Legal issues ~ Through United States Supreme Court rulings and Massachusetts Supreme Judicial Court rulings, schools have been given wide latitude for searching lockers, personal possessions and students.

Two significant Massachusetts' rulings are Commonwealth vs. Carey and Commonwealth vs. Snyder. The sum total of the rulings is that students have no legitimate expectation of privacy for the school lockers that have been assigned to them. In addition, if school officials have a reasonable suspicion that a student is in possession of weapons, controlled substances, and /or other illegal, inappropriate items that student and his/her personal belongings may be subject to search. The search can include the student's person, clothing, handbag, knapsack, book bag, and automobile, if the car is parked on school grounds or in the parking lot of a facility where a school event is taking place. The search is justified whenever there are reasonable grounds to suspect that a search will uncover evidence that a school rule has been violated.

When school staff has a reasonable basis for believing that a crime has or is being committed by a student on school property or at school-related events, such matter shall be reported to the police. Reportable crimes include but are not limited to possession of a controlled substance or dangerous weapon, assault, vandalism, stalking, and/or hazing.

Possession or Use of Illegal Weapons or Firearms/Controlled Substances Policy ~ Weapons of any kind are expressly and absolutely forbidden at Winchester High School. The definition of a weapon includes, but is not limited to, a gun, knife, slingshot, blackjack, metallic knuckles, or any device or object whose purpose or

potential is to inflict harm on another person. If reasonable suspicion exists, the administration has the right to search student possessions for weapons. Students possessing or using weapons on school grounds will be immediately suspended from school for an indefinite period of time. The Principal, having followed due process procedures, will decide to expel or not expel.

- Any student who is involved in fighting or other violent behavior or who is involved in an act of vandalism or violation of other students' civil rights, on school premises, on school buses, or at school-sponsored events, including athletic games, will be immediately suspended for an indefinite period of time, and may be subject to expulsion from school by the Principal.
- Any student who is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including, as defined above; or a controlled substance as defined in chapter ninety-four C, marijuana, cocaine, and heroin, will be immediately suspended for an indefinite period of time, and may be subject to expulsion from the school or district by the Principal.
- Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other individuals on school premises or at school-sponsored or school-related events, including athletic games, will be immediately suspended for an indefinite period of time, and may be subject to expulsion from the school or school district by the Principal.
- Any student who is charged with a violation of either paragraph (1), (2), or (3) shall be notified in writing of an opportunity for a hearing before the Principal. The student charged may have representation, along with the opportunity to present evidence and witnesses at the hearing. After the hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (1), (2), or (3); provided, however, that any Principal who decides that the student should be suspended shall state in writing to the Superintendent his/her reasons for choosing suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students in the school.
- Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.